

Transition Planning Handbook

A Checklist for Parents of
Children with Disabilities



Zionsville Community Schools

This document is the result of a collaborative effort of the Zionsville Community Schools Transition Council and Zionsville Community Schools.

Additional copies may be obtained by contacting:
Zionsville Community Schools Education Service Center
Paula Williams, Director of Unified Services
Voice: 317-873-2858 ext. 11950
Fax: 317-873-8003
www.zcs.k12.in.us/

Introduction

This handbook has been prepared by the Zionsville Community Schools Transition Council as a guide to assist you in identifying the various options that are available for your student. It will also be a tool in developing your student's Transition Services within the Individualized Education Plan

Between the ages of 18-22 years, young adults with disabilities and their families must exchange the security of the school environment for a complex system of adult service programs. The federal, state and local agencies that support adults with disabilities each have very different sets of rules and requirements and, unlike the schools, are not mandated to serve all citizens. It is important to remember that while all students are entitled to a free and appropriate education, including special education and related services, those students' subsequent access to adult services is based on eligibility and availability of funds.

Congress, when it reauthorized and amended the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA 2004), specifically recognized that providing effective transition services to promote successful post-secondary employment or education is an important measure of accountability.

Definitions

Individualized Education Plan (IEP) - Written plan for students with disabilities developed each year in the Case Conference with parents, teachers and student. This plan outlines your student's goals and objectives for the upcoming school year. The IEP that is effective when the student is 16, and each subsequent update, must include appropriate measurable post-secondary goals based upon age appropriate transition assessments related to training, education, employment and independent living skills. The IEP must also include the transition services that are needed to assist the students in receiving those goals.

It is the policy of Zionsville Community Schools to begin exploring transition services when appropriate at each level of education for each individual child.

Transition Services – These are a coordinated set of activities that are designed to be a results-oriented process focused on improving the academic and functional achievement of the student to facilitate his/her movement from school to post-school activities such as post-secondary education, vocational education, employment, education, adult services, independent living and community participation. These services are to be based on each student's needs taking into consideration his/her strengths, preferences and interests.

Guardianship – When a student turns 18, he/she becomes his/her own legal guardian, unless contested by a parent. You should seek legal advice if you have questions.

Government Service Providers:

Bureau of Development Disabilities Services (BDDS) - The BDDS assists eligible, developmentally delayed individuals to receive community and residential support needed for success. Contact your local office for eligibility requirements and do so early as there is a long waiting list.

Vocational Rehabilitation (VR) - VR works with eligible individuals with disabilities to achieve their employment goals. Applicants must have a mental or physical impairment that substantially interferes with their ability to work. Students should apply to VR during their final two years of high school.

CHOICE - a state-funded program intended to provide for persons with disabilities. It may provide in-home services such as respite care, home modification or personal assistance.

Government Funding Sources:

Family Support Services Waiver (FSSA Waiver) – Medicaid waiver providing funds for non-residential, community-based services to qualified persons with developmental disabilities. FSSA works with Indiana’s families, children, people with disabilities and people with mental illness, providing services to promote self-sufficiency, independence, prevention, health and safety.

Medicaid – Provides health assistance for persons of limited income and resources that require ongoing medical assistance.

Supplemental Security Income (SSI) – A disability program directed by the Social Security Administration (SSA) for qualified individuals who have little or no income or resources, and are elderly, blind or have a disability.

Social Security Disability Insurance (SSDI) – A disability program directed by the Social Security Administration for qualified individuals who

- have worked and paid Social Security taxes (F.I.C.A.) for enough years to be covered under Social Security
- are the child of a parent who receives SSDI, Social Security or is deceased
- are considered to be disabled
- are not working, or
- are working, but earning less than the Substantial Gainful Activity (SGA) or \$700.00 a month.

Transition Planning Timeline

This timeline is a guide for parents of students with special needs who are moving through the Zionsville Community Schools. It is suggested that, no matter what age your child is currently, you review the checklist beginning with Early Childhood. Many of the suggested activities overlap and are processes that are ongoing throughout the transition stages. Please be aware that learning what options are available for your child is important at every level. You are your child’s best advocate.

Early Childhood:

- Enroll in First Steps program (0-3 years)
- Help develop your student’s first Individualized Education Plan (3 years +)
- Look into Social Security Disability Insurance (SSDI)/Supplemental Security Income (SSI) /Medicaid/Respite Programs
- Develop behavior management strategies
- Create a file for medical information
- Get your student involved in the community

Transition Planning Timeline

Early Childhood (continued)

- Contact the Bureau of Development Disabilities Services (BDDS) to get your student’s name on waiver waiting lists. It can take up to 10 years for services.
- Explore the options available for your student’s education: inclusion, resource or combination.

