

**Employer
Packet**

**“HIRING
MADE
SIMPLE”**



The Arc

Eastern Connecticut

125 Sachem Street
Norwich, CT 06360
860.889.4435
TheArcECT.org

“**HIRING
MADE
SIMPLE**”

Learn how employing people with
intellectual and developmental
disabilities can improve your bottom line!

Dear Employer:

Thank you for taking the time to learn about The Arc Eastern Connecticut's Employment Programs. Your commitment to people with intellectual and developmental disabilities in your community makes putting people to work possible.

The Arc ECT's Job Development component makes the process of hiring people with intellectual and developmental disabilities easy and seamless. This packet contains information about available benefits and tax incentives as well as an overview of our employee participants, their training, and the support you'll receive from our staff and administration.

Documents enclosed:

- ★ The Arc ECT Agency Brochure and Current Newsletter
- ★ Our Employment Brochure for Employers
- ★ Program Snapshot for Area Employers
- ★ STEP UP (Subsidized Training and Employment Program) Fact Sheet
- ★ Benefits of Hiring People with IDD
- ★ List of Federal and State Tax Incentives for Hiring People with Disabilities

Please contact us or our Job Development team (contact information in your packet) to discuss the positive ways in which hiring someone with IDD can affect your business, and your future.

Best Regards,

Bonnie Jones
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Jennifer Ricci
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PROGRAM SNAPSHOT FOR FOR AREA EMPLOYERS

From: 
Kathleen Stauffer, *Chief Executive Officer*

The Arc Eastern Connecticut provides employment and vocational preparation for people with intellectual and developmental disabilities age 16 and over at both our Danielson/Woodstock and Groton locations. The program serves as a catalyst for men and women with intellectual and developmental disabilities to become productive, equal, and valuable members of society by providing opportunities to learn, work and participate in the community as independently as possible, in ways that serve personal goals and demonstrate measurable contributions to society. We share the firm conviction that all people can achieve their dreams of working in the field they desire. Our employees learn specialized skills that make them stand out from the average worker and increase their marketability.

- ★ 82 Group Supported Employment (GSE) participants are employed at an average of 15-20 hours per week
- ★ 14 Individual Supported Employment (ISE) participants are employed at an average of 20 hours per week
- ★ 5 participants in the School to Work Transition (SWT) program and 18 participants in the pre-vocational/Transitional Employment program are employed at an average of 15-20 hours per week
- ★ All employed participants earn at least the Connecticut minimum wage of \$11.00 per hour

Traditional employment opportunities in both group supported and individual supported employment, combined with cutting edge projects and micro-businesses designed by staff and participants, generate training and employment opportunities in the following fields:

- ★ **Culinary Arts:** The Arc's Employment Transition Center in Groton offers a state-of-the-art culinary program in which participants create a variety of foods available for purchase in the General Store, Farm Stand and Bakery as well as through the online catering menu. The Bakery's

specialty item, the “Classic Crunch” chocolate chip cookie, is now on the shelves of local and regional grocery stores.

- ★ **Retail:** In addition to community employment at retail outlets, participant employees work in The Arc Emporium upscale thrift store, The Arc’s Bottle and Can Redemption Center, The Arc Bakery, and snack carts at area organizations throughout the region. Skills mastered include using a cash register/Square, restocking merchandise, making change, customer service, scheduling, and general inventory. Every step in the process of selling merchandise and interacting with community members is a learning experience for the people involved, and an opportunity to build the employment skills needed to become independent adults.
- ★ **Mobile Cleaning Crews** work in venues of all sizes including the Mohegan Sun Casino, the U.S. Naval Submarine Base, AVCRAD, Johnson Controls, Burnett’s Landscaping, The Rectory School, and several B&Bs. These cleaning crews tackle maintenance responsibilities such as bathrooms, floors, windows and other hard surfaces, and restock supplies as necessary.
- ★ **Agriculture/Aquaponics:** Participants working with the aquaponics project learn how to cultivate and grow vegetables using this cutting-edge technology. They are responsible for caring for the system including plant and fish care, cleaning the tank, and checking for the correct pH levels in the water. They also identify when crops are ready to be harvested and what new recipes they can try using the vegetables. Employees also maintain the program’s 22,000 square foot garden and sell the produce at The Arc’s Farm Stand on CT-117 in Ledyard and to its Community Supported Agriculture (CSA) shareholders.
- ★ **Landscaping:** The Arc’s Lawn and Landscape Crew gains experience using a wide variety of mowers, saws and hand tools and conducts mowing, pruning, yard maintenance, fall cleanup, etc. at The Arc’s offices and residential homes as well as properties of business and individual private clients.

