

Solicitation of Proposals for

Transition Planning for Students

The Louisiana Developmental Disabilities Council (Council) wants to improve transition planning for students with intellectual and developmental disabilities as they move from high school into adult life. The Council is looking for a group to partner with schools to help ensure students, families, and educators understand available adult services, supports, and planning options.

What is This Project About?

This project will focus on helping students and families make informed decisions about transition by improving access to clear, accurate, and easy to understand information.

This project will focus on:

- Transition planning for life after high school, including education, employment, and community living
- Understanding and accessing Home and Community-Based Services (HCBS) waivers
- Benefits counseling and planning, including work incentives and eligibility information
- Connections to Louisiana Rehabilitation Services (LRS) and job support programs
- Helping families, students, and educators understand timelines, eligibility, and next steps for adult services
- Strengthening collaboration between schools, families, and adult service providers to improve transition outcomes

What the Project Should Look Like:

- Focused on improving transition planning as students move from high school to adult life
- Built on strong partnerships between schools, families, students, and adult service systems
- Includes input from students with intellectual and developmental disabilities and their families throughout the project
- Provides clear, practical, and easy to understand information about transition services and supports
- Helps schools strengthen and standardize transition planning practices
- Includes training and technical assistance that can be used by educators, families, and students
- Connects school systems with adult service providers such as waiver programs, Louisiana Rehabilitation Services, and benefits counseling supports
- Uses plain language and accessible formats for all materials and trainings
- Focuses on real-world application, not just information sharing, so students and families can take action

Project Timeline:

- The project will start on **October 1, 2026**, and end on **September 30, 2027**.

How Much Money is Available?

- Up to **\$59,000**.
- If federal funds are not received, the Council cannot move forward with this project.
- Indirect costs (like office expenses) cannot be more than **8%** of the total budget.

Cost-Share and In-Kind Contributions:

- The group must also provide a **match contribution** of **25%** of the total project budget.
- This can include things like:
 - Time spent creating materials
 - Staff time or volunteer hours
 - Other resources that help the project

What You Will Need to Do:

The group chosen for this project will need to:

- Partner with middle and high schools to support stronger transition planning for students with intellectual and developmental disabilities
- Work with educators, students, and families to improve understanding of adult services and supports available after high school
- Develop and deliver training and technical assistance for school staff, students, and families on transition topics, including waivers, benefits counseling, employment services, and community supports
- Help schools strengthen their transition planning processes so they are more coordinated, consistent, and family-centered
- Provide clear, accessible information and tools that help students and families make informed decisions about post-school goals and services
- Support connections between schools and adult service systems, including Louisiana Rehabilitation Services, waiver providers, and benefits counseling resources
- Identify barriers that prevent successful transition and recommend practical solutions to improve coordination across systems
- Ensure all materials and trainings are accessible, culturally responsive, and written in plain language
- Provide ongoing technical assistance to participating schools throughout the project period
- Develop a summary of findings, lessons learned, and recommendations for improving transition systems statewide

Who Can Apply?

The Council will choose a group based on their ability to:

- Demonstrate commitment to inclusion of people with disabilities, including those who need significant support

- Demonstrate experience working with schools, students with intellectual and developmental disabilities, and families
- Show knowledge of transition planning and adult service systems, including waivers, benefits counseling, and employment supports
- Provide training and technical assistance to educators and families in accessible and practical ways
- Build strong partnerships between schools and adult service providers
- Engage students with intellectual and developmental disabilities and their families in the planning and implementation process
- Use plain language and accessible materials in all aspects of the project
- Identify and address barriers in transition systems and recommend realistic solutions
- Keep good financial records and manage the project budget

How to Apply:

Deadline: Applications must be received by **4:00 p.m. on Friday, June 26, 2026.**

How to Apply: Email your application to Stephanie.Carmona@la.gov

What to Send:

- **Cover Sheet and Information Packet:**
 - [Application Cover Sheet](#)
 - [W-9 Tax Form](#) (available online)
 - Paper that says who owns your group or a board resolution ([sample](#))
- **Summary of Qualifications (up to 5 pages):** Explain how you meet the project requirements.
- **Proposal/Work Plan:** Include:
 - Activities and timelines
 - How you will measure success
 - Detailed budget
- **Letters of Support:** At least **two letters** from people who believe you can do this work.

You can find more information on the Council's website, including [guidelines](#) and a [funding manual](#).