

Connecting Students to Work Incentives Benefits Counseling Services: A Checklist for Teachers

It is important that youth with disabilities who receive public benefits, such as Supplemental Security Income (SSI) and Medicaid (MA), learn about Work Incentives. Since special educators and transition coordinators connect high school students and their families to resources and services that will help them achieve post-school success, Work Incentives Benefits Counseling (WIBC) services should be included!

Steps to take to connect students to WIBC Services:

- 1. Provide students and families information about WIBC services.** The Let's Get to Work project has developed a [WIBC Fact Sheet](#), which can be found on the Let's Get to Work website. The WIBC Fact Sheet can be emailed to families or printed.
- 2. Talk to DVR about WIBC services.** If the student is involved with the Division of Vocational Rehabilitation (DVR), the student could add WIBC to their employment plan with DVR. Students not yet working with DVR could receive WIBC services from the local Work Incentives Planning and Assistance Program (WIPA) at no-cost. Locate a WIPA service provider at <http://www.eri-wi.org/programs/WIPA/>.
- 3. Help students and families prepare for the first meeting with the WIBC service provider.** The WIBC service provider will explain to the student and family how to prepare for the first meeting, including gathering documentation of any benefits received and income of the student and/or family. You might need to provide information to the family about wages and hours of past or prospective paid work experiences.
- 4. Check back to ensure that they have met with the WIBC service provider.** After the initial meeting, the WIBC service provider verifies benefits and writes a detailed report for the student about their benefits and the Work Incentives that apply to them.



5. **Review and revisit the benefits analysis.** Benefits are confusing and students and families can easily feel overwhelmed by them. Talk with the family about what they learned from the WIBC service provider. Do they seem to understand the report? Do they have continued concerns about losing benefits with work? Encourage families to follow up as often as needed with the WIBC service provider or invite the WIBC service provider to a transition meeting or IEP to be a resource for the entire team as the student moves forward with employment planning.

Quick Review Checklist

Steps	Date Completed	Notes
1. WIBC information provided		
2. DVR contact about WIBC need		
3. Preparation for WIBC meeting		
4. Confirmation of meeting		
5. Follow-up with student and family		

Additional Resources

For the most current information and resources about Work Incentives Benefits Counseling in Wisconsin, visit the Work Incentives Benefits Specialist Association (WIBSA) at www.wibsa.org

