

MAKING THE MOVE TO MANAGING YOUR OWN PERSONAL ASSISTANCE SERVICES (PAS)

A Toolkit for Youth With Disabilities Transitioning to Adulthood



The U.S. Department of Labor’s Office of Disability Employment Policy (ODEP), through its technical assistance center, the National Collaborative on Workforce and Disability for Youth, is pleased to introduce a helpful new toolkit for personal assistance services (PAS) for transition-age youth.

ABOUT THE TOOLKIT

Making the Move to Managing Your Own Personal Assistance Services is a comprehensive toolkit designed to help transition-age youth with significant disabilities, as well as their family and friends, navigate the complex world of personal assistance services (PAS). When transitioning from a school or a home setting to work, college or living on their own, many youth with significant disabilities can lessen their reliance on family and friends and achieve greater independence by managing their own PAS. The toolkit is a practical resource to guide them through this transition. It provides effective PAS strategies that can easily be adapted to individual situations to further help youth with significant disabilities as they progress toward a life of increased independence.

WHAT ARE “PERSONAL ASSISTANCE SERVICES”?

The term “personal assistance services” – or PAS – has become a preferred term in the disability community that refers to someone, or several people, who help a person with a disability perform certain tasks during the course of the day that he/she cannot perform on his/her own. PAS can include a range of activities from reading, communication and performing manual tasks (e.g., turning pages) to eating, bathing, toileting, personal hygiene and dressing.

WHO CAN BENEFIT FROM THE TOOLKIT?

The toolkit is a unique resource specifically designed for transition-age youth with significant disabilities who want to manage their own PAS, as well as the family, friends and service providers who assist them in becoming more independent.

HOW CAN I ACCESS THE TOOLKIT?

The toolkit will be available online at www.ncwd-youth.info. Information about ODEP can be found at www.dol.gov/odep.

TOOLKIT FEATURES:

Featuring worksheets, sample schedules and checklists, the toolkit allows people to personalize the search for and maintenance of PAS to best meet their needs. It features real life examples and insights from people who have utilized PAS successfully. Specific toolkit resources help users:

- Prepare for living independently
- Understand the difference between job and personal PAS
- Write a job description for a personal assistant
- Advertise and market effectively for a personal assistant
- Conduct phone and in-person interviews
- Understand how to pay for PAS
- Make a personal assistant feel welcome
- Train, manage and nurture the working relationship with a personal assistant
- Handle awkward moments
- Fire a personal assistant
- Consider a service animal
- Find additional PAS resources