

Special points of interest:

- Timely Progress Reviews and the Ticket to Work Program 1
- New Employment Network Orientation Teleconference Training Information 3
- Certified Rehabilitation Counselor (CRC) Contact Hours Available 3
- Join the April 26, 2005 EN Teleconference Training 4

Timely Progress Reviews and Ticket to Work

During the month of April, Employment Networks will begin to receive requests from MAXIMUS for Timely Progress Toward Self-Supporting Employment review for individuals who have assigned their Ticket. These reviews are conducted in accordance with the Ticket to Work and Self-Sufficiency Program regulations. Timely Progress refers to the guidelines used by the Social Security Administration to determine if a Beneficiary is making progress toward self-supporting employment.



The Social Security Administration considers the Beneficiary to be making Timely Progress when a Beneficiary shows an increasing ability to work at levels that will reduce or eliminate his/her dependence on cash benefits.

The review process begins with MAXIMUS

sending a letter to the Employment Network advising them that it is time, based on the Regulations, to review and report Beneficiary progress toward self-supporting employment.

After assessing each Beneficiary's progress, Employment Networks complete the individualized form letter provided by MAXIMUS, and returns the completed form to MAXIMUS by fax or mail.

One of the significant benefits available to Ticket-Holders through the Ticket to Work and Self-Sufficiency Program legislation is protection from Continuing Disability Reviews. A Beneficiary who assigns their Ticket to an Employment Network or State Vocational Rehabilitation Agency is not subject to a Continuing Disability Review by the Social Security Administration while actively participating in the Ticket to Work Program. The Continuing Disability Review is a reassessment that one is "disabled" under the law and may continue to receive benefits.

(Continued on page 2)

Message from the Training Manager:

Inside this issue:

- Message from the Training Manager
- EN Capitalization Training Coming to a City Near You!
- New EN Orientation Teleconference Information

I very much appreciate the feedback we have been receiving about the e-Training Update. In this issue, we feature the Timely Progress to Self-Sufficiency provisions of the Ticket to Work Program. Timely Progress notices will be sent to you during the month of April.

We will be conducting a teleconference training on **Timely Progress** on **April 26, 2005, at 1:00 PM EDT**. Please note the call-in information provided on the last page and join us for the call. Last month we featured the Work Opportunity Tax Credit, and the benefits that this legislation brings to Employment Networks. We received a lot of positive feedback about the information provided in the e-Training Update, and about the

teleconference training program we conducted on March 29, 2005. We have a section on our web site under Training specifically for the Work Opportunity Tax Credit and important Department of Labor information and resources.

We are pleased to hear of so many instances in which the Ticket to Work Program is having a positive effect in the lives of the individuals you work with, your organizations, and your communities. Please do feel free to call on us any time you have a question, or for technical assistance.

Terry Martin, Ed.D. Training Manager

Timely Progress Reviews and Ticket to Work Program *(continued from page 1)*

Timely Progress is conducted at certain proscribed points to assess active participation in the Program. Progress is assessed at proscribed points in time as defined in the Regulations, and begins with the Initial 24 Month Review. At each point of review, specific criteria must be met in order to retain the protection from the Continuing Disability Review.

If the Ticket-Holder does not meet the criteria at a given review point they may be open to their next regularly scheduled Continuing Disability Review. The Ticket remains assigned to the Employment Network or State Vocational Rehabilitation agency, unless, of course the Ticket-Holder or Employment Network or State Vocational Rehabilitation agency wishes to un-assign the Ticket.

You will receive a notice for each Ticket-Holder for whom a review is due based on our records. The notice includes a form with your EIN and the Ticket-Holder's SSN populated. Check Yes or No for each review criteria, sign, and date the form, and fax it back to MAXIMUS.

The first notice is a request for the initial 24-month timely progress review, which will ask the EN to assess Beneficiary progress based on the following criteria:

1. Did the Ticket-Holder actively participate in the Individual Work Plan?

Actively participating means engaging in the activities outlined in the plan on a regular basis and in the approximate timeframes specified in the plan.

2. Does the Ticket-Holder's Individual Plan for Employment include a goal of at least 3 months of work and earnings at or above Substantial Gainful Activity by the time of the first 12-month timely progress review.



The goal of at least 3 months of work does not have to be written in the actual Individual Plan for Employment, but rather, when the Individual Plan for Employment was developed, was the goal for the Beneficiary to work at Substantial Gainful Activity for at least 3 months.

3. Do you, the Employment Network, expect that the Beneficiary will work for at least 3 months with earnings at Substantial Gainful Activity by the

time of the first 12-month timely progress review?

While the goal at the start of the Individual Plan for Employment might have been for the Beneficiary to begin working, sometimes things happen that require a change of plans. Does the EN expect that the

Join us for our monthly Teleconference Training!

Topic: Timely Progress

Date: April 26th, 2005

Time: 1:00 - 3:00 PM EST

Host: Terry Martin

Dial-In #: 1-800-480-6924

Participant Code: 505 0152

Beneficiary could work at Substantial Gainful Activity for at least 3 months?

If you have further questions about Timely Progress Reviews, we would like to invite you to join our monthly Teleconference Training on April 26th. Details on Page 4.

EN Capitalization Training Project



Sandy Smith, EN CAP
Project Manager

The recent series of training programs on the Employment Network Capitalization Resource Directory were very well received. Sandy Smith continues to work with a number of the many Employment Network staff that participated in the training programs.

