

ELIGIBILITY SHELTERED WORKSHOPS

Sheltered workshops conduct training services projects under grants from the Vocational Rehabilitation Administration pursuant to the provisions of Section 13. (a) of Public Law 89-333 of the Vocational Rehabilitation Act Amendments of 1965. These are considered schools for the intellectually disabled or physically disabled and include the following:

<i>Handicraft Schools</i>	<i>Trade Schools</i>
<i>Job Skill Training Centers</i>	<i>Vocational Schools</i>
<i>Sheltered Workshop Training</i>	<i>Vocational Rehabilitation Centers</i>

Sheltered workshops that operate primarily to provide sheltered employment for the intellectually disabled or physically disabled instead of training are not eligible.

Eligibility Requirements:

- Completed *Virginia State Surplus Property* application
- For nonprofits, a copy of the determination letter from the Internal Revenue Service stating that your organization is income tax-exempt under Section 501. For public agencies, documentation showing your status as a public agency.
- Detailed narrative description (brochure) of the services the program provides. Include program purpose and objectives, number of individuals served and ages, facility information, roster of instructors/qualifications/certification and evidence you maintain school records.

Staff must consist of a minimum of not less than two professionals, one of whom must be a State certified teacher with a minimum 4-year college degree, and one teacher, who is also state certified with a minimum of 2 years of college.

- **Evidence of the following:**

1. *Certification* of grant approval or a letter from the State Vocational Rehabilitation office certifying to its grant for a training service's project.
2. *Licensed* (approval) by the appropriate State or local authority approving institutions or programs in specialized areas including health and compliance with specific laws.

