

STEP: Secondary Transition to Employment Program

Information for Current Students & their Families

STEP at South Lakes is based out of room 298 on the SLHS campus. Transportation is provided to/from home by FCPS school bus. Transportation to jobsites is provided through FCPS shuttle buses at designated times in the morning and afternoon.

Daily Schedule

Monday-Friday	
8:00-8:10	Pick up lunch, report to classroom
8:10-8:25	Prepare for work
8:30	Shuttle bus leaves for job sites
9:00-2:00	Job sites
2:30	Shuttle bus returns to SLHS
2:30-2:50	STEP classroom

***Travel Training /Community Based Instruction (CBI):**

Travel training takes place on one Friday per month in small groups. It usually includes a full-day of instruction in different community locations.

Attendance:

Daily attendance and punctuality are critical for successful employment. Students should come to school daily, on-time and ready for work.

Students are responsible for reporting if they will be late or absent. They should call the STEP classroom before 8:30am and their job site before their scheduled arrival time. This is to encourage students to develop appropriate and responsible workplace behavior.

PLEASE NOTE - IF YOU WILL BE LATE:

- 1. You must notify STEP staff BEFORE 8:30am.** If you do not notify staff, you will be marked absent for the day because attendance is taken at the beginning of the day.
- 2. Our work bus serves other schools. We CANNOT hold the work bus after 8:30am.**
- 3. You are responsible for providing your own transportation to work site after 8:30am if you miss the bus.**

Contact Information

STEP room 298	703-715-4631	Fred Kyle fmkyle@fcps.edu Suzie Huffman sehuffman@fcps.edu Nancy Taylor netaylor@fcps.edu Ana Maria Mejia ammejia@fcps.edu (en Español) Galvin Morris gdmorris@fcps.edu
Special Education Subschool	703-715-4689	Tresa Krukowski tjukrukowski@fcps.edu
Main Office	703-715-4500	
Administrator	703-715-4690	Lisa Taweel Ljtaweel@fcps.edu
Special Education Dept Chair	703-715-4745	Katherine ThompsonAllen kjthompsonal@fcps.edu
Parent Liaison (Spanish)	703-715-4782	Sonia Tejada stejada@fcps.edu
Parent Liaison (Arabic)	703-715-4648	Feda Abbasi fnabbasi@fcps.edu
Employment and Transition Representatives, SLHS	703-715-4786 703-715-4530	Jeff Leone jeffrey.leone@fcps.edu Chelsea Eddy cfeddy@fcps.edu
FCPS Food & Nutrition Svcs (lunch info)	703-813-4800	Website: http://www.fcps.edu/fs/food/index.shtml
Transportation- Area 4	703-249-7100	(buses from home to school)
South Lakes Registrar	703-715-4504	Susan O'Keefe Susan.Okeefe@fcps.edu

Counselor Information: Counselors are assigned alphabetically, by the student's last name. To determine your students' counselor, please visit the South Lakes website, and click on the tab for Student Services:
http://www.fcps.edu/SouthLakesHS/student_services.shtml

South Lakes HS website: <http://www.fcps.edu/SouthLakesHS/index.shtml>

FCPS Website: <http://www.fcps.edu/index.shtml>

FCPS Student Calendar: <http://www.fcps.edu/cal.shtml>

Google Apps login page: www.fcpsschools.net

Adult Services Information

STEP helps to link students with adult support services before they exit FCPS. Families are encouraged to learn more about these agencies and the benefits they offer. [Printable information is available here from the FCPS Office of Career and Transition Services.](#)

For more information about...	Website...	Phone...
Housing (Financial) Assistance	Fairfax Department of Housing and Community Development	703-246-5100
Independent Living resources	Endeppendence Center of Northern Virginia	703-525-3268
Intellectual Disability Services (ID)	Fairfax-Falls Church Community Services Board (CSB) ID	703-383-3500
Job search assistance	Skill Source One Stop Centers	703-787-4974
Job support and training	Department of Aging and Rehabilitation Services (DARS)	703-359-1124
Medicaid (medical assistance)	Fairfax Department of Family Services (DFS)	703-324-7500
Medicaid Waivers	varies - funded by Virginia Dept of Medical Assistance Services (DMAS)	804-786-7933
Health Clinics (Fairfax County)	Fairfax County Health Department	703-246-2411
Mental Health Services (MHS)	Fairfax-Falls Church Community Services Board (CSB)	703-383-3500
MetroAccess	Metro (WMATA) Transit Accessibility Center	202-962-2700
Public transit	WMATA (Metro) Fairfax Connector	202-637-7000 703-339-7200
Public transit outside Fairfax County	Virginia Regional Transit (VRT)	877-777-2708
Reduced Fare ID/Smartrip cards	WMATA (Metro)	202-962-2700
Social Security Disability (SSDI)	Social Security Administration (SSA)	800-772-1213
Supplemental Security Income (SSI)	Social Security Administration (SSA)	800-772-1213
Travel Training	Endeppendence Center of Northern Virginia	703-525-3268

Additional Online Resources

Coordinated Services Planning

Referral to public and private human services such as: emergency food, shelter, and clothing; transportation, financial assistance, health care services, employment, education, recreation, legal assistance, and other resources available to Fairfax County residents. *Assistance is available in multiple languages.*

<http://www.fairfaxcounty.gov/ncs/csp/>
703-222-0880

CommonHelp

Virginia's fast and easy way to apply online for many Virginia social services assistance programs such as Medicaid, SNAP, TANF, Energy Assistance and Child Care.

<http://www.fairfaxcounty.gov/dfs/apply/>
703-324-7500 (Fairfax Dept of Family Services)

Virginia Disability Navigator

Web resource created by and for people with disabilities featuring information about programs and services in Virginia. Includes information about resources related to health/wellness, housing, community services, benefits and money management, legal and civil rights, and transportation.

<http://www.disabilitynavigator.org/vn/IndexDN.aspx>
1-866-393-0957

Fairfax Health Department Clinics

Information about health clinic services, locations, fees, and eligibility. Website includes information about the Community Health Care Network (CHCN), a primary health care service for low-income, uninsured residents of Fairfax County.

<http://www.fairfaxcounty.gov/hd/hdclinicsite.htm>
703-246-2411

Fairfax County Human Resources Guide

Searchable online database of information about organizations, programs and services available to Fairfax County residents.

<http://www.fairfaxcounty.gov/hsrg/>

Neighborhood and Community Services

Operates recreation services, community centers, senior services/centers, and transportation assistance programs for Fairfax County residents.

<http://www.fairfaxcounty.gov/ncs/>
703-324-4600