




Title:	<b>Job-Related Services</b>
Procedure #:	<b>80-VR-11-14</b>
Policy Reference:	80-VR-11 VR Services
Legal Reference:	34 CFR 361.5; 34 CFR 361.42, OAC 3304-2-60, OAC 3304-1-12, OAC 3304-2-52
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Approved:	Kevin L. Miller, Executive Director 
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History:	80-VR-11-14 (07/09/18, 07/18/16) (08/01/14)
Review/Implementation	Begin Review – 02/03/20 Implement Revisions By – 8/4/20

**I. PURPOSE**

The purpose of this procedure is to provide direction for job related services which assist individuals in obtaining employment in accordance with appropriate federal (e.g. Code of Federal Regulations [CFR]) and state law (i.e. Ohio Revised Code, Ohio Administrative Code) governor directives and executive orders, other governing agency (e.g. DAS, OBM) policy or guidance, and/or executive director expectations.

Refer to the AWARE Manual for more detailed instructions regarding the management of cases in AWARE.

**II. APPLICABILITY**

This procedure applies to VR Staff and VR Contractors.

**III. DEFINITIONS**

Refer to “Vocational Rehabilitation Definitions” (80-VR-99.A).

**IV. PROCEDURES**

A. General

1. OOD shall provide information to individuals and if applicable, their parent or legal guardian throughout the Vocational Rehabilitation (VR) process as required by law (e.g. rights and duties). This information shall be provided, in writing, and when appropriate, in the individual's native language or through an appropriate mode of communication.
2. AWARE shall be updated with pertinent conversations, recommendations, justifications, approvals and/or other actions taken in relation to this procedure.

- a. VR Staff or VR Contractor shall obtain supervisory approval, if required, via an “Activity Due” in AWARE.
  - b. If supervisory or management approval is required during the VR process, the supervisor or manager shall document their approval in AWARE.
3. VR Staff or VR Contractors, who are a Certified Rehabilitation Counselor (i.e. CRC-certified) and will be directly involved with an individual’s case, shall complete the “Professional Disclosure Statement” (80-VR-01.E).
- a. VR Staff or VR Contractors who are not a Certified Rehabilitation Counselor (CRC) are exempt from this requirement.
  - b. Once completed, the “Professional Disclosure Statement” shall be reviewed and signed by the individual and, if applicable, his/her parent or legal guardian, and the CRC-certified VR Staff or VR Contractor.
    - i. Once signed, the statement shall be scanned into the AWARE Participant Module, as a Case Note, with the category “Professional Disclosure Statement” and summary title “Signed.”
4. VR Staff or VR Contractor shall refer to “Vocational Rehabilitation Fee Schedules” (80-VR-10) for service rates and definitions and the VR Provider Manual for technical guidance and service requirements.
5. All job related services provided by VR Staff or VR Contractors (i.e. OOD In-House Job Developer, Talent Sourcing Coordinator [TSC], Caseload Assistant or Counselor/Coordinator) shall be documented in AWARE as an Actual Service.
6. Performance Based Job Development (PBJD) is the standard model for authorizing JSST, placement, and on-the-job support services, per the “Vocational Rehabilitation Fee Schedules” (80-VR-10).

**B. Job Readiness Determination**

1. VR Staff or VR Contractor shall use their professional judgement to determine when an individual is “job ready.”
  - a. VR Staff or VR Contractor may also use the “Job Readiness Checklist” (80-VR-11-14.A), at their discretion, for guidance and assistance with the determination.
2. When it is determined that an individual is not “job ready,” VR Staff or VR Contractor shall discuss and develop strategies, which may include the need for Job-Seeking Skills Training (JSST) and other services, to address barriers.
  - a. If it is determined that JSST is one of the services needed, VR Staff or VR Contractor should consider the options below.
    - i. In-House Services.