Future training sessions are presently being scheduled with local sponsors in various locations. Employment Networks will be contacted when dates and facilities are finalized. You may

also check our web site for information on future opportunities to attend training sessions conducted by Sandy. Employment Networks are most certainly invited to contact Sandy for assistance in developing successful fund raising strategies anytime.

Sandy is available at our toll free number: **866.968.7842 Ext. 6671**
direct dial: 703.236.6671
and email: sandrasmith@maximus.com

New Employment Network Orientation Teleconference Training

MAXIMUS conducts teleconference orientation training programs at least once a month for new Employment Networks. The training programs are designed to provide recently approved Employment Networks with information about the resources available to implement Ticket to Work, and to function as an Employment Network.

Employment Networks are provided information about this training opportunity in the mailing that the Training Department sends to each new Employment Network. In addition, each new Employment Network receives a call from a Training Coordinator to ensure that the Employment Network staff have all the call-in information necessary for participation.

During the conference call, information is provided about technical assistance available from the Training Department, the

communication and partnership tools available to Employment Networks, and training programs and guides available on our web-site. In addition, development of the Individual Work Plan and Ticket assignment process are described. A question and answer session is also a part of the teleconference training.



We have received positive feedback from participants about the ease of access to the training, as well as the quality of content and format. In addition to acquiring information about resources and processes, Employment Networks have also expressed appreciation for knowing that MAXIMUS staff in the Training and Operations Departments are available to them to assist with implementing Ticket to

Work, and functioning as an Employment Network.

Although we do personal invitations to recently approved Employment Networks, the orientation teleconference trainings are open to all Employment Networks who would like to participate. Registration is not required. The orientation training teleconferences are announced in the Training section of the Ticket to Work web site as they are scheduled. The Power Point for the program may also be accessed at our web site.

For additional information or questions regarding the Teleconference please contact **Michelle Grande** at **1-866-968-7842 ext. 6618** or email at **michellegrande@maximus.com**

Certified Rehabilitation Counselor (CRC) Contact Hours Available for Online Ticket to Work Courses



CRC Contact Hours are available for successful completion of any Ticket to Work Online Courses. To receive CRC contact Hours, contact Andrea Stapleton at **andreastapleton@maximus.com** for enrollment information. Type "CRC Enrollment" in the subject field and include your Employer Identification Number (EIN).

Listed below are the courses available each month and the CRC Contact Hours for each course:

| | |
|--|----------|
| Understanding Social Security Administration Programs | 2 |
| Social Security Administration Employment Supports | 2 |
| Requesting Payment for Employment Networks | 2 |
| Management of the Ticket Process | 3 |



Keep Your Contact Information Up-to-Date

In order to keep you updated on the latest Ticket to Work news and information, we need you to keep us informed of any changes to your contact information. You can e-mail, fax, or write us with updates to this information, including the services you provide, groups served, and service area.



Ticket to Work Program

For more information, please call us at the MAXIMUS Ticket to Work toll free number below, or visit us at our Web site at:

www.yourtickettowork.com

1-866 YOURTICKET
(1-866-968-7842)

Fax: 703-683-0957

Training resources for the business of Ticket!

We're on the Web!

www.yourtickettowork.com



CD-ROM Training Now Available

EN Training Materials CD

1. IWP Development
2. Payment Process
3. Ticket Management
4. Timely Progress *(coming soon)*

Contact your Ticket Training Team now!

Join the April 26th EN Teleconference Training

Topic: Timely Progress Reviews

Date: April 26th, 2005

Time: 1:00 - 3:00 PM Eastern Time

Host: Terry Martin

Dial-In #: 1-800-480-6924

Participant Code: 505 0152

Topic Discussion: The latest topic in the series of monthly teleconference training programs for Employment Networks will focus on Timely Progress to Self-Supporting Employment. The training will provide an explanation of Timely Progress to Self-Supporting Employment, the timelines for conducting Timely Progress reviews, the relationship of Timely Progress and Continuing Disability Reviews, and the process for Employment Network compliance with reporting Timely Progress.



We do hope you are able to join us for this training program. Please do remember that registration is not required, there is no fee for participation, and that it is open to all staff in your Employment Network. Call the number above at the designated time, and join us for this teleconference training. The teleconference training conducted in March on the Work Opportunity Tax Credit was very well received. In response to the large number of calls we have had from Employment Networks who were not able to participate, we will be repeating the Work Opportunity Tax Credit training in the near future.

For additional information or questions regarding the Teleconference please contact Michelle Grande at **1-866-968-7842 ext. 6618** or email michellegrande@maximus.com

Meet the MAXIMUS Training Team



Terry Martin
Training Manager
Ext. 6602
terrymartin@maximus.com



Wendy Brodhead
Training Coordinator
Ext. 6619
wendybroadhead@maximus.com



Andrea Stapleton
Training Coordinator
Ext. 6616
andreastapleton@maximus.com



Nicole Johnson
Quality Assurance Coordinator
Ext. 6687
nicolejohnson@maximus.com



Michelle Grande
Training Coordinator
Ext. 6618
michellegrande@maximus.com



Damarie Rovnak
Training Coordinator
Ext. 6707
damarierovnak@maximus.com