

**NC DIVISION OF SERVICES FOR THE BLIND POLICIES AND PROCEDURES
VOCATIONAL REHABILITATION**

Section:	S
Title:	Supported Employment
Current Effective Date:	09/23
Revision History	revised 02/99; 08/99; 07/04; 04/08; 09/09; 06/10; 05/18

I. ELIGIBILITY

An individual shall be eligible to receive Supported Employment (SE) services using Title VI, Part B funds if:

1. The individual is eligible for Vocational Rehabilitation (VR) Services;
2. The individual is determined to be an individual with the most significant disabilities; and
3. There is a comprehensive assessment of the rehabilitation needs of the individual including an assessment of the rehabilitation career and job needs and identified SE as the appropriate rehabilitation objective for the individual.

II. INDIVIDUALIZED PLAN FOR EMPLOYMENT (IPE) FOR SUPPORTED EMPLOYMENT

For individuals receiving SE services, the Individual Plan for Employment (IPE) (On-Line DSB-4005b-VR Individual Plan for Employment with instructions) shall include:

1. A description of the VR services to be provided;
2. Extended services needed and the identification of the State, Federal, or private program that will provide the support; and
3. A description of the basis for determining support is available or a statement describing the basis for concluding that there is a reasonable expectation that such resources will become available.
4. A statement that services shall not extend beyond twenty-four (24) months unless the IPE determines it necessary to exceed that limit to successfully complete the employment outcome.
5. A projected goal number of hours per week that the Vocational Rehabilitation Counselor and individual mutually agree will be appropriate at Case Closure.
6. If off-site monitoring is determined to be appropriate, it must, at a minimum, consist of two meetings with the individual and one contact with the employer each month.

III. SUPPORTED EMPLOYMENT

In addition to meeting the closure requirements of the Title I, the minimum criteria for closure before VR can transition a person into extended services are:

1. The individual must be stabilized;
2. The individual must have substantially met the goals for hours of employment established in the IPE; and
3. The extended services must be immediately available to preclude any interruption in the provision of the ongoing support needed to maintain employment.
4. For the ninety (90) days preceding closure, the worker's support needs must have been met by the extended services provider. This means the Vocational Rehabilitation Counselor does not authorize the transitional employment services (VR or 110) for the last ninety (90) days of the open VR case, as that level of support has been assumed by the extended services provider.
5. Supported Employment services are provided through the purchase of services with private Community Rehabilitation Programs (CRP) throughout the state. The funding for this program is from Federal Title VI, Part B and Extended Services are provided through separate funding. Payments are made to the CRP based on performance through established milestones reached in the job placement process. Payments for the milestones currently are:

Milestone 1: Assessment and Employment Plan Completion: The eligible individual has completed a situation assessment, and an Employment Plan has been developed to identify the strategies to be used to assist the individual in reaching their goal of employment. Payment rate of \$670.

Milestone 2: Job Development Services Completion: The individual has completed applications with 10 different employers and three interviews with confirming documentation to referring VR counselor. If the individual is placed on a job prior to completing 10 applications and three interviews, the milestone is considered to be completed and payment can be made. Payment rate of \$670.

Milestone 3: Job Placement Services Completion: The eligible individual is placed on a job and has worked for 5 business days with confirming documentation to the VR counselor of placement and progress. (Business day is a day in which the individual has actually worked on the job.) Payment rate is \$5,080.

Incentive 1: The individual is placed on a job by the CRP staff in 90 days or less from the date the individual begins the situational assessment. The incentive payment rate is \$270. This incentive can only be paid once per case.

Milestone 4: Stabilization Completion: The individual has learned the tasks of the job and has become comfortable with the work environment and coworkers. The job coach is spending no more than a weekly visit to the job site. The individual, VR Counselor, and Job Coach, including feedback from the employer, all agree the individual has stabilized in the job. Payment rate is \$5,080.

Milestone 5: Successful Employment Outcome (Status 26 Closure) Completion: The eligible individual is considered successfully working without provision of substantial services for at least 90 days from the date of stabilization. Payment rate is \$1,610.

Incentive 2: The employer provides health insurance coverage at little or no cost to the individual, and the individual is eligible to be covered at the time of case closure. The incentive payment rate is \$270.

Total payment for each successfully completed placement will be \$13,110, plus any incentives earned.

The Community Rehabilitation Program will provide documentation in the form of a copy of the Job Coaches case notes to the DSB VR Counselor with each invoice for payment of the milestones.

IV. POST-EMPLOYMENT

Post-Employment Services (PES) after an SE outcome may be provided by VR if such services are needed by the individual to maintain the SE placement and those services are unavailable for an extended services provider. While post-employment services as category of services do not require a "needs" test, individual services under a post-employment plan are subject to the same needs test as other VR services-Financial Responsibility/Economic Need Requirement (On-Line DSB-4040-VR Economic Need Survey with instructions).