

An Employment Toolkit for People with Intellectual and Developmental Disabilities

Who Can Help Me?

In this set, you and your teen will open a case with EIPD, learn about employment services, and identify their support circle.

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Work Together NC



Work Together NC is a statewide initiative focused on the transition to adulthood for people with intellectual and developmental disabilities (IDD). Visit worktogethernc.com

Your one-stop resource hub for finding resources and services. Create action plans to achieve your goals in the areas of employment, postsecondary education, community living, and more.

Inclusion Works is a North Carolina Department of Health and Human Services (DHHS) initiative to increase Competitive Integrated Employment (CIE) opportunities for people with IDD. Work Together NC and WISE are collaborating with Inclusion Works to implement new processes across the State and expand Supported Employment services. The What's Next Employment Toolkit is being used in the employment assessment process to support individuals with developing their career development plans.

Contacting your Local Employment and Independence for People with Disabilities (EIPD) Office



Check the [EIPD Website](#) for phone numbers and emails for the local offices.

If you call and they are not available, leave them a voicemail.

- Make sure that your voicemail box is set up and has space for new messages. And when you check your email, also check your spam folder.
- If you have contact information for specific staff, you can also use those.
- If you have contacted EIPD previously, check your voicemail, email, and paper mail, before contacting them again.



After 5 business days, if your local EIPD office has not reached out to you, try reaching out again. Find & call your regional office:

Western Region:
929-608-5690

Central Region:
919-579-5100

Eastern Region:
252-355-9010

Or fill out the [Request for Information Form](#)

- Be sure to include the name of your local office.



If that does not yield a response after 7 business days, contact the [NC Client Assistance Program](#).

Phone: (919) 855-3600
Email: NCCAP@dhhs.nc.gov

Learn more on navigating EIPD by watching [this video](#).



Other Employment Services & Resources



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Possibility to Opportunity

[Work Together NC](#)

Visit your one-stop resource hub for navigating the transition to adulthood:

- Find employment services in your county
- Access free, digital resources
- Make an [employment action plan](#)

IDD Inclusive Employer



Check out Work Together NC's Alliance of IDD Inclusive Employers!

- worktogethernc.com/employer-training

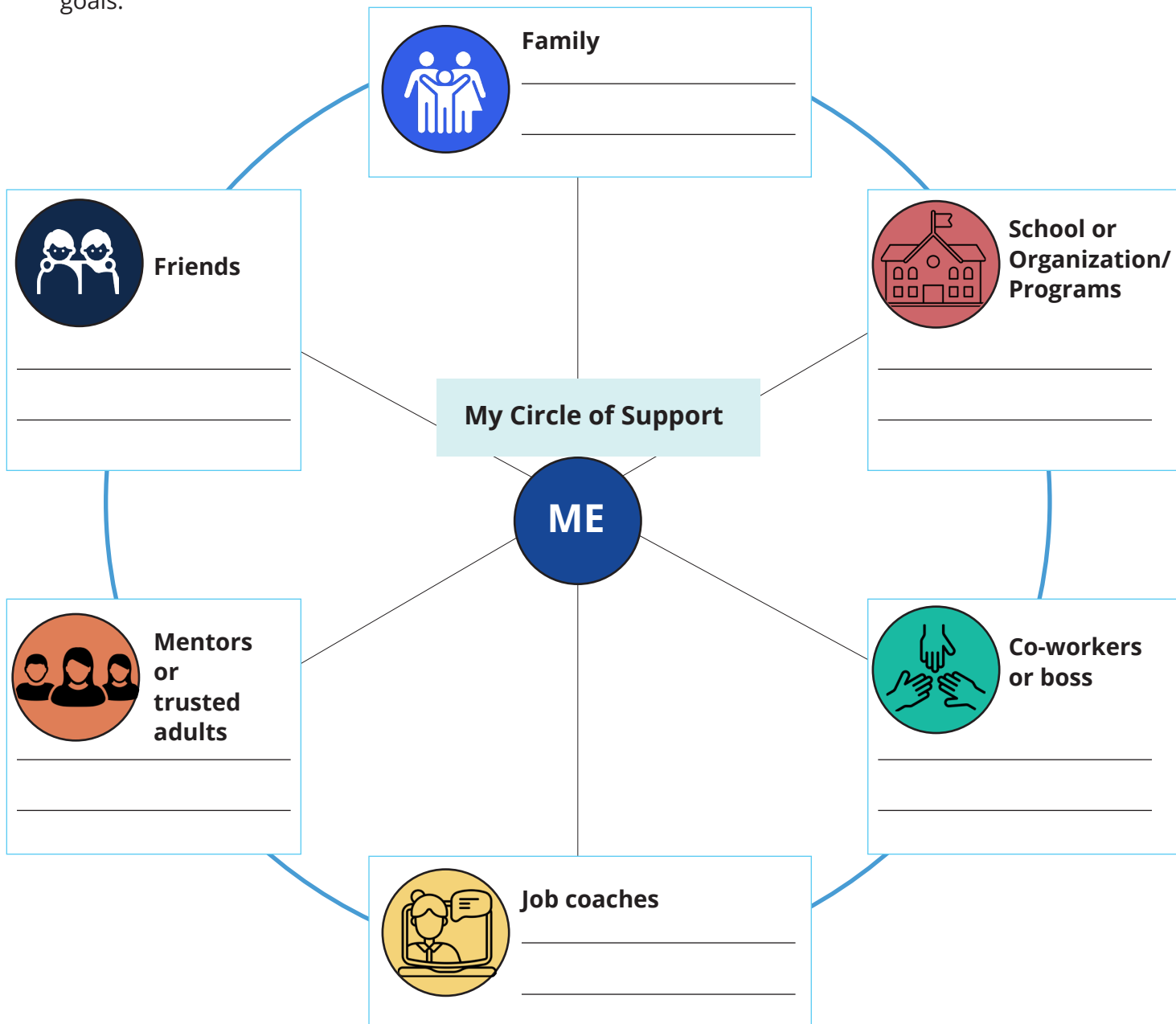


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Circle of Support

Write down the name(s) of the people and organizations who can help you achieve your work goals.



Do you plan to have a job coach?

Yes- Which organization?

No

Not Sure

How often do you plan to have a job coach?

Sometimes (for the first few shifts and occasional check-ins)

All the time (for every shift)

Not Sure



My Support Needs Portfolio

Name _____

What is your current EIPD status?

- I am already getting services with EIPD
- I am not interested in getting EIPD services.
- I am not getting services with EIPD, but am interested in starting the process.

Work Together NC Checklist

Visit your one-stop resource hub for navigating the transition to adulthood:

- Find employment services in your county
- Access free, digital resources
- Make an employment action plan

My Circle of Support

List names below:

Mentors or trusted adults

Family

Friends

School or Organization/Programs

Co-workers or boss

Job coaches

My Workplace Support Needs

For workplace support needs, go to [Employment Toolkit About Me: Getting to Know Myself.](#)

