



Three Corners Employment

358 Antioch Road, Horse Branch, KY 42349

Email: threecornersemployment@gmail.com

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2026-2027 Collaboration Agreement

This Collaboration Agreement, made on _____, 2026, is entered into by and between **Three Corners Employment**, located at 358 Antioch Road, Horse Branch, Kentucky 42349, and Simpson County School District located at 4305 College St, Franklin, Ky 42134.

This agreement is established to benefit students by providing exposure and experiences aligned with the Workforce Innovation and Opportunity Act (WIOA). Three Corners Employment is a Community Rehabilitation Program that works with the Office of Vocational Rehabilitation (OVR) to provide services to potentially eligible/eligible individuals. Three Corners Employment collaborates with Community Partners, Schools, Families, Students, Employers, Agencies, Businesses, and Individuals—defined as Next Generation Learners under WIOA. This collaborative effort benefits transition-age students (ages 14–21) who are OVR potentially eligible or eligible to participate in services provided by Three Corners Employment.

Available Services:

All services provided by Three Corners Employment fall under Pre-Employment Transition Services for potentially eligible and/or eligible students. Students may participate for multiple years and in more than one service at a time. These services are delivered by qualified and trained Employment Specialists.

Group and individual service provisions are available to OVR-approved students, with up to 15 total hours of combined services per student per quarter. The following five Pre-Employment Transition Services are offered:

Job Exploration: Coach the student through the job exploration process to help them learn more about themselves and the world of work in order to make career, educational, and life decisions. Enhance the student's opportunities for meaningful interaction, engagement, and self-reflection as they participate in activities leading to a greater awareness of various career and employment opportunities.

Workplace Readiness: Help students develop social skills and independent living, that are necessary to obtain and maintain any job, such as communication skills, and interpersonal skills, financial literacy, orientation and mobility skills, job seeking skills, time management, personal care, as well as other employability skills.

These services may include instruction, role playing, mock interviews, as well as other hands-on classroom or community-based activities that provide students opportunities to practice, and acquire/apply knowledge.



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Self-Advocacy: Help students learn about their rights and responsibilities; how to communicate their thoughts, concerns, and needs; speak up for themselves; make decisions about their own life. Assist students in learning how to access information so they can gain a better understanding of things that are of interest to them; how to express information about their disability and how it impacts them; and how to request accommodations, services, supports, and assistive technology that may be needed in the workplace or a post-secondary educational training program. These services may include instruction in person-centered planning, and peer mentoring, including peer mentoring from individuals with disabilities working in competitive integrated employment.

Work-Based Learning: Include in-school or after-school opportunities, or experiences outside the traditional school setting (including internships), that are provided in an integrated environment in the community to the maximum extent possible. Strengthen opportunities for students, including those with the most significant disabilities to practice & improve workplace

skills in competitive integrated work settings before exiting secondary education, and throughout post-secondary training, when applicable.

Post Secondary: Advise students and parents or representatives on higher education course offerings and career options; academic curricula; the college application and admissions process; how to complete the Free Application for

Federal Student Aid (FAFSA). Provide resources that may be used to support individual student success in education and training (i.e., disability support services).

Counsel students on the types of academic and occupational training needed to succeed in the workplace, and post-secondary opportunities associated with career fields or pathways available at institutions of higher education.



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When students exit high school, they require ongoing support to obtain and maintain employment. Three Corners Employment provides Supported Employment, Employment, and Retention services to eligible individuals approved through OVR. These services may include pre-vocational hours, job development, job placement, and 13 weeks of follow-up services to ensure support for successful, competitive, integrated employment. If more than 13 weeks of follow-up are needed, Three Corners Employment will continue assisting to ensure a successful transition.

Three Corners Employment sincerely thanks you for the opportunity to serve students who have allowable documentation, which may include an Individualized Education Plan (IEP), a 504 Plan, or medical documentation of an existing disability. Each service will have a vocational rehabilitation focus and will be carried out in collaboration with school staff and faculty in alignment with the Individuals with Disabilities Education Act (IDEA). All services provided by Three Corners Employment are linked to employment. We welcome your ideas to strengthen this already successful program.

Term and Conditions

Three Corners Employment shall provide the principal notice when there are employee changes. Each person working with a student in a school must provide the Board, at Three Corners Employment's expense, national and CAN criminal history background checks by the Department of Kentucky State Police and the Federal Bureau of Investigation.

Either party may terminate this Collaboration Agreement at any time with or without cause by providing written notice to the other party.

Three Corners Employment cannot begin services until they are authorized/approved. Therefore, we recommend that a Special Education Teacher or Liaison collaborate with our Employment Specialists to assist with collecting paperwork and documentation. This process runs smoothly when appropriate space is provided, and we recommend designating a specific area for services. We also recommend adding the Three Corners Employment Supervisor/Director or Employment Specialist to the release form to access general student information—such as attendance records, grades, class schedules, and disability documentation—to support successful service provision.

Three Corners Employment acknowledges and will adhere to the school's visitor policy, paying close attention to sections covered under service providers. This collaboration agreement stands as our written request to provide pre-employment transition services to eligible and potentially eligible students that are approved/authorized from the office of vocational rehabilitation to receive services.

A copy of the completed collaboration agreement, with all signatures will be returned to the school along with signed school agreements, licensure, and insurance of liability of professional practice. Upon request Three Corners Employment Specialists will present a



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copy of all required background checks before providing any services at your school district.

We appreciate this collaboration opportunity and sincerely thank you. We fully understand that we are an outside agency being welcomed into your school district. As we assist with post-secondary planning, provide service provisions, we will only enter in your facility, classrooms, library, or any part of the facility when we are invited to do so. To formalize this collaboration, Three Corners Employment requests that the Superintendent, Director of Special Education, and Principal be informed, with one of these individuals signing below:

Name, Title: _____ Date _____

Three Corners Employment

_____ Timothy Henderson, Executive Officer

Date: _____