



**HELPING HAND**

Transforming Lives

**Elim School Parent  
Presentation  
January 15, 2026**



# Agenda for the Day

- Introductions
- In addition to Employment services, briefly outline the various services Helping Hand Provides
- Discuss in detail what Employment Services are and who we serve
- The importance of PUNS and Waiver Services
- Various funding and services within Employment Services
- Neurodiverse Trainings for Businesses
- Next Steps
- Wrap up questions

# Who is Helping Hand?



## School

Over 70 Students

Meeting the Unique  
Needs of Every Student



## Outpatient Services

Speech Therapy

Physical & Occupational  
Therapy



## Adult Programs

Community Living

Day Program

Employment Services

**Transforming lives** of all connected to Helping Hand through genuine care and education.

# What are Employment Services?



**We assist people who may need additional supports to be successful and equally valued team members at their places of employment.**

## Job Development:

- Complete an employment inventory
- Assist people with creating a resume based on their past working and volunteer experiences.
- Applying for jobs/completing job applications.
- Building confidence and assertiveness skills in prep for job interviews.
- Accompanying the job seeker on the interview if requested.



# What are Employment Services cont.?



## Job Placement and Job Coaching:

- A Job Coach will accompany the new hire to onboarding and their first day of work.
- The Job Coach will *assist* in training the new hire with job tasks, expectations, and company culture.
- Job Coaching is *faded* over time, meaning a gradual reduction in time and supports as the new hire becomes more independent and confident on the job
- Job Coaching lasts anywhere between 6-9 months depending on the need.
- The Job Coach also provides general training and support to managers and other employees.



# Who are our clients?



- Individuals 18 years old and older who have a documented intellectual disability, developmental disability, emotional disability or other qualifying disability (deaf/hard of hearing, blind, etc.)
- Have a great willingness to work in competitive employment
- Are interested in working either part-time and full-time
- Are as varied in skills and personalities as the people on this call

# The importance of PUNS and Waiver Funding



- IL PUNS stands for **Prioritization of Urgency of Need for Services**, a statewide database and waiting list in Illinois for individuals with developmental disabilities. It helps the state identify needs and plan future support, with categories for those "Seeking Services" now and those "Planning for Services" for later.
- Not on the PUNS list? Get on it today! Contact Suburban Access at 708-799-9190 to set up an intake meeting.
- Waiver Funding (Home based or CILA) is the key to services as your child exits the school world and enters the adult world.
- The only current alternative to waiver funding is private pay.
- A requirement for individuals to receive waiver funding is that they are receiving Medicaid medical benefits.

# Funding for Employment Services



- All initial funding for Employment Services goes through DRS (the Department of Rehabilitation Services), which is a division of DDD.
- Our team will make the referral to DRS in order to secure funding for your son or daughter.
- Helping Hand has 3 different contracts with DRS:
  - Milestone
  - SEP (Supported Employment)
  - Project SEARCH

# Milestone Funding



- DRS places individuals into this contract based on an initial assessment.
- DRS refers a “customer” to Helping Hand for Job Development and Placement services.
- Helping Hand also completes an assessment as a part of the intake process.
- After our assessment is completed and we agree to take the case, job development begins.

# Milestone Funding continued.....



- Job Development consists of resume building, interview skills, assisting with job applications & follow up, in-person support during interviews.
- Once a client is offered a job we assist with pre-employment support (onboarding), 1:1 Job Coaching, provide training support & guidance for managers
- Upon hire, clients meet 3 different “milestones” in order for us to bill services: 15 days of employment, 45 days of employment and 90 days of employment.
- Up to nine months of provided support

# SEP (Supported Employment) Funding



- DRS places individuals into this contract based on an initial assessment.
- DRS refers a “customer” to Helping Hand for Job Development and Placement services.
- Helping Hand also completes an assessment as a part of the intake process.
- After our assessment is completed and we agree to take the case, job development begins.

# SEP Funding continued.....



- Job Development consists of resume building, interview skills, assisting with job applications & follow up, in-person support during interviews.
- Once a client is offered a job we assist with pre-employment support (onboarding), 1:1 Job Coaching, provide training support & guidance for managers
- Upon hire, clients meet 5 different “phases” in order for us to bill services: phases 3-8, billed every 8 weeks as long as the client remains employed.
- Up to 18 months of provided support

# Project SEARCH funding



- Students in their last year of transition apply to be accepted into the program.
- Upon completion of the application, the Project SEARCH team vets the applicants through a rigorous process including a skills based assessment.
- Once accepted, the student becomes an “intern” and begins their final year of transition in Project SEARCH.

# Project SEARCH funding continued.....



- Job Development consists 3, 10 week internships in different departments of the hospital.
- In addition to the internships, interns also have 2 weeks of classroom work before each internship focusing on: resume building, interview skills, assisting with job applications & follow up, in-person support during interviews.
- We bill services after Interns complete the first 2 internships.
- Once a client is offered a job we assist with pre-employment support (onboarding), 1:1 Job Coaching, provide training support & guidance for managers
- Upon hire, the intern must meet 90 days of employment in order for us to bill for the placement.
- Up to 18-24 months of provided support on average.

# Enclave funding



- Clients who are in the “enclave” setting are funded through DHS Waiver funding, often called Home Based Funding, not DRS.
- Enclave sites are continually overseen by a Job Coach.
- Enclave is supposed to be used as a “stepping stone” towards community employment.

# Employment Partnership - Equally Valued



## Providing qualified candidates

- Dedicated, hard-working employees
- Reduced Turnover
- Improved Company Culture
- Increased Productivity
- Communication with management on best practices for training and implementation
- Work Opportunity Tax Credit (WOTC)



## NO COST TO EMPLOYEE OR EMPLOYER

HH services funded through Illinois Department of Human Services

# Testimonials



“John is a well-liked employee here at NSM. His work ethic is impeccable. . . The staff from Helping Hand have been wonderful as well. They have created job aids that helped John be so successful here.”

**Chuck Leuver**  
National Seating  
& Mobility

“Partnering with Helping Hand gave us the opportunity to gain two great employees! Having their support and guidance during training was very beneficial.”

**Jason Young**  
Marshalls

# Empowering Workplaces through Neurodiversity Training

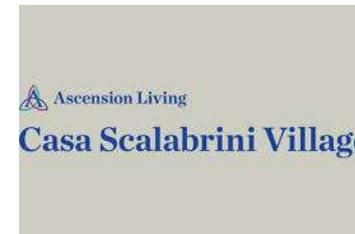


**Helping Hand provides businesses with valuable neurodiversity and inclusivity training to help meet corporate and social responsibilities.**

- Tailored training to meet companies' goals and needs.
- Creating a supportive, inclusive environment boosts job satisfaction for both neurodivergent and neurotypical employees.
- Businesses that embrace neurodiversity can access a wider talent pool, including highly skilled individuals with autism, ADHD, dyslexia, and other neurological differences.
- Neurodiversity training ensures that companies comply with legal requirements on diversity and inclusion.
- It also demonstrates a company's commitment to social responsibility, enhancing its brand image.

# Next Steps....

- Speak to anyone on the Employment Services Team today!
- Contact me – Jim Tabor, 708-966-5811, [james.tabor@helpinghand-il.org](mailto:james.tabor@helpinghand-il.org)
- Visit our website – [www.helpinghand-il.org](http://www.helpinghand-il.org)





# Wrap Up, any Questions?

Connect with us and

**LEARN MORE**

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