Elementary:

- Continue above list.
- **Attend every Individualized Education Plan (IEP) meeting! This is where you will plan for your student’s future.**
- Explore residential options. Where will your student live after graduation?
- Introduce the concept of work into everyday activities.
- Use routines at home for self-care and daily living skills.
- Make your child a productive part of the household by introducing chores and allowance.
- Help student develop friendships and social skills at home.
- Explore available opportunities at the upper grade levels and beyond.
- Support the introduction of in class jobs at school.
- Get involved in after school programs.

Middle School:

- Continue above lists.
- **Attend every Individualized Education Plan (IEP) meeting!**
- Begin career exploration in school and in community. Job shadow, volunteer and participate in community service projects.
- Support teachers’ efforts to provide job training as part of the school program, including jobs at school.
- Explore what options are available for your student’s education: inclusion, resource, or combinations.
- Explore student’s community recreation and leisure interests. Get involved!

Age 14:

- Continue above lists.
- **Attend every Individualized Education Plan (IEP) meeting.** Transition planning may begin to be specifically incorporated in the IEP. Help develop the transition services.
- Research how funding sources can benefit your student (Supplemental Security Income, Medicaid, etc.). Apply if appropriate.
- Find out about graduation requirements (ISTEP/ISTAR, Certificate of Completion)

Transition Planning Timeline

Age 14 (continued):

- Decide if the student is on diploma or certificate track for high school graduation.
- Expand career exploration.

Age 15:

- Continue above lists.
- **Attend every Individualized Education Plan (IEP) meeting and continue to develop transition services!**
- Be sure class choices are appropriate; explore vocational training programs, including the STEP program (the ZCHS student transition and employment program).
- Attend Transition Fairs and other educational opportunities that offer information about future planning needs such as residential, guardianship, employment, and recreational activities.
- Continue to maintain medical and updated school psychological testing records.

Age 16:

- Continue above lists.
- **Attend every Individualized Transition Plan (IEP) meeting and continue to develop transition services!**
- Find and hold part-time paid or volunteer job in the community.
- Discuss how long the student will attend high school 4 years or through age 21 (until 22nd birthday).
- Attend information meetings about future planning.
- Make sure finances are in order.
- Obtain Indiana State ID card at local License Branch.
- Take Driver's Education when appropriate.
- Investigate guardianship or power of attorney procedures and determine student's best interest.

Age 17/Junior Year:

- Continue above lists.
- **Attend every Individualized Education Plan (IEP) meeting and continue to develop transition services!**
- Enroll in vocational classes or the STEP program if appropriate.
- Establish graduation date.
- Investigate post-secondary education options.
- Discuss age of majority and transfer of rights to student at age 18.
- Investigate guardianship procedures and determine student's best interest.

Transition Planning Timeline

Age 17 (continued):

- Refer student to Vocational Rehabilitation. Sign a Release of Information Form.
- Investigate post high school living arrangements.

Age 18/Senior Year:

- Continue above lists.
- Make necessary applications to colleges and other post-secondary institutions.
- Apply for Supplemental Security Income (SSI) and Medicaid.
- Register to vote. Males register for selective services.
- Transfer of rights to the student.
- Establish legal guardianship or power of attorney, if necessary.
- Review health insurance coverage; inform carrier of student's disability and investigate rider of continued eligibility.

Age 19-22:

- Continue above lists.
- Monitor Vocational Education.
- Make contact with post-secondary personnel.
- Continue close contact with Adult Service Providers.
- Ensure all necessary support services are ready to be provided immediately after graduation.

Service Providers

Government Service Providers:

Bureau of Developmental Disabilities Services (BDDS)

District 5 (Boone County residents)
4701 N. Keystone, Suite 427
Indianapolis, IN 46205-1541
317-254-2065
Toll free: 1-877-218-3530
Fax: 317-254-2075

Vocational Rehabilitation

(Indianapolis Central – Area 14)
3737 N. Meridian Street, Suite 102
Indianapolis, IN 46208-4392
317-921-3825
Toll free: 1-877-715-5296

Indiana Workforce Development

Work One Region 5
Lebanon Express
125 Lakeshore Drive
Lebanon, IN 46052
765-482-0160
Fax: 765-482-0178

CHOICE-CICOA Aging & In-Home Solutions

Area 8
4755 Kingsway Drive, Suite 200
Indianapolis, IN 46205-1560
317-254-5465
Toll free: 1-800-489-9550
Fax: 317-254-5494

