Illinois Center for Transition and Work (ICTW)
Request for Targeted Technical Assistance

Targeted Technical Assistance (TTA) is designed to support educators in creating *substantive changes* within their school district or educational program that improve employment outcomes for students with significant disabilities (i.e., intellectual disability, autism, multiple disabilities). Proposed changes should improve work-based learning experiences, enhance coordination with adult service agencies, and/or meet other school-identified needs related to preparing students with significant disabilities for employment.

Educational teams who engage in TTA will work in cooperation with the ICTW to jointly develop an action plan that defines the steps to achieving the applicant's goals, the roles and responsibilities of both the ICTW and the applicant, and the types of assistance to be provided by the ICTW. All requests for TTA must involve a team approach and include administrative support for creating the proposed changes.

Application Process

Applications may be submitted using the ICTW online portal at ictw.illinois.edu/support/tta.

Once an application is received, it will be reviewed to determine if it meets the following criteria:

- Focuses on preparing students with significant disabilities (i.e., intellectual disability, autism, multiple disabilities) for employment
- Supports substantive programmatic changes within a school district or educational program
- Demonstrates administrative support and team commitment to the proposed project

ICTW staff will meet with each applicant that meets criteria to learn more about their proposed project and discuss the types of support the ICTW can provide. If a decision is made by the applicant and ICTW to move forward with TTA, a follow-up meeting will be scheduled to jointly develop an action plan that defines the steps to achieving the applicant's goals, the roles and responsibilities of both the ICTW and the applicant, and the types of assistance to be provided by the ICTW.

If you would like to discuss an idea for TTA, or have questions about the TTA program or application process, please email contact-ictw@illinois.edu.

Application Deadline

Applications are accepted on a rolling basis throughout the calendar year.

Targeted Technical Assistance Application
Transition School to Work

Identifying Information

School/District:
Address:
City, State, Zip:
Contact Person: Phone:
Email:

Project Personnel

Directions: Please include names, positions, and agencies of all project personnel.

Name	Position and Agency

1. What are the goals and objectives of the project?

2. What evidence do you have to support the need for the project?

3. What population(s) of students will benefit from the project and how do you believe they will benefit?

4. What stakeholders will be involved with the project and how do you anticipate they will be involved?

5. What are the barriers you foresee to completing this project?

6. What resources (e.g., planning time, staff release time) does your school district or educational program have to commit to this project?

7. What types of assistance do you hope to receive if you obtain TTA?

8. What collaborative activities is your school district or educational program currently engaging in to promote transition from school to work?

9. Is there anything else you would like us to know about your proposed project?

Administrative Support

By signing this form, we acknowledge that we have reviewed the attached application for Targeted Technical Assistance from the Illinois Center for Transition and Work and fully support this request.

_____
Building principal

_____
Director of Special Education

_____
Superintendent