- a) VR Staff or VR Contractor should utilize in-house JSST service resources, when available and appropriate, prior to authorizing services from the “Vocational Rehabilitation Fee Schedules” (80-VR-10).
  - 1) VR Staff or VR Contractor may directly provide JSST services and/or other services; including assisting the individual with on-line registration for OhioMeansJobs (OMJ), and addressing employment barriers (e.g. interviewing skills, gaps in employment, accommodations).
  - 2) VR Staff may also utilize an OOD In-House Job Developer for JSST services.
- ii. Comparable Benefits.
  - a) VR Staff or VR Contractor may refer an individual to the local Ohio Department of Job and Family Services (ODJFS) and/or OMJ Center, or other entities free of charge to the individual, for JSST when available and appropriate.
  - b) When an individual is in a training program, VR Staff or VR Contractor shall have discussions with the individual, to ensure he/she is fully accessing job placement resources at the training institution.
    - 1) VR Staff or VR Contractor shall follow the direction in “Post-Secondary Training” (80-VR-11-05) and/or “Occupational Skills Training, Excluding On-the-Job Training (OJT)” (80-VR-11-10) when an individual is near the completion of his/her training program.
- iii. Use of a Community Rehabilitation Program (CRP)
  - a) VR Staff or VR Contractor shall complete and send a “Referral to Community Rehabilitation Program” (80-VR-11-07.A) form per direction in “Vocational Rehabilitation (VR) Information and Referral” (80-VR-11-07).
    - 1) VR Staff or VR Contractor shall ensure the referral includes information specific to each individual (e.g. employment outcome, minimum/maximum wage/salary range, days/hours/shifts available to work, benefit needs, disability limitations, accommodation needs).
      - 1.1 If the individual is appropriate for Job Now, VR Staff or VR Contractor must check the “Job Now” box on the referral form.
  - b) Tier I PBJD.
    - 1) VR Staff or VR Contractor may refer an individual to a CRP, for Tier I job seeking skills training and planning services.
      - 1.1 Once the Tier I authorization is received, CRPs should begin providing JSST in accordance with the VR Fee Schedule, including the development of a resume or mock job application.
      - 1.2 The CRP may also pursue job leads, as they arise, during this time as long as they are related to the approved employment outcome.

- 1.3 VR Staff or VR Contractor may refer an individual to a CRP for Supported Employment PBJD following direction in the “Vocational Rehabilitation Fee Schedules” (80-VR-10) and in “Supported Employment Services” (80-VR-11-03).
  - c) JSST Units of Service (UOS)
    - 1) For individuals preparing to conduct their own job search, VR Staff or VR Contractor may authorize to a CRP for JSST UOS, in lieu of PBJD, VR Staff or VR Contractor shall:
      - 1.1 justify the need for JSST UOS in an AWARE Case Note; and
      - 1.2 ensure the CRP completes all requirements of that service, in accordance with the “Vocational Rehabilitation Fee Schedules” (80-VR-10).
3. VR Staff or VR Contractor shall ensure satisfactory completion of the following requirements as an individual progresses through the job readiness process.
  - a. Discussion/review of job-seeking skills, as needed (e.g. interview skills, disability disclosure, addressing employment barriers).
  - b. A marketable resume or mock job application shall be drafted and submitted to VR Staff or VR Contractor for review, preferably one (1) week prior to “Kick-off Meeting” to discuss expectations, roles, and responsibilities of all relevant parties.
    - i. VR Staff or VR Contractor shall follow additional guidance and direction in “Business Relations – Job and Candidate Sourcing” (30-BR-01 and 30-BR-01-01) when working with individuals who are participating in the Job Now process.
    - ii. The meeting may be conducted face-to-face (the preferred method), via electronic media (e.g. Skype, GoTo), or via phone.
    - iii. VR Staff or VR Contractor shall always be present at the Kick-off Meeting with the individual and, as applicable, all other relevant parties (e.g. in-house job developer, CRP job developer, TSC).
    - iv. VR Staff or VR Contractor may assist individuals conducting an independent job search with resume or mock job application completion.
      - a) VR Staff or VR Contractor may also refer to community resources that provide such services (e.g. OMJ Center).
    - v. VR Staff or VR Contractor shall review the draft resume or mock job application using the “OOD Resume Standards” document in accordance with the VR Provider Manual.
    - vi. Regardless of who drafts the resume or mock job application, VR Staff or VR Contractor shall do one (1) of the following to approve the document.

