



MISSION STATEMENT

The mission of WorkSource Enterprises is to secure employment and support services that enable individuals with vocational disabilities to achieve economic self-sufficiency, independence and full participation in the community.

OVERVIEW

WorkSource Enterprises is a private not-for-profit 501(c)(3) organization established in 1967. It provides job training and employment to persons with disabilities. WorkSource serves citizens of the City of Charlottesville and Albemarle, Fluvanna, Greene, Louisa and Nelson counties. Persons served have intellectual and developmental disabilities, mental illness, physical impairments, sensory impairments and autism.

PROGRAMS & SERVICES



923 Preston Avenue
(434) 296-4663

BreadWorks is owned and operated by WorkSource. It sells its goods on a retail and wholesale basis. Persons with disabilities are involved in all aspects of the operation. Products include breads, rolls, muffins, scones, cookies, pies, cakes, soups, salads and sandwiches. BreadWorks opened in the fall of 1994. Catering services and delivery are available. BreadWorks products are also available at local retailers and on-line at www.relayfoods.com.

Assembly and Packaging Services

Persons with disabilities assemble and package jobs for regional companies. Heat sealing and mailing services are available.

Janitorial Services

WorkSource clients provide housekeeping and janitorial services to the Federal Executive Institute through the AbilityOne program and a contract with the U.S. Office of Personnel Management.

Community Job Placement Services

For the year ended June 30, 2016, WorkSource assisted over 150 individuals with disabilities seeking to obtain and maintain employment in the community. Approximately 90 different employers hired WorkSource clients, including those transitioning from welfare-to-work and school-to-work.

Day Support Services

Pre-vocational, educational and recreational services are provided for those with severe disabilities. Community integration is a primary goal of this program. Off-site outings are combined with on-site work experience for many of the participants.

WorkSource is governed by a Board of Directors of ten individuals and operates on an annual budget of \$2.5 million with a staff of 35. Typical of many nonprofit organizations, personnel costs represent approximately 75% of the budget.

BOARD OF DIRECTORS

Officers

Joseph T. Samuels, Jr.
Chairman of the Board

James F. Neale, Esq.
Vice Chair

James P. Grigg, AIA
Secretary

James H. Scott III
Treasurer

William A. Kahn

Directors

Patricia Carlson

Monica S. Davis

Hollie Lee

Alfred P. Minutolo, Jr.

MANAGEMENT

Charles J. McElroy – President

Donna L. May – Rehabilitation

Jason O. McKown – BreadWorks

Anita D. Morris – Finance/Admin.

Larry Wells – Housekeeping & Custodial

Diana L. Wilson – Day Support

Management and general expenses as a percentage of total public support and revenue for the year ended June 30, 2016 were approximately 12%.

Audited financial statements are available upon request.

WorkSource Enterprises files Form 990 - Return of Organization Exempt from Income Tax with the Internal Revenue Service on or before November 15 of each year.

WorkSource has filed the Virginia Registration Statement for a Charitable Organization under Section 57-49 of the Virginia Solicitation of Contributions Law.

A financial statement is also available upon written request from the Commonwealth of Virginia Division of Consumer Affairs.

1311 Carlton Avenue, Charlottesville, VA 22902

(434) 972-1730

www.worksourceva.org

(434) 972-7412 (fax)



Primary Disabilities of Clients & Populations Served

| Year Ended June 30, 2016 | Number | Percent |
|---|---------------|----------------|
| Intellectual and Developmental Disabilities | 97 | 42% |
| Mental Illness | 44 | 19% |
| Learning Disability | 31 | 13% |
| Autism | 19 | 8% |
| Physical Disability | 18 | 8% |
| ADD/ADHD | 14 | 6% |
| GED, ESL & Ref. Students | 3 | 1% |
| Hearing Impairment | 3 | 1% |
| Former Substance Abuse | 2 | 1% |
| Total | 231 | 100% |

Client Distribution by Division

While many clients take advantage of more than one program, the following table reflects their primary program only.

| Year Ended June 30, 2016 | Number | Percent |
|---|---------------|----------------|
| Supported Employment Services | 54 | 23% |
| Temporary Assistance to Needy Families (TANF) | 53 | 23% |
| High School Placement Services | 42 | 18% |
| Sub-total of Community Placement Services | 149 | 64% |
| Day Support Services | 43 | 19% |
| On-site sheltered workshop - "Production" | 15 | 7% |
| BreadWorks Bakery & Deli | 9 | 4% |
| Federal Housekeeping & Custodial Services | 15 | 6% |
| Total | 231 | 100% |



