



## The PIP Purpose

The Paid Internship Program (PIP) helps people learn job skills while getting real work experience. It's designed to fit with each person's own goals and needs, and is part of their Individual Program Plan (IPP).

The main purpose of PIP is to give participants a chance to work in regular job settings alongside other employees. This helps them:

- ◆ Learn new job skills
- ◆ Improve skills they already have
- ◆ Build a resume with hands-on experience

Our hope is that paid internships will open doors to permanent jobs through Competitive Integrated Employment (CIE). This means that if the participant does well and there are job openings available, they might get hired part-time or full-time by the same workplace that hosted their internship.

(W&I Code Section 4870)

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# PIP

Paid Internship Program



San Diego Regional Center

# What Is PIP?

The Paid Internship Program (PIP) was designed to help promote **Competitive Integrated Employment (CIE)** for people with intellectual and developmental disabilities.

This program offers paid internships, which can be set up like traditional internships or apprenticeships. The funds provided for these internships cover wages and payroll costs.

All PIP opportunities are paid at a wage of at least local minimum wage or higher. Individuals can participate in more than one internship, as long as they don't exceed 1040 hours of participation, per calendar year.

**Every internship request is reviewed on a case-by-case basis to ensure PIP placement is the right fit for the participant and the host worksite.**

These internships are meant to provide on-site work experience and job skills development in competitive work settings that are integrated in the local community.

The ideal PIP placement will lead to an opportunity for direct hire, whether that be full-time or part-time employment, with the worksite hosting the internship.

**Anyone who is an SDRC client, who is at least 18 years of age or older, and who wants to pursue employment, is eligible for PIP.**

This program is ideal for individuals who are new to the workforce, who have little to no work experience, for students in a transition program, such as postsecondary education, or those who are exiting high school.



PIP participants should be able to travel independently or have other means of reliable transportation. There are SDRC funded resources for transportation including mobility training for clients, as well as, a bus pass and mileage reimbursement. To access these resources, clients need to request a Transportation Service Request (TSR) with their service coordinator.

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## More to Know:

There are two main items needed in order for SDRC to consider a PIP request including a job description and a budget sheet.

The Employment Resource Coordinator reviews and approves PIP requests on a case by case basis. If approved, funding is arranged through a **Financial Management Service (FMS)**.

The FMS manages internship funding, payroll costs, and workers compensation claims- this is how participants get paid. FMS vendors will vary depending on the internship supports (if any).

# How Does It Work?

The IPP team, including the SDRC Service Coordinator, the client's natural supports, and job coach (if any), meet to discuss potential PIP opportunities.

## The team will identify the following:

- **Purpose of the internship** such as learning work-related tasks, interpersonal communication, expanding their professional network in a certain field, gaining practical work experience, resume development, obtaining competency in a selected trade or a specific set of skills.
- **An approved agency** or employment supports vendor that will facilitate the internship placement and on-going supports (*Alternative requests need to be discussed with an SDRC employment coordinator*).
- **Number of hours** for the internship, the proposed weekly schedule, and internship duration.
- **Person-centered outcome** in the IPP justifying the reason for the paid internship.
- **Benefits Planning** to determine how participation in PIP will impact access to public benefits, such as SS and Medical (if at all).