



For people with intellectual
And developmental disabilities

May 20, 2019

Ms. Tina Antonello-Portee
Director of Special Education
Lake Lehman School District
1237 Market St.
Lehman, PA 18627

Dear Ms. Antonello-Portee,

I am writing to provide information on our TRACE (Transition to Community Employment) Program for you to share with any of your graduating students in need of services. TRACE is a work readiness program for individuals in need of additional training and support to help them secure a job in the community.

Candidates must have graduated from high school to attend. The students learn skills needed to secure and maintain a job as well as life skills and work/life balance. They will receive training in a classroom setting and, later in the program, will gain hands-on experience through an apprenticeship at a local business.

We have included some brochures for you and for you to pass on to families. We are also available to speak to you and your staff or any interested families. Please contact us with any questions or additional information you need. We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Donna Sedor". The signature is fluid and cursive, with a large initial 'D' and 'S'.

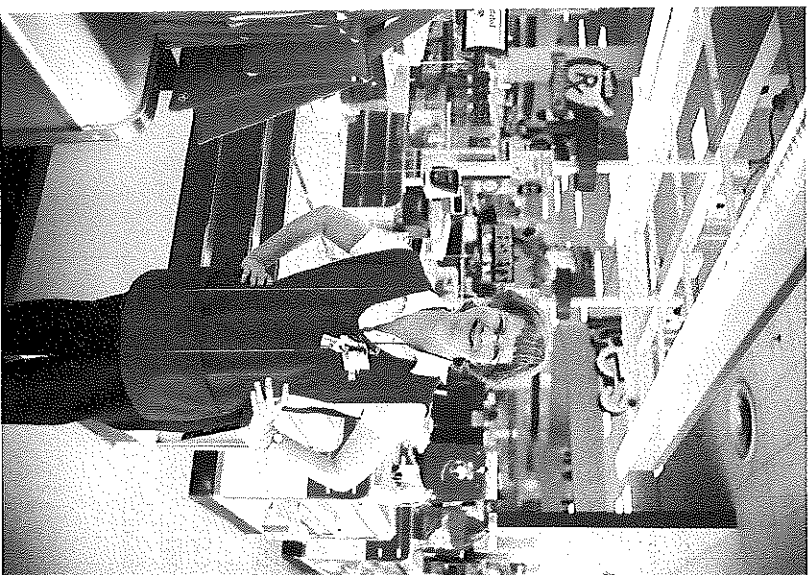
Donna Sedor
Executive Director

DS/vc

as provided with it.

TRACE CANDIDATES MUST:

- Be 18 years of age or older
- Have completed high school
- Have transportation during business hours Monday – Friday
- Have alternative day arrangements during program breaks
- Have satisfactorily completed the pre-TRACE assessment
- Have completed all enrollment requirements in a timely manner
- Have the ability to communicate
- Not have a history of significant behavioral challenges for at least the past 12 months
- Have a strong desire to work
- Be committed to excellent attendance
- Either be eligible for OVR services (please consult with their counselor regarding funding eligibility) or be able to pay tuition

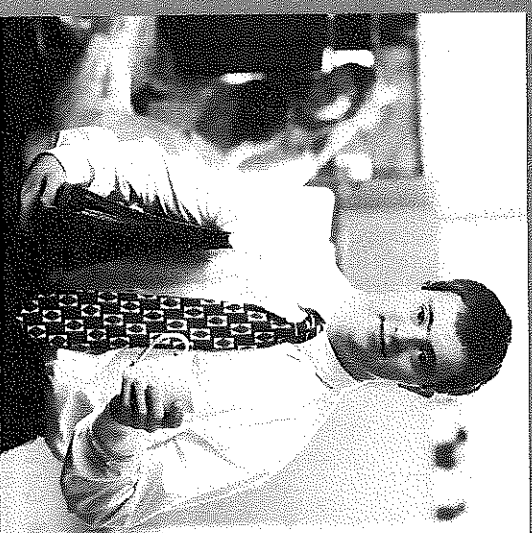


The Arc.

