

**CONTRACT FOR SERVICES  
FOR  
PROJECT SKILLS**

Between

Hill City Public Schools  
Special Education Department  
341 Main Street  
Hill City, SD 57745

and

Black Hills Special Services Cooperative  
Box 218  
Sturgis, South Dakota 57785

Referred to as District

Referred to as Contractor

This agreement is made for the purpose of providing work experiences for students with disabilities who require this experience in order to gain the skills necessary to compete in the general labor market.

This agreement is effective from October 1, 2016 through September 30, 2017.

**I. The Contractor shall:**

**A. Provide Job Development, which will include:**

- Contact employers for potential worksite openings
- Assist participants in obtaining employment in accordance with the participant's assessed interests and aptitudes
- Orient the participant to the job demands
- Negotiate and complete Project Skills Work Experience Agreement (DRS-RS-339) for each student and get approval from the State Vocational Rehabilitation Counselor before the work experience can begin
- Complete W-4, W-9 and 1-9 forms for all participants before starting the work experience

**B. Provide Job Coaching services needed to support and train the participant in the employment setting.**

- The job coach will train the participant on how to perform the job tasks to meet the employer's requirements. The training usually starts one-on-one and gradually fades out as the participant becomes more proficient. The amount and length of services is individualized and depends on the individual's needs.

**C. Monitor the participant at the worksite:**

- Consists of checking on the participation at least weekly, for up to 25 weeks. The contacts will be more frequent if the individual is having difficulty with the work experience. Monitoring also includes contacting employer to determine if the participant is performing the work duties to the employer's satisfaction. These services are necessary to ensure the participant's employment success.

D. Submit Project Skills Monthly Service Report (DHS-RS-340- to the State VR Counselor to report on the status of job development, job coaching and monitoring.

**II. The District** agrees to pay \$1,750 per participant to the Contractor for the Basic Student Package as it is presented here. Changes to this agreement, or for participants requiring more services than those listed, will be negotiated between District and Contractor on a case-by-case basis.

**Basic Student Package** includes up to:

- 10 hrs. - General paper work /monthly reports
- 2 hrs. - Attend **IEP's** for each participant
- 3 hrs. - Student contract, vocational profile, resume, applications, state wage paperwork
- 10 hrs. - Placement, employer contacts, employment agreement
- 10 hrs. - Job coaching services
- 5 hrs. - Follow-along services
- Mileage to accomplish the above (current rate is \$0.42 per mile)

III. The Contractor and District agree to hold harmless and indemnify the State of South Dakota, its officers, agents, and employees from and against any and all actions, suits, damages, liability or other proceedings which may arise as a result of performing services hereunder. This section does not require the Contractor and/or District to be responsible for or defined against claims or damages arising solely from errors or omissions of the State, its officers, agents, or employees.

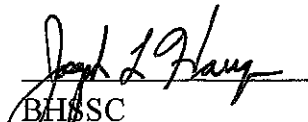
IV. The Contractor and/or District agree, at its sole expense, to maintain adequate general liability, worker's compensation, professional liability, and automobile liability insurance during the period of this agreement.

V. This agreement may be terminated in advance of the expiration date specified upon thirty days written notice by either party.

In witness hereto, the parties signify their agreement by affixing their signature below.

\_\_\_\_\_  
Hill City School  
District Representative

\_\_\_\_\_  
Date

  
BHSSC  
Representative

9-1-16  
Date