- a) If the resume or mock job application meets the review standards, VR Staff or VR Contractor shall approve the document and save a copy in an AWARE Case Note titled "Approved Resume" or "Approved Mock Application."
  - b) If the resume or mock job application does not meet the standards, VR Staff or VR Contractor should document the reason(s) why, in an AWARE Case Note, and return the document(s) to the originator for correction.
- c. OhioMeansJobs (OMJ) registration.
- d. Job Development Plan.
- i. During the Kick-off Meeting, the OOD "Job Development Plan" template, available in the VR Provider Manual, should be used to guide the discussion. The discussion should, at a minimum, cover the topics listed below.
    - a) Employment outcomes, including:
      - 1) wage/salary needs (minimum/maximum);
      - 2) number of work hours per day/week (minimum/maximum);
      - 3) days available per week;
      - 4) available shift(s) (e.g. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> shift, time of day); and
      - 5) benefits (e.g. medical/dental/life insurance, vacation).
    - b) Potential vocational barriers (e.g. criminal history, substance use history, functional limitations).
    - c) Contact/meeting preferences (e.g. frequency of meetings, meeting locations, method of contact).
    - d) Job Seeking Skills (e.g. managing social media, interviewing skills, reasonable accommodations), if appropriate.
    - e) Preferred employers and positions the individual would like to pursue, including Job Now and OOD Employer Partner opportunities, if applicable.
      - 1) VR Staff or VR Contractor shall remind/inform the individual that, by signing the "Participant Information/Application for Vocational Rehabilitation Services" form, he/she gave permission for employers to be contacted on his/her behalf and he/she may opt-out for contact to any particular employer(s).
        - 1.1 If an individual chooses to withdraw his/her consent to provide information to any employer; the "Withdrawal of Consent" (80-VR-01.H) form shall be completed.
          - 1.1.1 The "Withdrawal of Consent" form may be completed at any time during the VR process.

- f) Responsibilities for each role (i.e. individual, VR Staff or Contractor, and job developer).
  - ii. VR Staff or VR Contractor shall confirm, via an AWARE Case Note that the meeting occurred and include a summary of the discussion.
    - a) If there is not a job developer, VR Staff or VR Contractor shall complete the plan, sign/date in the space designated for “Job Developer Signature & Date,” and indicate his/her role (i.e. “VR Counselor,” “VR Coordinator”).
4. When utilizing PBJD and it is determined that all Tier I job readiness requirements (including an OOD-approved resume or mock job application) have been met, VR Staff or VR Contractor shall release the Tier I payment, per “Vocational Rehabilitation Fee Schedules” (80-VR-10).
- a. In the event a resume or mock job application accompanies a Tier I invoice, but does not meet OOD resume standards, VR Staff or VR Contractor shall,
    - i. reject the payment by selecting, “Does Not Meet OOD Resume Standards” option in the rejection code drop-down list on the Payment page.
    - ii. document the reason(s) why in the AWARE Financial Module; and
    - iii. return the document(s) to the originator for correction.

### C. Job Ready

1. When it is determined that an individual is “job ready” and/or Tier I PBJD is authorized; VR Staff or VR Contractor shall complete the “Job Ready” page in AWARE.
  - a. Once the “Date Available” is entered into the “Job Ready” page, the case will move to Service-J status.
    - i. Individuals participating in JSST (UOS) or utilizing comparable benefits for job readiness activities shall have met all requirements identified in Section B.3.a. - d. prior to moving to Service-J status.
2. In-House Placement Resources
  - a. For individuals who are conducting an independent job search, VR Staff or VR Contractor should discuss options for placement assistance (e.g. staffing agencies, recruiters, college placement offices).
  - b. VR Staff or VR Contractor shall follow direction in “Business Relations-Job and Candidate Sourcing” (30-BR-01-01), to identify employer partners (including Job Now, if applicable) with current job openings.
3. UOS Job Development (JD)
  - a. VR Staff or VR Contractor may utilize UOS JD rate on a very limited basis, including the following circumstances:

- i. a specific job opportunity through a specific CRP;
  - ii. non-permanent job development for students with disabilities, including those in post-secondary education; or
  - iii. when an individual found his/her own job and simply needs assistance in completing the hiring process.
- b. When authorizing the UOS JD, VR Staff or VR Contractor shall:
  - i. consider the individual's needs to determine the intensity of service provision;
  - ii. document the justification in an AWARE Case Note; and
  - iii. complete an authorization for services.
    - a) UOS JD services shall be authorized in one (1) month increments.
    - b) If VR Staff or VR Contractor determine it is necessary to authorize more than 10 hours of UOS JD, supervisory approval is required and shall be obtained via an "Activity Due" in AWARE.
    - c) The UOS authorization may be adjusted to meet the individual's needs when necessary.

#### D. Job Development Monitoring and Continuation

1. VR Staff or VR Contractor shall stay actively engaged (i.e. maintain regular contact via email, phone, and/or in-person communication) with the individual and all relevant parties throughout the JD process. This contact shall include the requirements below.
  - a. VR Staff or VR Contractor shall monitor and share OOD-identified job openings (including Job Now and other employer partner opportunities), as appropriate and consistent with the employment outcome, with the job developer and the individual as the openings arise.
    - i. VR Staff or VR Contractor shall follow direction in "Business Relations - Job and Candidate Sourcing" (30-BR-01-01) for Talent Sourcing Coordinator (TSC) meeting requirements.
  - b. Monthly Reporting.
    - i. For individuals conducting an independent job search, VR Staff or VR Contractor shall have monthly contact with the individual to monitor and support his/her job search.
      - a) VR Staff or VR Contractor should document the individual's progress in an AWARE Case Note each month.
      - b) If, after three (3) months of an independent job search, the individual still does not have a job, VR Staff or VR Contractor shall have a discussion with the individual regarding job development options, (including PBJD).

- 1) VR Staff or VR Contractor shall follow direction in “Individualized Plan for Employment” (80-VR-08 and 80-VR-08-01) to add job placement assistance to the plan (via a clone), if the individual decides to pursue another job development option.
  - 2) VR Staff or VR Contractor shall continue documenting monthly progress and complete the “3-, 6-, and 9-Month Job Development Staffing Reports” as mentioned in Section D.1.c.ii, for individuals who choose to remain in an independent job search.
- ii. For individuals receiving job development services from an OOD job developer or CRP, VR Staff or VR Contractor should expect to receive monthly updates from the job developer.
- a) VR Staff or VR Contractor shall review the “Job Development – Monthly Tracking Report” and, if applicable, follow up with the individual and/or job developer regarding any areas of concern raised by the report.
  - b) VR Staff or VR Contractor shall also, at a minimum, document monthly updates from the job developer (via e-mail, phone, or in-person communication) in the AWARE case record to ensure issues are addressed as they occur.
- c. Incremental Job Development Staffing Requirements
- i. For individuals receiving job development services through an OOD in-house job developer or CRP, VR Staff or VR Contractor shall conduct in-person meetings with the individual and job developer, as needed, but at a minimum at three (3), six (6), and nine (9) month increments.
- a) VR Staff or VR Contractors are exempt from the three (3), six (6), and nine (9) month monitoring requirements when individuals are receiving Supported Employment Job Development (SEJD) services through a CRP.
    - 1) VR Staff or VR Contractor shall follow direction in the “Vocational Rehabilitation Fee Schedules” (80-VR-10) and “Supported Employment Services” (80-VR-11-03) for SEJD staffing frequency and monitoring requirements.
    - 2) For individuals participating in SEJD; VR Staff or VR Contractor shall discuss and complete all sections of the “Supported Employment (Performance-Based) Job Development Staffing Report” (80-VR-11-14.F).
  - b) For individuals participating in PBJD; the three (3), six (6), and nine (9) month timeframe begins once Tier I has been authorized.
- ii. During all staffing meetings, VR Staff or VR Contractor shall discuss and complete all sections of the “3-, 6-, and 9-Month Job Development Staffing Reports.”
- iii. Three (3) Month Job Development Staffing Meeting.