STRATEGIC PARTNERS

Albemarle County Department of Social Services
Aramark
Arc of the Piedmont
Bama Works Fund of Dave Matthews Band in the Charlottesville Area Community Foundation
Charlottesville Area Community Foundation
Charlottesville City Schools
Charlottesville Department of Social Services
Charlottesville Parks & Recreation
Commonwealth of Virginia Campaign
Federal Executive Institute
Fluvanna County Department of Social Services
Greene County Department of Social Services
Foundation for Children with Intellectual and Developmental Disabilities, Chesapeake District - Civitan International, Inc.
The Habitat Store
The Haven
Heritage Inn
Hilltop Foundation
Horses as Healers
JAUNT
Jefferson-Madison Regional Library
Kiwanis Club of Charlottesville
Kmart
Knights of Columbus – Council #11324
Louisa County Department of Social Services
Louisa County Public Schools
Morrison Healthcare
Nelson County Department of Social Services
Nelson County Schools
Office of Personnel Management
Region Ten Community Services Board
Ronald McDonald House
Shining Star Preschool
Sleep Inn & Suites
SourceAmerica – Formerly NISH
The Whitney and Anne Stone Foundation
Thomas Jefferson Civitan Club
University of Virginia
University of Virginia Bookstore
University of Virginia Health System
University of Virginia Physicians Group
United Way - Thomas Jefferson Area
Virginia Association of Community Rehabilitation Programs – *vaACCSES*
Virginia Department of Aging and Rehabilitation Services
Virginia Department of Behavioral Health and Developmental Services
Virginia Department for the Blind and Vision Impaired
Virginia Department of Social Services



ASSEMBLY & PACKAGING SERVICES

On-site employment consists of a large production facility where approximately 15 clients work on assembly, packaging and heat-sealing jobs for regional companies. Clients enrolled in the work adjustment training program learn good work habits such as team work, staying on task, punctuality and regular attendance. Jobs are priced competitively, well done and delivered on-time.

Capabilities include:

ASSEMBLY

Pre-assembly for Manufacturing
Marketing Displays
Jewelry
Gift Baskets
Toys and Games

PACKAGING

Our packaging division can assist in the packaging and shipping of your product, regardless of size or quantity.

MAILING SERVICES

Brochures
Newsletters
Statements
Marketing Kits

SHRINK-WRAPPING

Professional Product Presentation
Product Security
Secure Transport

WorkSource has worked with companies ranging in size from large, multi-national firms to local small businesses to provide quality, on-time work for over 49 years.

If you have a project that requires hands-on work, needs to be done on time and done well, please email info@worksourceva.org or call (434) 972-1730 for information on how WorkSource can help you meet your needs.



OFF-SITE SERVICES

WorkSource owns and operates a janitorial service that performs federal contracting and *BreadWorks Bakery & Deli*. Both small businesses are used to train and to employ persons with disabilities.

JANITORIAL SERVICES

WorkSource provides housekeeping and janitorial services to the Federal Executive Institute through the AbilityOne program and a contract with the U.S. Office of Personnel Management.



*Breads-Rolls-Focaccia-Muffins-Scones-Cookies
Pies-Cakes-Soups-Salads-Sandwiches & Subs*

BreadWorks Bakery & Deli opened for business in the Preston Plaza Shopping Center in September of 1994. Persons with disabilities are fully integrated into all aspects of the operation.

BreadWorks sells over a dozen different types of breads and rolls. A schedule is available that indicates days on which the various breads are baked. A wide assortment of cakes, pies, Danish, muffins, scones and cookies is available. Most of the products at BreadWorks are baked from scratch using the best ingredients available and no conditioners or preservatives. BreadWorks sells its goods on both a retail and wholesale basis. Bag lunches and party platters are available for groups of eight or more. Special orders are accepted and delivery is available.

BreadWorks products are also available at local retailers and on-line at www.relayfoods.com.

Preston Plaza Shopping Center

923 Preston Avenue

(434) 296-4663

www.breadworks.org

Great food – great mission since 1994



DAY SUPPORT SERVICES

WorkSource sponsors a center-based Day Support program that offers a combination of pre-vocational, educational and recreational activities for persons with severe disabilities. Community integration is a major focus of this program and frequent field trips are sponsored. When work is available in the Assembly & Packaging division, some clients in the Day Support program help out and they are paid for the work that they perform.

Typical Activities:

- Adult Basic Education Classes
- Arts and Crafts
- Bowling
- Computer Games
- Field Trips
- Library Class
- Lunch Club
- Movies at WorkSource and at the theater
- Sing-Along with Wayne Wright
- Swimming/Exercise Class
- T'ai Chi with Hiromi Johnson
- Thematic Classes:
 - Comparative Cultures
 - Geography
 - History
 - Science
- Volunteer Opportunities

Programmatic Skills Learning:

- Communication Skills
- Community Resource Utilization Skills
- Computer Skills
- Daily Living Skills
- Medication Management Skills
- Personal Care Skills
- Personal Health Skills
- Safety/Emergency Skills
- Self-Advocacy Skills
- Social Skills
- Task Learning Skills



COMMUNITY JOB PLACEMENT SERVICES

WorkSource employment specialists work with clients to determine job skills, to identify interests, to assist with interviewing techniques, and to help plan and conduct a job search. Employment specialists then provide on-the-job training and follow-along support for as long as is necessary. During the year ended June 30, 2016, approximately 90 local employers hired WorkSource clients. Over 62% of those employers also had WorkSource clients in their employ during the previous year. Many WorkSource clients enjoy lengthy tenures with some of the employers shown below.

