

John R. Kasich, Governor
Paolo DeMaria, Superintendent of Public Instruction

**Section 511 Title VI of the Workforce Innovation and Opportunity Act (WIOA)
Documentation of Transition Services under IDEA**

Section 511 of WIOA requires three steps that must be completed before an entity that holds a 14(c) special wage certificate can pay a youth with a disability age 24 or younger subminimum wage. One of the required steps is for the youth to complete pre-employment transition services as defined by WIOA, or transition services as defined by the Individuals with Disabilities Education Act (IDEA). Transition services include instruction, related services, community experiences, the development of employment or other post-school living objectives, acquisition of daily living skills and functional evaluation.

Opportunities for Ohioans with Disabilities (OOD) must document completion of these required steps. To do so, OOD may contact a school district for documentation to show that a youth has completed transition services within the Individualized Education Program (IEP).

This form serves as an itemized list of the documentation a school district must provide to OOD. It should be used as the coversheet for the documentation that is transmitted.

Individual for whom documentation is provided: _____
Printed first and last name

Date documentation was requested by OOD: _____
MM/DD/YYYY

Please check all that apply:

- Transition services have been **completed**.
 - The most recent IEP that contains completed transition services is attached and includes:
 - Description of the completed transition services
 - Name of the provider of the completed transition services
 - Date that the transition services were completed (**e.g. end date of IEP**)

- Transition services **were refused** with informed consent by the individual at the age of majority or the parent/guardian.
 - Documentation of the refusal (Described within the IEP, ETR, etc.)
 - Signature of the individual at the age of majority or the parent/guardian
 - Reason for the refusal
 - Date of the refusal

This documentation has been compiled by:

Printed first and last name, signature, date

This documentation (coversheet and other applicable documents) has been transmitted to OOD by:

Printed first and last name, signature

Date of transmission to OOD _____
MM/DD/YYYY

Method of transmission to OOD

hand-delivery, fax, U.S. mail, e-mail, other, list _____

This documentation has been:

Provided in a manner that complies with confidentiality requirements of the Family Education Rights and Privacy Act and the IDEA.

- Transmitted to OOD as soon as possible upon request, but no later than—
- 30 calendar days after completion of the transition service; or
 - 60 calendar days after completion of the transition service, if additional time is necessary due to extenuating circumstances;¹ or
 - 5 calendar days after a youth has refused to participate in a required transition service.

This documentation will be retained in a manner consistent with the requirements of [2 CFR 200.333](#)².

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¹ Extenuating circumstances include unexpected lengthy absence due to illness or family emergency of the educational personnel.

² [Retention requirements for records](#)