- a) If an individual is not employed after three (3) months, VR Staff or VR Contractor shall determine if sufficient progress is being made to justify continuation of services.
  - 1) If the individual has not had at least two (2) job interviews during this stage, the Job Development Plan and strategies being utilized may be considered.
    - 1.1 VR Staff or VR Contractor shall place copies of the updated Job Development Plan, if applicable, and completed “3-Month Job Development Staffing Report” (80-VR-11-14.C) in AWARE.

iv. Six (6) Month Job Development Staffing Meeting

- a) If an individual is still not employed after six (6) months, VR Staff or VR Contractor shall discuss and consider the following with the individual and job developer.
  - 1) Changing to another job developer (with the same CRP).
  - 2) Expansion of or change to the employment goal.
    - 2.1 VR Staff or VR Contractor shall follow direction in “Individualized Plan for Employment” (80-VR-08 and 80-VR-08-01) to clone the IPE when necessary.
  - 3) Expansion of geographic parameters of the job search.
  - 4) Participation in additional job readiness activities (e.g. resume revision, mock interviews), if needed.
    - 4.1 If it is determined that job development services are to be continued past six (6) months, VR Staff or VR Contractor may continue these services for up to an additional three (3) months.
    - 4.2 VR Staff or VR Contractor shall place copies of the updated placement plan, if applicable, and completed “6-Month Job Development Staffing Report” (80-VR-11-14.D) in AWARE.

v. Nine (9) Month Job Development Staffing Meeting.

- a) If an individual is still not employed after a total of nine (9) months of job development, VR Staff or VR Contractor shall meet with the individual and job developer to discuss the options listed below.
  - 1) Changing to another CRP.
    - 1.1 VR Staff or VR Contractor must obtain supervisory approval, via an “Activity Due” in AWARE, for authorizing for PBJD with another CRP.
  - 2) Changing the employment goal.

2.1 VR Staff or VR Contractor shall follow direction in “Individualized Plan for Employment” (80-VR-08 and 80-VR-08-01) to clone the IPE when necessary.

3) Expanding geographic parameters of the job search.

4) Adding additional job readiness activities, if needed.

5) Closing the case.

b) VR Staff or VR Contractor shall place copies of the updated Job Development Plan, if applicable, and completed “9-Month Job Development Staffing Report” (80-VR-11-14.E) in AWARE.

vi. Requirements for 10 or More Months of Job Development.

a) VR Staff or VR Contractor shall obtain supervisory approval, via an “Activity Due” in AWARE, for an extension of job development beyond nine (9) months and for each subsequent month.

b) If a job has not been secured by the 10th month of Job Development, VR Staff or VR Contractor shall repeat the steps in section D.1.c.v every subsequent month until the individual achieves job placement or the case is closed.

## E. Job Placement

1. If an individual is employed prior to or obtains employment during job placement services that is not supported by the IPE; VR Staff or VR Contractor should document the position information in an AWARE Case Note, but shall not enter the information into the “Employment” Page in AWARE.

2. Once a job has been secured due to job development services, VR Staff or VR Contractor shall review the job placement information to ensure it is appropriate (i.e. competitive integrated employment, meets the individual’s needs, correct SOC code).

a. VR Staff or VR Contractor may use “Competitive Integrated Employment (CIE) Placement Guidance” (80-VR-11-14.G) to determine appropriateness.

b. If VR Staff or VR Contractor does not approve the job placement, he/she shall complete the items below.

i. Discuss the reason(s) why the job placement is not approved with the individual and, if applicable, the job developer.

a) If the individual chooses to accept the job placement and is not interested in continuing with services to find appropriate job placement; VR Staff or VR Contractor shall close the case without an employment outcome.

1) In the event that a CRP job developer placed an individual in a job placement that is not approved, VR Staff or VR Contractor shall not authorize for Tier II PBJD services.

