

Marin City Community Development Corporation Approved Vendor State of California Department of Rehabilitation Program

Serving Marin City and Marin County

Situational Assessment

Work Adjustment

Employment Services



Welcome!

"Empowering People. Building Careers. Transforming Lives."



Marin City Community Development Corporation
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(415) 339-2837 | marincitycdc.org
501(c)(3) nonprofit, EIN 94-2657360



It's Nice to Meet YOU!

Dear _____,

Welcome to the Marin City Community Development Corporation (CDC). As an approved State of California Department of Rehabilitation (DOR) Vendor, we are excited that you have chosen to begin this journey with us.

At CDC, we believe that every person has unique strengths, dreams, and the ability to grow and thrive. In collaboration and support from DOR, our role is to walk alongside you—providing resources, guidance, training, and opportunities that support your personal goals, health, and economic wellbeing.

Our programs are designed with a person-centered approach, meaning your voice, experiences, and aspirations guide the services you receive. Whether you are pursuing education, employment, life skills, wellness, or new opportunities, our team is here to support you.

CDC is proud to be accredited by CARF International (Commission on Accreditation of Rehabilitation Facilities). CARF accreditation demonstrates our commitment to high-quality services, accountability, continuous improvement, and the highest standards of care and program delivery. This recognition means that our programs are independently evaluated to ensure they meet international standards for service excellence and person-centered support.

CDC is more than a program—it is a community of encouragement, opportunity, and empowerment. We look forward to supporting you and celebrating your progress.

With gratitude,

The Marin City Community Development Corporation Team



Our Mission

"Our mission is to enhance social, economic, and climate justice for underserved, marginalized, and low-income people through employment services, mental health, and education."

Our Vision

"CDC vision is a world where all humans have opportunities to pursue their goals and dreams, live healthy lives, and build thriving communities."

Our Values

Mission Driven | Professionalism | Integrity | Accountability | Person-Centered Support
Equity & Inclusion | Community Empowerment | Respect & Dignity

Our Commitment to You–Client Bill of Rights

Let's Get Started!!

As part of your enrollment into our CDC program(s), you will complete Program Application and will receive a number of materials, policy and procedure acknowledgement form(s), program rules and guidelines, and resources that your counselor will review with you; please keep these documents (or use online links) for your reference.

If you have not yet applied for DOR Services, the CDC Team is happy to provide a manual DOR application, DOR online application, and refer to the DOR Office in Novato, California; Refer to Page 4 for location.

Employment is a critical part of community inclusion for people with disabilities. Securing and maintaining employment helps many people to achieve independence and financial security in their communities.

As a participant of Marin City CDC programs, you have the right to:

- Be treated with respect, dignity, and cultural sensitivity
- Be free from abuse, retaliation, and neglect within my services
- Receive services in a safe and supportive environment
- Participate in person-centered planning
- Receive services free from discrimination
- Understand services, policies, and expectations
- Have their information kept confidential
- Review their personal records when permitted
- File grievances without fear of retaliation
- Decline services or withdraw from programs voluntarily
- I have the right to access legal entities, self-help supports, and advocacy supports as needed



“Show up with intention, and your daily actions will build extraordinary outcomes.” - Marcus Leighton

Participant Responsibilities

To help us support you effectively, we ask participants to:

- Treat others with respect
- Participate actively in services and training
- Attend scheduled meetings or notify staff if unable to attend
- Follow safety guidelines and program policies
- Communicate openly about needs and goals

MCCDC Responsibilities

- Provide ethical person-centered support
- Communicate with respect and dignity
- Provide timely and open-communication
- Good stewardship

Working Together with the State of California Department of Rehabilitation (DOR)

Marin City Community Development Corporation (MCCDC) is proud to be an approved Community Rehabilitation Program (CRP) provider for the California Department of Rehabilitation (DOR). Please note: DOR is responsible for determining eligibility and authorizing vocational rehabilitation services. MCCDC will provide the services that have been approved and authorized by your DOR Vocational Rehabilitation (VR) Counselor. The information below provides a general overview of the Individualized Plan for Employment (IPE).

What Is an Individualized Plan for Employment (IPE)?

