



Supported Employment Programs

Experience Required:

The *director* shall possess the following minimum qualifications:

- A bachelor's degree and a minimum of 18 months of experience in the management of a human services delivery system; or
- Five years of experience in a human services delivery system, including at least two years in a management or supervisory position.

The *supervisor* shall possess the following minimum qualifications:

- Three years of experience in a human services related field; and
- The demonstrated ability to provide staff training, supervision and planning.

If you meet the above-mentioned experience requirements, please submit a letter of intent with the following information:

- The type of program that you are going to provide (please refer to Title 17 Chapter 3, Subchapter 21, Article 2 to become more familiar with the different habilitation services)
- Resumes and letter(s) of reference. Resumes and letters of reference must verify the experience of the director and supervisor. Resumes must also reflect experience in your specialty area, based on our identified needs.
- The geographic area and number of people you hope to serve
- Examples of your commitment to addressing the needs of those diverse consumers. Include any additional information that you deem relevant to issues of equity and diversity.

Please email Letters of Intent to: loi@rceb.org

RCEB will respond, in writing, to your letter of intent in at least 45 days; please do not call to inquire about the status of your letter.

Once we receive your Letter of Intent, it will be reviewed in at least 45 days. If you submit all the necessary information and meet necessary experience requirements, then the following will apply:

- Submit a program design for review that presents the actual services you will provide and meets all of the requirements of Title 17 58830-58834 and Lanterman Act in addition to RCEB requirements. You will receive a program design checklist indicating all necessary sections.
- Please note that it will take at least 45 days for RCEB to complete the first assessment of the program design. It is possible that revisions to program design will be needed. *If program design is not able to meet requirements after three submissions, vendorization process will be discontinued..*
- Submit a completed copy of the RCEB Vendor Application packet. RCEB will only accept a vendor application after all requirements above are completed and approved.



- Supported Employment programs must also be certified with the Department of Rehabilitation prior to Regional Center funding of services. Please refer to Title 17 Chapter 3, Subchapter 21, Article 5 to become more familiar with the requirements for coordination of services with the Department of Rehabilitation.