* Assist employee and funder, if relevant, arrange for support outside the workplace (e.g., bus pass, other transportation, work clothing, alarm clock, assistive technology, etc.).
* Assist family or residential program staff to prepare for the employee’s new schedule and support needs (e.g., assistance with wake up, packing lunch, etc.).
* Assist employee and their representative payee, if relevant, to create a plan for when and how paychecks will be deposited and paperwork from job will be saved.
* Assist employee and representative payee, if relevant, to create a plan for reporting earnings and requesting work incentive, if relevant, to Social Security and other agencies.
* Assist employee and representative payee, if relevant, to create a plan for monitoring changes in benefits and contacting a benefits planner if issues arise.
* Create a communication plan with the new employee and their family or residential support, if relevant.
* Identify issues during communications with the employee and their family or residential support and develop a plan to resolve issues.