The Arc of Luzerne County
Box 148, 512 Northampton Street
Edwardsville, PA 18704
570.763.5920 (T)
570.763.7969 (F)
arcluzerne.org

For information about TRACE, please call
570-763-5920 or email dsedor@arcluzerne.org

TRACE was developed with support from the Centers for
Medicare and Medicaid Services (CMS) Medicaid
Infrastructure Grant (CFDA #93.769).



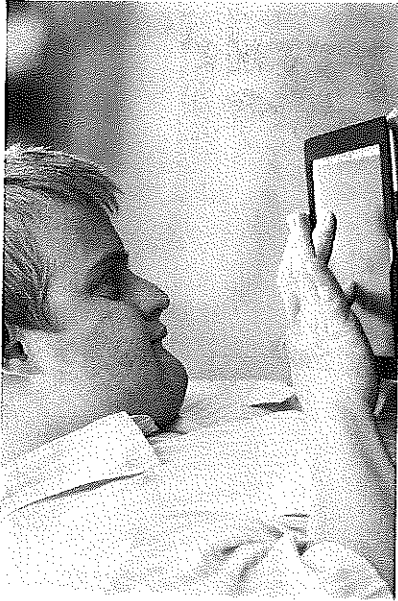
WORK READINESS PROGRAM

Be a part of

TRACE

Transition to Community Employment

A program of The Arc of Luzerne County



EMPLOYABILITY SKILLS

- Do you want to work but think you would benefit from some focused education and training on the world of employment along with practical, hands-on experience?
- Are you a young adult who recently completed High School and wants to enter the workforce but aren't quite sure you are ready or how to go about it?
- Are you someone who has struggled to figure out what the right type of work is for you and how to get a job?
- Have you been employed but it didn't work out well and you are unsure about trying again?

If you answered YES to ANY of these questions, TRACE is right for you!

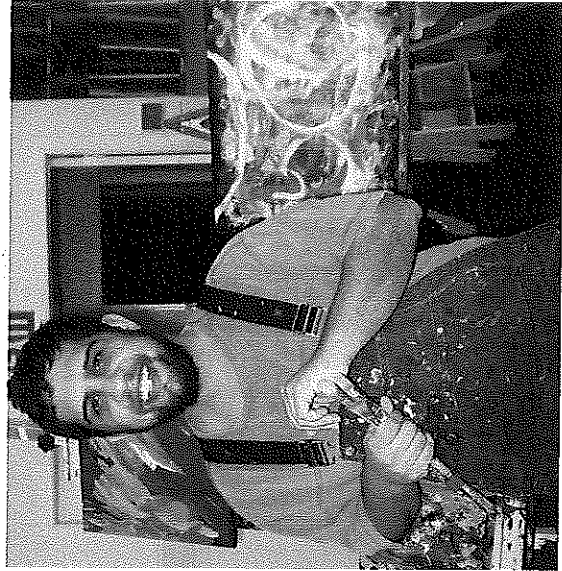
TRACE is a unique work readiness program designed to assist individuals with intellectual and developmental disabilities and autism prepare to successfully enter the workforce and retain employment. Students enjoy learning about themselves, how to achieve their career goals, and gain experience through an apprenticeship in a local company.

LIFE SKILLS

You'll learn more about your personality, communication style, career interests, aptitudes, abilities and skills than you ever knew! Students also learn about customer service, employer expectations, professionalism, improve computer and decision making skills, and learn how to manage personal finances once earning a paycheck. You'll learn to balance work and life, attend activities in the community, and meet community and business leaders.

Join an area employer for work experience based on aptitudes, abilities and interests you discovered. In class, you'll write a professional resume. You'll put new skills to practice, complete work/life balance activities and enhance your computer skills.

Learn more about yourself than you ever knew and build skills you'll use in work and the community!



WORK/LIFE BALANCE

You'll perfect your new skills and complete your apprenticeship. You will learn about job supports available to you and register with OVR and PA CareerLink so you can conduct your job search. You'll benefit from the many guest speakers throughout the program who will share their knowledge and experiences with you. When you graduate, you'll be more self-confident, have a greater understanding of how to achieve your future goals in life, have solid career objectives, and know how to get and keep a good job.

You'll graduate with the skills needed to help you create the life you want!