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WHAT:

Step Up offers two incentives – a Small Manufacturing Training Grant and a Wage Subsidy– to help eligible businesses in the state hire more employees. Over a six-month period, Step Up can provide up to \$12,500 for each new employee to help defray costs of hiring or training. New employees must be unemployed jobseekers; those hired under the wage subsidy program need to meet certain income requirements and reside in specific municipalities, based on population or unemployment rates.

The program was expanded in June 2012 to include retail establishments and small businesses with up to 100 employees (previously it was up to 50). The expansion has allowed more employers to participate in the program.

PARTICIPANTS: (as of July 2013):

- ★ Employers currently taking part in the program: **504**
- ★ New employees hired under the program: **1,675**
 - **870** hired under the Small Manufacturing Training incentive
 - **805** hired under the Subsidized Wage incentive

BY THE NUMBERS:

- ★ As part of the October 2011 Jobs Bill, the Legislature authorized \$5 million a year for two years (\$10 million total) for the Subsidized Wage program and \$5 million a year for two years (\$10 million total) for the Small Manufacturer Training program.
- ★ Average employer reimbursement: approximately \$10,800 per new employee
- ★ Average hourly wage: approximately \$14.30

WHERE ARE THE JOBS?

Positions include plant operators, engineers, warehouse support, office assistants, sales representatives, marketing support, CAD designers, CNC operators, machine operators, carpenters, production coordinators, customer service representatives and graphic designers.

For more information

Please call Eastern Connecticut's STEP UP Coordinator:

Linda Riquier

T: 860.455.1555

E: lriquier@qvc.edu

BENEFITS OF HIRING PEOPLE WITH IDD

Hiring people with intellectual and developmental disabilities (IDD) yields multiple dividends, including the addition of highly motivated employees, demonstrating an inclusive and diverse culture that's attractive to critical talent pools and improves customer satisfaction.

“HIRING MADE SIMPLE”

*Talent that drives
business results*

Did You Know . . .

Talent shortage is among the top 10 critical human capital issues for 2019.

Improving the productivity of the workforce is the top priority for organizations, cited by 78% of high-performance organizations of 1,000 employees or more.

The Arc Eastern Connecticut's Employment program serves people with IDD ages 16 and up throughout eastern Connecticut, providing Group and Individual Supported Employment, Transitional Services for students and adults, and Day programs.

✓ **Straightforward employment packages**

The Arc Eastern Connecticut tailors each employment package –from individual employees to supervised groups to meet the specific needs of your company. Job profile matching and guided onboarding are readily available.

✓ **Working Job Coach**

Each group or individual is paired with a job coach who provides onsite support and is a liaison between the employee, the employer and The Arc's administrative team.

✓ **Tax Credits and Incentives**

You may be eligible for significant tax credits and incentives when you hire an individual with IDD.

✓ **No Overhead**

When your business supports a group of employees, The Arc takes care of Worker's Compensation, training costs and transportation.

✓ **Great Publicity**

The Arc will promote your company in newsletters, social media, our website, press releases and articles, and our Annual Report.

Find out more about how your business can benefit from hiring employees with intellectual and developmental disabilities.

