

Appendix B

AWARE Pre-ETs Completion Letter

Letter date

Client Name

Street Address

City, State, Zip

Dear (Client Name),

Congratulations! This letter is verification that you completed the (Pre-Employment Transition Service) provided by (Pre-ETS provider) on (Date of Pre-ETS completion). This service meets the 511 requirements for Transition Services for youth seeking subminimum wages. Participation in this service provided you with information to help you make choices about your future and work and (specific program outcome goal).

You are encouraged to try competitive employment with the support and services offered by the USOR Vocational Rehabilitation Program. Your next step is (call, schedule an appointment, continue work with provider, etc).

I have included a flyer with additional information about the activities you will need to complete prior to beginning subminimum wage employment. Please call me if you have any questions.

I look forward to helping you work toward your employment goals.

Sincerely,

VR Counselor

Utah State Office of Rehabilitation