

2012 Make-It-Work Program

Fairfax County, Virginia

August 2012

Program Overview

Made possible by the 2011 CPSHR/IPMA-HR Innovation Grant, Fairfax County's 2012 Make-It-Work Program is a collaboration between Fairfax County, Virginia (Department of Human Resources) and Fairfax County Public Schools (FCPS). It is a project that provides paid job opportunities to high school students with disabilities, allowing them to gain valuable work experience and increase their overall competitiveness in the job market. While providing students with disabilities new and exciting work experience, it also provides the county government access to dependable and capable future employees.

The goal of this program is to train students in the mastery of entry-level job skills by using business standards to promote learning and help students maximize transferrable skills toward positive employment outcomes.

As part of the 2012 Make-It-Work team of interns, there were ten paid part-time positions housed within one of over 45 agencies and departments across the county.

Points of Interest

- 1 Program Overview
- 1 Message from the Project Manager
- 1-2 Project Progress
- 2 Financial Overview
- 3 Timeline
- 3 Promotion
- 3 Publicity
- 4 Measuring Our Success
- 4 Host Agencies
- 4 Calendar

Message from the Project Manager

As Manager of the Make-It-Work Program, I have been delighted by the engagement and dedication the various circles of participants have contributed to this program.

It is a rare and exciting opportunity to be part of an initiative that has instant momentum and genuine excitement around its core.

As the positive impact of this project continues to reveal itself, I look forward to what the future holds for our Make-It-Work interns and our Make-It-Work host agencies.

I am thankful for the privilege and welcome the opportunity to be part of the next stage of this project and similar initiatives that promote the inclusion of individuals with disabilities in the workplace.

Project Progress

Fairfax County received notification that it had been selected as the recipient of the 2011 CPSHR/IPMA-HR Innovation Grant in October 2011. The program year for the Make-It-Work Program is January 1 – December 31, 2012 (coinciding with its grant funding).

Immediately following confirmation of the award, the county's Make-It-Work project team began to conduct program outreach/networking with the collaborative partners identified in the project design. This occurred on two levels—externally with the Career Transition Service (CTS) Team of Fairfax County Public Schools (FCPS) as they were the source for the interns; and internally with Fairfax County's Senior Management Team who would be the hosting agencies in this program. The job analysis and skills assessments took place throughout December 2011, and the interviewing process was developed and completed in January 2012.

"The Make-It-Work Program has been a wonderful opportunity to help our local high school students learn more about not only the business side of things, but the county as well. Our intern has been a wonderful representative of the Fairfax County school system. Thank you very much for this opportunity."

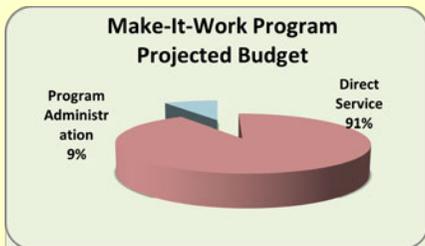
-2012 Fairfax County Host Agency



Recognition Ceremony honoring Fairfax County's 2012 Make-It-Work Program interns and participants.

"It gave me experience for my resume and gave me a lot of responsibility. It was a great experience."

-2012 Make-It-Work Intern



Over 91% of the total grant funds will be appropriated directly to the student interns—leaving less than 9% to be spent on program administration costs.

Program orientation for the hosting agencies was also held in January along with the final selections of the interns. Simultaneously, to prepare the interns for employment, the necessary paperwork and security requirements (badge and access pass), were completed prior to the interns' first day of work. The first Make-It-Work intern was on-boarded in mid February 2012, and the tenth and most recent intern was on-boarded in August 2012.

As of August 15, 2012, we are in the sixth month of the program and at the mid-point of the project. The program will continue until mid-December 2012.

Attendance in the program peaked during the months of February – July 2012 with all 10 interns participating and working regularly. In contrast, attendance will begin to decrease from 10 students to 3 students in August 2012 as the interns who graduated in June 2012* complete their internships and pursue other professional/personal goals (school; full-time employment). The remaining 3 interns will continue in their internships throughout the Fall (September – December) and will conclude their internships in December 2012 when the funding ends.

(* As recent graduates who are no longer enrolled in the FCPS system, they no longer qualify to participate in the Make-It-Work Program.)

Financial Overview

The total budgeted amount for the Make-It-Work Program was \$25,000 not including in-kind contributions of labor, program management, facility use, and transportation costs for program participants (FCPS/county staff and parents). The initial distribution of the \$25,000 grant included \$24,300 (97%) for personnel expenses (compensation) and \$700 (3%) for possible special accommodation requests from program participants. The revised distribution of the grant will include approximately \$22,773 (91%) for personnel expenses; \$2,000 (8%) for IPMA Conference related expenses and \$227 (1%) for program administration expenses (recognition ceremony).