Division of Family Resources

Boone County Office
953 Monument Drive
Lebanon, IN 46052
765-482-1630
www.in.gov/dcs

Service Providers

Other Service Providers:

The ARC of Indiana

107 N. Pennsylvania Street, Suite 300
Indianapolis, IN 46208
317-977-2375
<http://www.arcind.org>

Indianapolis Resource Center for Independent Living

1426 W. 29th Street, Suite 207
Indianapolis, IN 46208
317-926-1687
Toll free: 1-800-860-7181
Email: ircil@netdirect.net

ARC Rehab Services of Boone County

900 W. Main Street
Lebanon, IN 46052
765-482-6815
www.arc rehab.org

First Steps of West Central Indiana

(Boone County Residents)
P.O. Box 4323
Terre Haute, IN 47804
1-877-860-0413
www.firststepsweb@fssa.in.gov

Goodwill Industries

1635 W. Michigan Street
Indianapolis, IN 46222
317-524-4313
www.goodwill.org

Bureau of Motor Vehicles

Boone County License Branch
2222 N. Lebanon Street
Lebanon, IN 46052
765-482-2830

Service Providers

Other Service Providers (continued):

Indiana Protection and Advocacy Services

4701 Keystone Avenue, Suite 222
Indianapolis, IN 4620
Toll free: 1-800-622-4845

Indiana Parent Info Network

4755 Kingsway Drive, Suite 105
Indianapolis, IN 46205-1545
317-257-8683
www.ipin.org

Crossroads

4740 Kingsway Drive
Indianapolis, IN 46205
317-466-2008
www.eastersealcrossroads.org

Noble of Indiana

12220 Hancock Street
Carmel, IN 46032
317-815-6200
<http://www.nobleofindiana.org>

Sycamore Services, Inc

1001 Sycamore Lane
PO Box 369
Danville, IN 46122
888-298-6617
<http://www.sycamoreservices.com>

Service Providers

Government Funding Sources:

Family and Social Services Administration (FSSA)

P.O. Box 7083
402 W. Washington Street
Indianapolis, IN 46207-7083
317-233-4454
Fax: 317-233-4693

Medicaid

Boone County Office
953 Monument Drive
P.O. Box 548
Lebanon, IN 46052
765-482-3023

Supplemental Security Income (SSI)

Social Security Disability Insurance (SSDI)

Local office for Boone County
1810 Lafayette Road
Crawfordsville, IN 47933
765-361-8901

Service Providers

Post Secondary Programs:

Ball State University Office of Disabled Student Development

Room 307
Muncie, IN 47306
765-285-5293
Fax: 765-285-5295
www.bsu.edu/dsd/contactinfo/

Indiana University-Purdue University Indianapolis

Office of Student Life and Diversity
355 N. Lansing Street, #112
Indianapolis, IN 46202-2896
317-274-5555
www.iupui.edu

Butler University Student Disability Services Office

Jordan Hall 136
Indianapolis, IN
Telephone
Email: matterso@butler.edu
www.butler.edu/disability/

University of Southern Indiana

8600 University Boulevard
Evansville, IN 47712-3596
812-464-8600
www.usi.edu/cou/stuguide.asp

Indiana Institute of Technology

3500 DePauw, Suite 3010
Indianapolis, IN 46268
317-466-2121
www.indianatech.edu

University of Evansville

1800 Lincoln Avenue
Evansville, IN 47722
812-488-2663
Toll free: 1-800-423-8633

Taylor University

236 W. Reade Avenue
Upland, IN 46989-1001
Toll free: 1-800-882-3456

Vincennes University Admissions Office-GVH 72

1002 N. First Street
Vincennes, IN 47591
Toll free: 1-800-742-9198
www.vinu.edu

Indiana Wesleyan University

4201 S. Washington Street
Marion, IN 46953
Email: mollie.amstutz@indwes.edu
Toll free: 1-866-GO-TO-IWU ext. 2899

University of Indianapolis

1400 E. Hanna Avenue
Indianapolis, IN 46227
317-788-3368
1-800-232-8634
www.uindy.edu/ssd/

Marian College

3200 Cold Spring Road
Indianapolis, IN 46222-1997
317-955-6150
Toll free: 1-800-772-7264
Email: mbatic@marian.edu
http://studentlife.marian.edu/learning_counselor.asp

Saint Joseph College

US Hwy. 231
P.O. Box 870
Rensselaer, IN 47978
219-866-6000
www.saintjoe.edu/sss/counseling/ld_support.html

Ivy Tech State College

1 W. 26th Street
Indianapolis, IN 46208
317-921-4800
www.ivytech.edu/indianapolis

