

# PRE-EMPLOYMENT TRANSITION SERVICES

*Lifeworks*

A nonprofit serving  
people with disabilities

## Explore what's possible.

As a partner of Minnesota's Vocational Rehabilitation Services (VRS), Lifeworks shares our expertise and collaborates with you to dig into options, make informed decisions, and achieve your goals. From work-based learning experiences to post-secondary education and self-advocacy development, we are here for you – every step of the way.



Participant-driven  
approach



Thorough review of  
your interests, skills,  
and goals



Seamless intake  
process



Virtual support and  
digital tools



Regular communication  
with you and your  
support team



Summer opportunities  
available

Lifeworks is invested in providing culturally appropriate services.  
We translate materials into a variety of languages and hire native speakers.

### What are Pre-Employment Transition Services?

Pre-Employment Transition Services (Pre-ETS) are offered through the Minnesota Department of Employment and Economic Development's Vocational Rehabilitation Services. They provide counseling and training in job exploration, work-based learning, post-secondary education, workplace readiness, and self-advocacy. The services are delivered through a collaborative approach that includes: Vocational Rehabilitation, schools, counties, and Community Rehabilitation providers such as Lifeworks.

### Am I eligible to receive this service?

Eligibility for Pre-Employment Transition Services is determined through Vocational Rehabilitation Services. They require that a person be between the ages of 14-21 and have a documented disability, 504 plan, Individualized Education Program (IEP), or receive special education services. In addition, the person must be in an educational program.

### Where is this service available?

Pre-Employment Transition Services are available in the following counties: Anoka, Blue Earth, Brown, Carver, Dakota, Hennepin, Le Sueur, Nicollet, Ramsey, Scott, Sibley, Washington, Waseca, and Watonwan.

### Do you have questions?

Let us help. Our knowledgeable staff are here for you.

All you need to do is give us a call: **651-365-3773** or visit us online:

[lifeworks.org/employment](https://lifeworks.org/employment)

Lifeworks is a 501(c)(3) nonprofit and an Equal Opportunity Employer.  
This information can be provided in an alternate format upon request.

[lifeworks.org](https://lifeworks.org) | 2965 Lone Oak Drive, Suite 160, Eagan, MN 55121



# HOW IT WORKS:

## Pre-Employment Transition Services (Pre-ETS)

We know that the process for receiving support can be confusing – that’s why we put this overview together. Should you have any questions, please do not hesitate to contact us. We are here for you.

**651-454-2732 | [lifeworks.org/employment](https://lifeworks.org/employment)**



### ● **Connect with a Pre-ETS Representative.**

The process begins with reaching out to the Minnesota Vocational Rehabilitation Services’ Pre-ETS representative in your area. Often a student’s school counselor, social worker, parent/guardian, or support staff complete this first step. The list of representatives can be found by visiting: <https://bit.ly/3dd3ucl>



### ● **Vocational Rehabilitation Services (VRS) determines eligibility.**

VRS connects with interested parties (student, their support, school, etc.) to discuss the program, review eligibility requirements, and if applicable, authorize Pre-ETS service hours. In other words, VRS manages the program and approves the allotted support.



### ● **The student is referred to a Pre-ETS provider.**

If the student is eligible for services, VRS connects with a Pre-ETS provider, such as Lifeworks, to deliver support services, including counseling and training in job exploration, work-based learning, post-secondary education, workplace readiness, and self-advocacy.



### ● **Meet with the Pre-ETS provider.**

Now, that service is authorized, the provider schedules an introductory meeting to learn more about the student and discuss the intake process. They will share information about roles and responsibilities as well as review how the program works and its requirements.



### ● **Complete intake paperwork.**

Before a student can begin receiving services, intake paperwork must be completed. If the student is their own guardian, services can begin immediately. If the student is not their own guardian (under 18), intake paperwork must be sent to their guardian(s) and returned before services can begin.



### ● **You’re set.**

Lifeworks will deliver the authorized services and continue to be a resource for you, regularly checking in to make sure everything is on track. Service is completed once authorized hours are used. At that time, the provider will send a report to VRS staff who determine continuation or completion of Pre-ETS services.