



## **National Participant Network (NPN)**

### **GUIDING PRINCIPLES OF PARTICIPANT-EMPLOYER TRAINING IN PARTICIPANT-DIRECTED PROGRAMS**

- ◆ The NPN believes that the participant-employer needs to be provided with resources, written in a way that a lay person can understand.
- ◆ The NPN believes that exemplary programs need to provide accessible trainings on best employment practices, including advertising for an employee, terminating an employee, appropriate compensation for an employee, how to maintain a budget successfully, employer responsibilities, legal implications for being an employer, employee responsibilities, record keeping, procedural processes and (etc).. It is the program administrator's responsibility to have this training made available to participants. However, it should be at the option of the participant whether to access this employer training.
- ◆ The NPN believes that all program administrator-supplied trainings on how to be successful as an employer in a participant-directed program should be optional to the participant-employer.
- ◆ The NPN supports the concept that there are certain standard non-disability related employment documents and these may be created by the program administrators within the participant-directed program, but the administration of these documents must be done by the participant prior to hiring.
- ◆ The NPN believes that the standard practices of any hiring process, disability or non-disability related, need to be applied to a participant-employer, and just as in any business the employer takes responsibility for the administration of those practices.
- ◆ The NPN believes that any training in additional to standard employment practices must be employer specific.
- ◆ Any participant-directed program should have a manual which specifies employer best practices. Within budget-authority programs, this manual must include tools in determining what a budget must include, how to determine line items for budget.....etc.