IN THE NORTHEAST:

Contact Jennifer Ricci
Director of Employment Services Northeast
T: 860.928.4727 x903
E: jricci@thearcct.org

IN THE SOUTHEAST:

Contact Bonnie Jones
Director of Employment Services Southeast
T: 860.449.1529 x301
E: bjones@thearcct.org

OUR EMPLOYMENT PARTNERS IN EASTERN CONNECTICUT

The Arc ECT is proud to partner with employers committed to Real Work for Real Pay at minimum wage or higher.

Employment opportunities in both Group-Supported and Individual-Supported Employment, combined with cutting-edge projects and microbusinesses, generate employment opportunities in the following fields:

- ★ **Culinary Arts**
- ★ **Agriculture/Aquaponics**
- ★ **Retail**
- ★ **Cleaning/Hospitality**
- ★ **Landscaping**
- ★ **Recycling**

“I challenge corporations worldwide to hire people with intellectual or developmental disabilities.”

Anthony Kennedy Shriver
Founder and Chairman
Best Buddies International



B.J.'s Wholesale Club
Burnett's Landscaping
CW Resources—
The US Naval Submarine Base
Camp Harkness
DDS, Norwich
DXC Technology
Fleet Reserve Association
Gemma E. Moran United Way
Food Center
Groton Marriott
Heritage Pines Condos
Holiday Inn of Norwich
Horses Healing Humans/Stonington
Bed & Breakfast
Lowe's Distribution Center Plainfield
Mike Smith Transmissions
Mohegan Sun
Rawson Materials
The Resident newspaper
Rite-Aid
Seely-Brown Village
ShopRite New London
Stop & Shop – Groton and Waterford
1109th Aviation Classification
and Repair Depot (AVCRAD)
Walmart Brooklyn and Putnam
Waterford Community Center
Whitcraft



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FEDERAL AND STATE TAX INCENTIVES FOR HIRING PEOPLE WITH DISABILITIES

Employers who hire people with IDD can take advantage of a variety of tax credits and incentives. Here's a BRIEF overview of the many state and federal programs available. All the forms mentioned are available by number through the IRS' web portal ([irs.gov/forms-instructions](https://www.irs.gov/forms-instructions)).

- ★ **The Disabled Access Credit (Form 8826):** Businesses with 30 or fewer employees or \$1,000,000 or less per year in total revenue can receive a tax credit for the **cost of accommodations** provided to an employee (or customer) with a disability. **This credit covers 50% of eligible expenditures up to \$10,250 (maximum credit per year of \$5,000).**
- ★ **Architectural and Transportation Barrier Removal expenses:** The IRS also allows a **deduction up to \$15,000 per year** for “qualified architectural and transportation barrier removal expenses.” Expenditures to make a facility or public transportation vehicle more accessible to, and usable by, employees with IDD are eligible for the deduction. (Examples include widening doors, building ramps, modifying vehicles). Modifications must meet the requirements of standards established by IRS regulations section 190 (Publication 535, Chapter 7).
- ★ **Targeted Job Tax Credit/ Work Opportunity Tax Credit (Form 5884):** The Work Opportunity Tax Credit (WOTC) Program is a winning opportunity for businesses to solve key workforce shortages and reduce hiring costs by using the credit for new employees with disabilities. It provides eligible employers with a tax credit **up to 40 percent of the first \$6,000 of first-year wages of a new employee if the employee** is part of a “targeted group.” An employee with IDD is one of the targeted groups for the Work Opportunity Credit, provided that DDS (The Department of Developmental Services) has certified the employee as disabled (see **Screening/Certification Form 8850**). The credit is available to the employer once the employee has worked for at least 120 hours or 90 days.
- ★ **Welfare to Work Tax Credit (form 8861):** If a person with a disability is a recipient of Temporary Aid to Needy Families (TANF) at the time of hire, the employer can receive a **federal tax credit for up \$8,500 per individual hired.**

For more information on any of these incentives, please contact the Work Opportunity Tax Credit Unit at the Connecticut Department of Labor at 860.263.6060, the New London IRS office at 860.439.7963, the Warwick, RI IRS office at 401.826.4797, the Hartford IRS office at 860.439.7963, or your tax preparer.