Current Expenditures (as of August 15, 2012), are as follows:

Expenditure	Description	Amount	% of Total
Limited-Term Salaries	Compensation for all interns to date (\$9.00/hour prior to 8/10/12 and \$9.20/hour from 8/10/12 forward to reflect county-wide increase in compensation rate)*	\$14,668	58%
FICA Obligations	Fringe benefits for all interns to date (7.65%)	\$1,122	5%
Conference Fees	2012 IPMA-HR Fall Conference: Registration	\$500	2%
Recognition Ceremony	Event for program participants	\$227	1%
REMAINING BALANCE		\$8,483	34%

Anticipated Expenditures (from August 15 – December 31, 2012), are as follows:

Expenditure	Description	Amount	% of Total
Conference Fees	2012 IPMA-HR Fall Conference: Room and Travel	\$1,500	6%
Limited-Term Salaries	Compensation for all interns to date (\$9.20/hour from 8/10/12 forward)*	\$6,450	26%
FICA Obligations	Fringe benefits for all interns to date (7.65%)	\$533	2%
CLOSING BALANCE		\$0	0%

The Make-It-Work Program has created a positive impact on many levels. As of August 15, 2012, over 1,630 hours of service have been performed collectively by the pool of 10 Make-It-Work interns. This amounts to an average of 163 hours worked per intern; or about \$1,500 earned in wages per intern.

Additionally, this program also provided the hosting agencies during the current fiscal restraints and budgetary cutbacks, with much needed labor, as well as providing the experience of working with a person with a disability. When considered collectively, the impacts of this program had a powerful multi-layered effect on the FCPS community and the County workforce.

Timeline

The Make-It-Work Program was launched in January 2012 and will continue through December 2012 with the current grant funding.

The projected completion date for the Make-It-Work Program coincides with the expiration date of the grant which is December 31, 2012. When the current grant funding is expended in full, the paid internship function of this program will end unless additional funding is identified.

Promotion

Due to the instant success and wide-spread support of the program, Fairfax County is attempting to procure additional funding to allow the Make-It-Work Program and its signature paid internships to continue beyond the December 2012 end date.

Fairfax County has recently approached a variety of funders hoping to secure additional external funding. These include: CNBC 4; COSTCO Wholesale Corporation; The National Inclusion Project (formerly the Bubel/Aiken Foundation); CVS Pharmacy and the Angel Network (no longer functioning). To date, no additional funding has been secured. The search for additional grant opportunities and *internal* and *external* funding options will continue.

To assist with our promotional efforts, we have developed a Press/Media Kit to expeditiously respond to funding inquiries. We are also working with a marketing professional who has donated her service to develop a brochure to help with the promotion of the program.

Publicity

As this project was a collaborative effort with the Fairfax County Public Schools (FCPS), the Make-It-Work Program was featured in a FCPS Press Release: "FCPS, Fairfax County Government Joint Project Results in Paid Internships for Students With Disabilities" on May 25, 2012. (For a copy of this press release, please contact Sherry.Rowe@fairfaxcounty.gov).

Additionally, an FCPS teacher affiliated with the Office of Special Education Instruction produced a video for Red Apple Channel 21, Fairfax County's local channel dedicated to serving the FCPS community. (For a copy of this video, please contact Sherry.Rowe@fairfaxcounty.gov or view at: http://dl.ebmcndn.net/fcps/mp4/schoolscene/2012/ss17_paidinternships.mp4).



Measuring Our Success

The design for the Make-It-Work Program includes the use of student evaluations, program evaluations and intermittent surveys to most effectively provide the project management team with feedback necessary to best direct this program. Results of these measurement tools will be featured in the next update of this program.

Host Agencies

Community Services Board (Human Resources)
 Community Services Board (Infant and Toddler Connection)
 Department of Administration for Human Services (Alcohol Safety Action Program)
 Department of Health (Environmental Health Division)
 Department of Housing and Community Development (Human Resources and Rental Services)
 Department of Human Resources (Employment Division)
 Department of Neighborhood and Community Services (James Lee Community Center)
 Department of Public Works and Environmental Services (Capital Facilities Division)
 Department of Vehicle Services
 Police Department (Personnel Resources Division, Recruiting and Testing Division and Administrative Support Bureau)



Project Calendar

The official grant year for the Make-It-Work Program is January 1 – December 31, 2012. Activities associated with the implementation of the Make-It-Work Program began immediately after notification of the grant was received in October 2011. The major milestones of program development are as follows:

2011

Grant Awarded	October 3
Program Networking	November
Program Outreach & Promotion	November
Job Analysis Began	December
Job Matching Began	December

2012

Interviews Designed/Held	January
Selection/Appointments Made	January
Onboarding Process (badges, etc.)	January
1 st Day/Orientation	February
On-Site Training/Mentoring	On-going
Student Evaluations	March & June
Program Evaluations	June
Recognition Ceremony	June
Post-Program Survey	November
Internships Conclude	December