Your Individualized Plan for Employment (IPE) is a personalized written plan that serves as your roadmap to achieving your employment goals. It identifies your career objective and outlines the services and supports that DOR has authorized to help you successfully prepare for, obtain, and maintain meaningful employment. Your IPE is developed based on your individual:

- Strengths
- Skills and abilities
- Interests
- Resources
- Priorities
- Concerns
- Capabilities
- Informed choice

Because every individual is unique, every IPE is customized to meet your specific employment goals and support needs. You and your DOR Vocational Rehabilitation (VR) Counselor will jointly develop your IPE, if you:

- Have applied for services
- Completed the assessment process
- Are found eligible for services
- Are placed in a disability priority category being served



The IPE is your written plan listing your job objective and the DOR services you will receive to reach your employment goal. You and your VR counselor will discuss your unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice as you develop your IPE. Once DOR authorizes services through your IPE, the MCCDC team is committed to supporting your success by providing high-quality employment services that may include:

- Situational Assessment
- Work Adjustment
- Career Exploration
- Job Readiness Training
- Interview Preparation and Resume Development
- Job Development
- Job Placement Assistance
- Job Coaching and Employment Retention Services

Together, DOR, MCCDC, and you will work as partners to help you achieve meaningful employment, greater independence, and long-term career success.



Services Overview

(Situational Assessment)

As you work with your California Department of Rehabilitation (DOR) Case Manager, the Marin City Community Development Corporation (MCCDC) team will be informed of the services you have been authorized to receive. Based on your approved Individualized Plan for Employment (IPE) and DOR authorization, MCCDC will work with you and your DOR Case Manager to provide the employment services and supports needed to help you achieve your vocational goals.

Situational Assessment (SA)

Situational Assessment is a short-term, individualized service designed to evaluate a participant's strengths, abilities, interests, and support needs in a real or simulated work environment. Through hands-on activities and observation, participants have the opportunity to explore different types of work while staff assess job skills, work behaviors, and vocational potential.

This service helps identify appropriate employment goals and informs the development or refinement of the Individualized Plan for Employment (IPE) in coordination with the Department of Rehabilitation (DOR). During this process, participants may:

- Perform job tasks in a workplace setting
- Demonstrate work habits and skills
- Explore potential career paths
- Identify accommodations or support needs

Situational assessments help identify the types of jobs that best match an individual's interests, strengths, and abilities and support the development of an employment plan. Situational assessments may include:

- Job tryouts
- Job shadowing
- Community-based assessments
- Volunteer work experiences
- Simulated job environments

These assessments support informed career decisions and help identify realistic employment goals.

Notes:



"Your abilities are not defined by what you can't do, but by the brilliance you bring to what you can."

Services Overview

(Work Adjustment and Employment Services)

Work Adjustment (WA)

Work Adjustment is a structured, time-limited service that helps participants develop the skills, behaviors, and habits necessary for successful employment. Services may include training in areas such as:

- Attendance and punctuality
- Workplace communication
- Task completion and productivity
- Problem-solving and workplace expectations

Work Adjustment services are individualized and designed to prepare participants for competitive, integrated employment by strengthening their readiness and confidence in a work setting.

Notes:



Employment Services (ES)

Employment Services support participants in obtaining, maintaining, and advancing in competitive, integrated employment consistent with their goals and preferences. Services may include:

- Job development and employer outreach
- Resume building and interview preparation
- Job placement assistance
- On-the-job training and coaching
- Retention and follow-up support

Employment Services are provided in partnership with the Department of Rehabilitation (DOR) and are tailored to each participant's Individualized Plan for Employment (IPE). The goal is to support long-term employment success, independence, and career growth.

Notes:



“Great things in business are never done by one person. They’re done by a team of people.” — Steve Jobs

Working with the CDC!

Marin City Community Development Corporation (CDC) provides person-centered workforce development and employment services designed to support the goals identified in your Individualized Plan for Employment (IPE), developed collaboratively by you and your Department of Rehabilitation (DOR) Counselor. Our services are designed to help participants explore career interests, develop workplace skills, prepare for employment, obtain competitive integrated employment, and achieve long-term success in the workforce.

