



**SUPPORTED WORK INDEPENDENCE PROGRAM**  
Community Services Brokering Action Plan

**Example and Instructions:**

**Action:** Explain the statutory Supported Work Independence Program; Community Services Broker will gather the information needed to participate in the program. If receiving just general service brokering, the Community Services Broker will explain resources and role of broker.

**Person Responsible:** Name of Community Supports Broker

**Follow-up Needed:** Meet with (name of person/family) complete paperwork and evaluate long-term support options for employment or general resources. Examples: IRWE, EPAS, transportation, etc.

**Timelines:** The expected time frame the action item will take (90 days). Please also add the estimated amount of units the action will require.

**Success Criteria:** How do we know when this goal is met? What will the person/family have accomplished or have in place to indicate the action item was successful?

**Key Points to remember:**

- Contact should be made within two (2) business days of getting the referral;
- The goal is to find resources outside of DSPD;
- If a person is receiving respite as a short-term limited service on the waiting list, coordinate with the Division Staff to ensure consistency
- A letter must be sent prior to closing the person's case, and cc copy must be sent to DSPD Employment Program Administrator and Managers;
- Release forms must be completed and sent to parties prior to asking for personal information.

**PRIVACY NOTICE:** DHHS is collecting this data to determine eligibility for the Supported Work Independence (SWI) Program. This personal data will only be used by DHHS, and if needed, by a person or party contracted with DHHS. Without this data, DHHS cannot make an eligibility determination. This data is part of record series: 15376.