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| **Subject:** | Part 1. Supported Employment Eligibility and Planning  | Originator M N Teng (Simms) /x64825 |  |
| To: BA’s, SSO | From: VRA | Date: 7/24/17 | Memo No. 1 |

# Supported Employment (SE) Eligibility Processes

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**A VR Counselor will:**

1. Receive a referral for application from a long-term support provider i.e., Adult Mental Health Division (AMHD), Developmental Disabilities Division (DDD),

Or;

1. Determine after initial intake, the individual with a disability meets the definition for Supported Employment. *(refer to ICF Supported Employment definitions and practice under Workforce Innovation and Opportunity Act (WIOA))*

**Eligibility for VR’s SE Program is determined by meeting the following criteria:**

* + - Require three or more substantial vocational rehabilitation services due to limited functional capacities and are classified as Most Significantly Disabled (MSD).
		- Required Extended Services and Ongoing Supports in order to meet the outcome of competitive integrated employment.
		- Competitive integrated employment (CIE) has not historically occurred; or has been interrupted or intermittent as a result of a most significant disability; and because of the nature and scope of the disability.
		- Require job coaching or ongoing support services that may last up to 24 months after placement on a competitive integrated worksite.
		- A youth with a disability may receive SE services for the purposes of providing extended services on a longer-term (48 mo. /until 25 yrs. old) basis.

**Eligibility considerations**

The VR counselor needs to address the following considerations prior to making a SE case determination:

1. What timelines can be written into the Individual Plan for Employment (IPE) to ensure SE services are COMPLETED within the 24 month period or when job stabilization occurs, whichever comes first?
2. What type of extended services will be provided and how will those services be paid for? A youth receiving SE services may access extended services through VR for a period up to 48 months and/or the age of 25, whichever comes first.
3. Would a successful CIE outcome, including self-employment, customized or supported employment outcomes, based on the individual’s abilities, interests, skills and capacities be likely?

## **Individual Plan for Employment (IPE)**

Development of the IPE for SE requires the VR Counselor to identify extended services to be provided following job placement in a competitive integrated employment setting. Long-term service providers or ongoing supports can be included in the development of the plan for natural supports.

To ensure a successful competitive integrated employment outcome plan is to author the plan with identified supports present, along with the client during the development of the IPE.

An SE IPE must contain the following components:

* Long-term support providers or natural supports that are not paid for or provided by VR.
* Criteria for evaluation of progress towards competitive integrated employment
* Identify 3 or more substantial rehabilitation services which include intensive skills training and support;
* Projected timelines for initiation and duration of services;
* Schedule for periodic reviews and evaluations;
* Identify service providers and methods for procurement;
* Responsibilities of the individual;
* Need, strategies and timelines for post-employment services, and
* Need, strategies and timelines for extended services

Once the counselor has made an SE case determination, the IPE goes into effect when it’s signed and dated by the client and VR counselor. IPEs should be re-evaluated and discussed with client on an annual basis.

BA’s/Supervisors: Distribute and review with staff for clarity and consistency in implementation of procedures.

 File in VR Services Supplement Manual – create new tab entitled “Part 1. Supported Employment Eligibility and Planning”.

 Supplemental ICFs to SE

Supported Employment definitions and practice under Workforce Innovation and Opportunity Act (WIOA)

Part 2. SE Intensive Skills Training and Support

Part 3. SE Extended Services and Case Closure

SE Program Checklist and Case Example.