Through individualized planning, monthly progress reviews, employment-focused activities, and coordinated support services, CDC works in partnership with participants, DOR Counselors, employers, and community organizations to address barriers, build strengths, and support successful employment outcomes. Services may include Situational Assessment, Work Adjustment, Employment Services, job readiness training, career exploration, community-based work experiences, referrals to community resources, and other wraparound supports that promote independence and career advancement. CDC's services are delivered in accordance with CARF accreditation standards and California Department of Rehabilitation (DOR) requirements, ensuring high-quality, person-centered services that respect each participant's goals, strengths, preferences, abilities, and informed choice throughout the rehabilitation process.

- Person-centered planning
- Individual Service Plan
- Real-time Support and Coaching
- Monthly progress monitoring
- Wraparound Services
- Community Partnerships
- Competitive integrated employment
- CARF and DOR Compliance

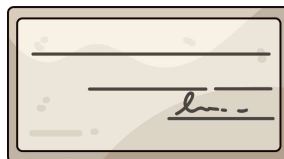
“Having a disability does not define your limitations—it offers unique insight, knowledge, and perspective that others may never experience.” – RJ Mitte

Will I receive any support?

Some participants may be authorized by DOR to receive Training Wages during a Paid Situational Assessment or approved Work Adjustment. DOR may also authorize Maintenance or Transportation assistance to support participation in vocational rehabilitation services. Any wages, maintenance payments, or other financial assistance must be approved and authorized by your DOR Vocational Rehabilitation Counselor before they can be provided. These payments are intended to support participation in assessment and training services and should not be interpreted as wages, an employment relationship, or a guarantee of future earnings.

The Current Training Incentive Payment Hourly Rate is: _____
(May be subject to Change.)

Training incentive payments are subject to program requirements, service authorization, available funding, attendance, participation, and individual progress. Payment amounts and availability may change without notice. Important: Refer to Tax Disclosure in this packet for resources and refer to your CDC Career Coach for payment reporting, timing, and details.



Taxes, Confidentiality, Accessibility & Accommodations

Participants may receive Participant Training Incentive Payment earnings through services such as Situational Assessment, Work Adjustment, or other employment-related activities. These payments may be considered taxable income under federal and state law. Depending on how payments are classified, participants may receive a W-2 or 1099 form, or may still be required to report income even if no tax form is issued.

Participant Training Incentive Payments are subject to change and are not guaranteed. These payments are not intended to constitute a contract of employment, wages, or ongoing income. The amount, duration, and availability of stipends or earnings may vary based on program participation, funding, service authorization, and individual progress.

Participants are responsible for reporting income to the Internal Revenue Service (IRS), California Franchise Tax Board, and Social Security Administration (SSA), as applicable. CDC does not provide tax, legal, or benefits advice. Participants are encouraged to consult a qualified tax professional, certified benefits counselor, or free tax assistance program for guidance.

Social Security Resources:
<https://www.ssa.gov/>
<https://www.ssa.gov/work/>

Local SSA Office: 99 Smith Ranch Rd, Suite 200 San Rafael, CA 94903
Phone: (800) 772-1213
(Please contact CDC or DOR if transportation assistance is needed.)

The CDC and DOR Case Managers will share other useful resources for you to decide which is best for you to include; Social Security Administration-Ticket to Work Program (866) 968-7842 TTY (866) 833-2967 email support@choosework.ssa.gov | <https://choosework.ssa.gov>

Confidentiality & Release of Information

Your information is protected under state and federal confidentiality laws. Information will only be shared with your written permission unless required by law. CDC maintains secure records and follows confidentiality practices in alignment with DOR and CARF standards.

Accessibility & Accommodations

CDC is committed to providing accessible services and reasonable accommodations to support participant success. If you require accommodations, assistive technology, language access, transportation assistance, or additional support, please inform staff.

“You can’t use up creativity. The more you use, the more you have.” – Maya Angelou

Policies and Procedures at a Glance

“Our goal is to support you in achieving meaningful employment and building a path toward independence and success.”

As part of your enrollment with Marin City Community Development Corporation (MCCDC), you will receive a complete copy of our Policies and Procedures Handbook, which includes important information about participant rights and responsibilities, confidentiality, attendance expectations, safety, and program guidelines. Please refer to Page 5 for additional details. The information below provides a brief overview of several key policies and procedures designed to support your success while participating in MCCDC and Department of Rehabilitation (DOR) services.

