



Employment Services Enrollment Process: What to Expect!

We're so excited for you to join our Foundling family! We know the enrollment process can seem complicated - but we are here to walk you through each step:

BEGIN YOUR FOUNDLING JOURNEY

1

The first step is inquiring about services! Simply email, call, or connect with us on social media. A member of our team will reach out and answer any questions about the services we provide in Manhattan, the Bronx, and Rockland County.



Please ensure that your loved one is eligible: age 18+ for Employment Services. All must have active Medicaid and be OPWDD eligible. Must be able to travel independently.

START ENROLLMENT

2

We'll work with you & your care manager to enroll in one of our 2 programs: [Community Pre-Voc](#) (recommended for applicants who are not working) & [Supported Employment](#) (best suited for the currently employed.)

3

DOCUMENTATION REVIEW

Your care manager will begin sending us the documents needed for service approval. This step can take up to one week.



Please ensure that your loved one has an updated annual physical and PPD reading!

4

PROGRAM MEETING AND TRIAL

Once we receive the documents, a member of our staff will schedule a meeting to discuss experience, interests, and employment goals. Then our staff will invite your loved one for a 1-2 day trial, which will include both classroom activities and time volunteering in the community. After a successful trial, we will welcome them to enroll in the program.



Participants can look forward to traveling to the program on their own - don't forget to pack lunch!

5

FINAL DOCUMENTS & AUTHORIZATION

We will continue to work with your care manager on gathering all other enrollment documents, including a Service Authorization from OPWDD. This process can take up to 60 days. We will work to ensure your loved one is enrolled as soon as possible!

We're excited to get started, and are looking forward to meeting you!

For any questions about the enrollment process, feel free to reach out at **(212) 886-4020** or ddinfo@NYFoundling.org.