

**SECTION 511 – YOUTH - DOCUMENTATION
OF COMPLETION OF PRE-ETS AND/OR
TRANSITION SERVICES**

YOUTH NAME:

ADDRESS:

Dear _____:

This letter is to document that you have completed a Transition and/or Pre-Employment Transition Service (Pre-ETS). This documentation is required prior to entering subminimum wage employment per Section 511 of the Rehabilitation Act, as amended by the Workforce Innovation & Opportunity Act (WIOA).

Please retain this document for your records. It is also recommended that you provide a copy of this documentation to your Supports Coordinator. If you have any questions or concerns, please contact your OVR counselor.

TYPE OF SERVICE: ☐ **TRANSITION**

☐ **Pre-ETS**

BRIEF DESCRIPTION OF SERVICE INCLUDING OUTCOME (Attach additional sheets/reports as necessary)

Documentation of Transition Services must be sent to OVR from the school within 30 days of completion of service.
Documentation of Transition Services and/or Pre-ETS must be sent to the youth from OVR
within 45 days of completion of service.

NAME OF PROVIDER _____ DATE SERVICE COMPLETED _____

PERSON DOCUMENTING COMPLETION OF ACTIVITY

Printed Name of Person Documenting Completion of Service or Activity:

Signature of Person Documenting Completion of Service or Activity:

Date: _____

EDUCATION PERSONNEL ONLY

Signature of Educational Personnel Transmitting Documentation to OVR, if applicable:

Date: _____

Method Transmitted:

Hand Delivered ☐

E-Mailed ☐

Mailed ☐

Faxed ☐

OVR STAFF ONLY

Signature of OVR Personnel Transmitting Documentation to the Youth with a Disability:

Date: _____

Method Transmitted:

Hand Delivered ☐

E-Mailed ☐

Mailed ☐

Faxed ☐

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within 45 days of completion of service.