Health & Safety

MCCDC is committed to maintaining a safe, respectful, and supportive environment for all participants, staff, volunteers, and visitors. Please report any of the following immediately to an MCCDC staff member:

- Safety concerns
- Workplace incidents or injuries
- Harassment or discrimination
- Accommodation concerns
- Emergency situations

Grievance & Complaint Process

If you have concerns regarding your services, we encourage you to:

- Speak with your MCCDC staff member.
- Request to speak with a supervisor.
- Contact your DOR Vocational Rehabilitation Counselor.
- Contact the California Client Assistance Program (CAP), if needed.

Participants have the right to express concerns or file complaints without fear of retaliation.

Monthly Check-Ins & Progress Tracking

Throughout your participation, you may be asked to complete monthly activity planners, safety check-ins, employment tracking forms, and progress reviews. These tools help:

- Monitor progress toward your employment goals
- Identify barriers and support needs
- Strengthen communication between you, MCCDC, and DOR
- Support quality services and successful employment outcomes

Community & Wellness

MCCDC encourages participants to stay engaged in activities that promote personal growth, wellness, and community involvement. Opportunities may include:

- Empowerment Clubhouse activities
- Community outings and volunteer opportunities
- Employment and career workshops
- Chamber of Commerce and professional networking events
- Wellness activities and peer support opportunities

Full Policies and Procedures Handbook/Package is provided separately during enrollment.

Important Dates and Tasks

My Key Contacts Are:

CDC Staff Name: _____

Phone Number: _____

Email: _____

My DOR Case Manager is:

(Not Assigned Yet or In Process)

Date DOR Application Submitted: _____

DOR Case Manager Name: _____

Phone Number: _____

Email: _____

Participant Acknowledgment

I acknowledge that I have received and reviewed the MCCDC Welcome Packet. I understand my rights, responsibilities, and available resources.

Participant Name: _____

Participant Signature: _____

Date: _____

Staff Name: _____

Staff Signature: _____

Date: _____

Other Programs & Services

Established 1979, Marin City Community Development Corporation (aka CDC) is a nonprofit 501(c)(3) organization and located in the heart of Marin City (United States Census Bureau-Census Tract 1290) and provides critical and essential workforce, mental health, and financial educational services to marginalized, low-income, and underserved communities.

“Our mission is to enhance social, economic, and climate justice for underserved, marginalized, and low-income people through employment services, mental health, and education.”

The work of the CDC is for all of the residents of Marin City and Marin County.

Empowerment Clubhouse Program addresses both the health and social needs of Members through an integrated model that connects physical clubhouse-where Members are engaged in an innovative therapeutic community rooted Social Practice (Work-Ordered-Day/WOD) and take steps in reclaiming their agency and dignity. The Empowerment Clubhouse is a no cost membership-based social/vocational community where people living with persistent mental illness come to rebuild their lives; WOD's on weekdays to build upon strengths and abilities and a place to socialize in the evenings and weekends.

Workforce and Career Development Program provides job readiness, life skills, and placement assistance and includes wrap around services and referrals to State of CA DOR and other programs.

Construction Trades Laborer's Pre-Apprenticeship Program provides essential and required education and hands-on training for individuals 18 years and older with qualifications to become employed at the Laborer's Union. Program is in partnership with the Northern California Laborer's Training Center (norcaltc.org) and LiUNA.org.

PowerUP Youth Program (PUYP)-Effective July 2024, the PUYP replaced the former Summer Youth Empowerment Program. Youth receive yearlong support and resources for part-time job training and placement, career exploration, life skills, community activities, college preparation and support, professional development, public speaking, special projects American Climate Corps Application Assistance, and eco-friendly activities and projects, i.e., gardening and climate change for the future.

State of California Department of Rehabilitation (DOR) Employment Services-Since 2011, the CDC has been providing vocational services to eligible residents with physical and/or mental health in Marin County. Services include workplace assessment & evaluation, job searching & preparation, training, coaching, and placement are helping disabled and impaired members of our community find meaningful, lasting employment and be seen as the valuable individual contributors that they are to our society.

Small Business Program aka Micro Enterprise Program-Provides resources, workshops, and training to existing and upcoming generations of entrepreneurs; adding prosperity and bright futures for low-income individuals who never thought they could be 'their own boss' and the opportunity to leave legacies for their families.

“CDC vision is a world where all humans have opportunities to pursue their goals and dreams, live healthy lives, and build thriving communities.”



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Revised August 2026