2015 - 2016 Employers

| | | |
|-----------------------------------|--------------------------------------|------------------------------|
| Airport Road Auto Center | First Light Home Care | Plaza Azteca |
| Albemarle County Public Schools | Food Lion - 5th Street | Public Partnerships, LLC |
| Allied Cash Advance | Giant Food Store | Red Lobster |
| Aramark at "In the Nood" | Goodwill of the Valleys - Mill Creek | Regal Stonefield Stadium 14 |
| Aramark - FEI | Habitat Store | Reid Super-Save Market |
| Aramark - Newcomb Hall | Hardee's - Seminole Trail | R M Soderquist, Inc. |
| Aramark - Observatory Hill | Harris Teeter - Barracks Road | Roses |
| Aramark - Runk Hall | Harris Teeter - Hollymead | Rosewood Village |
| Arby's - Emmet Street | Harvest Moon Catering | Ruby Tuesday |
| At Home Care | Holiday Inn University Area | Sakura |
| Best Western Crossroads Inn | Holiday Inn - 5th Street | SmartStyle Hair Salons |
| Bodo's Bagel Bakery - Preston | HomeRecovery-HomeAid | Subway - Emmet Street |
| Bojangles' Famous Chicken | Homewood Suites by Hilton | Subway - 5th Street |
| BP/Fastmart | HotCakes | Sushi King |
| Burger King - Pantops | Kegler's AMF Bowling Lanes | Taco Bell - Pantops |
| Burger King - Gordonsville | KFC | Tandem Friends School |
| Care Advantage | Kroger - Barracks Road | Target |
| Chick-Fil-A - Fashion Square Mall | Kroger - Emmet Street | Taylor's Convenience Store |
| Chick-Fil-A - Rio Hill | Kroger - Rio Hill | Timberlake's Drug Store |
| Chick-Fil-A - Pantops | Louisa County Animal Shelter | T.J. Maxx |
| Colonnades | Marshalls | UVA Housekeeping |
| Comfort Inn Charlottesville | McDonald's - Barracks Road | Virginia's Staffing Choice |
| Compass Group | McDonald's - Twenty-ninth Place | Wal-Mart - Charlottesville |
| Cook Out | McDonald's - Zion's Crossroads | Wal-Mart - Ruckersville |
| CROSSMARK | Michaels | Wal-Mart - Zion's Crossroads |
| Crutchfield Distribution Center | Micra Construction | Wendy's - Rt. 29 |
| CVS Pharmacy- Long Street | Morningside of Charlottesville | Wendy's - 4th Street |
| Dollar Tree - Pantops | Morrison Healthcare | Wendy's - Pantops |
| DoubleTree by Hilton | Peacock Auto Service | Wood Grill Buffet |
| Family Dollar - Goochland | Piedmont Housing Alliance | |



**WorkSource Enterprises
CARF-Accredited Services:**

Community Integration
Community Employment Services
 Job Development
 Job Supports
 Job-Site Training
Employee Development Services
Employment Planning Services
Organizational Employment Services

The Rehabilitation Accreditation Commission *A Hallmark of Quality*

What is CARF?

CARF is a private, not-for-profit organization that promotes quality rehabilitation services by establishing guideline standards for organizations to use in developing and offering programs or services to consumers. CARF uses these standards to determine how well an organization is serving its consumers and how the organization can improve.

CARF standards are developed with input from consumers, rehabilitation professionals, state and national organizations and other funding sources. Each year the standards are reviewed and new standards are developed to keep pace with changing conditions and consumer needs.

What Does it Mean to be Accredited?

Once an organization applies for service or program accreditation, CARF sends professionals to conduct an on-site survey to determine the degree to which the organization meets the standards. CARF surveyors also consult with staff members and offer suggestions for improving the quality of the organization's services.

CARF-accredited programs and services have demonstrated that they substantially meet internationally recognized standards. CARF accreditation means that you can be confident that an organization has made a commitment to continually enhance the quality of its services and programs, and focus is on consumer satisfaction.

The Benefits of Accreditation to You, the Service Consumer

Choosing CARF-accredited programs and services gives you the assurance that:

- \$ The programs or services actively involve consumers in selecting, planning and utilization.
- \$ The organization's programs and services have met consumer focused, state-of-the-art international performance standards.
- \$ The organization is focused on assisting each consumer in achieving his or her goals.

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