

“Advancing Students towards Education and Employment” (ASTEP)

Team Participation

The team should actively participate in developing the student’s:

- Transition from high school to ASTEP and from ASTEP to employment.
- Choice of ASTEP’s Pathway I or Pathway II. Encourage choices that are relevant to the vocational goal and assist in the decision to audit or take classes for credit
- ASTEP Person Centered Plan and review of progress reports
- Internship

ASTEP and VR Reporting Requirements

- ASTEP will provide a progress report on classroom work and internship, twice per semester. The reports will be given to VR at mid-term and semester end
- ASTEP will provide a copy of the ASTEP Person Centered Plan
- VR will provide a copy of the VR IPE to ASTEP
- VR will submit to ASTEP a “[Third Party Payer Agreement](#)” form. We are required to complete the section titled “Third Party Payer Agency Information”.

Tuition/Fees/Books/Supplies

- Students must submit a copy of their class schedule and grades every semester
- Whether auditing or taking class for credit, the student is required to apply for Free Application for Federal Student Aid (FAFSA[®]) every year, and submit their awards letter to the VR counselor. This information is used to determine VR contribution. See below
- Determine VR contribution towards tuition/fees/books/supplies (see VR Higher Ed Worksheet/Instructions)
Authorizations:
 - Use service code ‘Training, Other/Miscellaneous’
 - Are made out to Dakota College Bottineau (DCB). ASTEP students are considered DCB at Minot, even though they are attending classes on the Minot State University (MSU) campus
 - For Tuition/Fees/Books/Supplies must be separate from the employment internship
- When possible, utilize funding from the high school, tribal funds, etc.
- DCB will send an invoice to VR approximately 2-3 weeks after the start of the semester for the tuition/fees/books/supplies amount total, or the amount otherwise noted on the authorization

Employment Internship

- VR contributes a non-negotiable fee of \$1,110 per semester for the employment internship
- Authorizations
 - Use service code 'On-the-Job Supports, Short-Term' for employment internship
 - Are made out to MSU. Please note "ASTEP employment internship" on the authorization
 - For the Employment Internship must be separate from Tuition/Fees/Books/Supplies
- Invoices for the employment internship must include: what service was provided, what entity provided the service, time frame (must be within the time frame of the student's VR Individualized Plan for Employment (IPE) and dollar amount.

Miscellaneous

- Students may or may not be enrolled in high school while attending ASTEP. This does not affect VR contribution towards tuition or the internship
- Students must have a regular VR IPE in place (beyond the transition assessment plan)
- VR does not pay for Room and Board
- Students who attend ASTEP can be as young as 18 years of age, and cannot be older than age 26 when they enter the program