- b) If the individual chooses to accept the job placement (e.g. due to immediate financial need), but wants to continue with services to find appropriate job placement; VR Staff or VR Contractor shall complete the items below.
  - 1) Discuss with the individual if he/she has the capacity (e.g. stamina, time) to continue with job development activities as outlined in the job search/development plan.
    - 1.1 If it is determined that the job search should continue, VR Staff or VR Contractor shall resume monitoring the job search as outlined in Section D.
    - 1.2 If it is determined that the job search should not continue, VR Staff or VR Contractor shall close the case without an employment outcome.
- c) Document all discussion(s) and outcome(s) in an AWARE Case Note.
- c. If VR Staff or VR Contractor approves the job placement, he/she shall complete the requirements below.
  - i. Authorize for Tier II services.
    - a) Authorization for Tier II services is independent of Tier I payment.
  - ii. Complete the “Employment” page in AWARE.
    - a) If the individual was placed in employment by an OOD Job Developer or CRP, VR Staff or VR Contractor shall utilize job placement information on the placement report (i.e. “Job Development – Employment Verification”) to complete the “Employment” page.
      - 1) VR Staff or VR Contractor shall ensure the job title entered on the employment page matches the actual job title on the placement report.
        - 1.1 VR Staff or VR Contractor shall follow direction in “Individualized Plan for Employment” (80-VR-08 and 80-VR-08-01) to clone the IPE and change the employment outcome if there is a substantive change (i.e. change in the first two digits of the SOC code) between the actual job title and the employment outcome listed on the IPE.
  - b) If there is not a job developer, VR Staff or VR Contractor shall complete the “Job Development – Employment Verification” form, sign/date in the designated space for “Provider Staff’s Signature & Date,” and indicate his/her role (i.e. “VR Counselor,” “VR Coordinator”).
    - 1) VR Staff or VR Contractor shall verify the individual’s employment start date by obtaining, at minimum, one of the following:
      - 1.1 a copy of a pay stub; or
      - 1.2 information from the employer, via phone, email, fax or letter that includes the individual’s start date.

- 2) If employment information is obtained from the individual, and he/she has no formal documentation to verify employment; VR Staff or VR Contractor shall include justification, in an AWARE Case Note, for the individual not providing formal documentation.
- c) Once the “Start Date” field is entered on the “Employment” page, the case will move to Service-E status.
- iii. Release the Tier II payment once the individual successfully completes, at a minimum, the second (2<sup>nd</sup>) day of work.
  - a) Payment for Tier II services is independent of the release of Tier I payment.
- iv. Assess the individual’s need for Intensive On-the-Job Supports (OJS) (i.e. job coaching).
  - a) Intensive OJS shall be provided when the individual needs assistance transitioning into the work environment (e.g. first day of work, orientation activities) and/or learning job tasks.
    - 1) Intensive OJS may be authorized, in UOS, to a CRP even if a CRP JD was not involved in the placement.
    - b) VR Staff or VR Contractor should review and ensure that the “CBA OJS JRT WA SYWE” (i.e. support plan) report includes timeframes for fading the job coach.
- 3. If an individual loses his/her job, VR Staff or VR Contractor shall enter the employment end date into AWARE; which will move the case back to “Service” status.
  - a. VR Staff or VR Contractor shall use their judgement to determine the next steps including, but not limited to, the items listed below.
    - i. Continue the job search.
      - a) VR Staff or VR Contractor shall enter a new “Date Available” on the “Job Ready Page” in AWARE which will return the case to “Service-J” status and, if applicable, proceed with one (1) of the following:
        - 1) authorize a subsequent job placement to the current CRP;
        - 2) authorize to a new CRP; or
        - 3) referral to an OOD Job Developer.
    - ii. Close the case without an employment outcome.

**F. Job Stabilization and Retention**

- 1. To determine if an individual has reached job stabilization and if OJS-Job Retention should begin, VR Staff or VR Contractor shall consider the factors below.
  - a. Intensive OJS have significantly faded.

- b. Disability-related accommodations (e.g. screen reading software and/or scripting, ergonomic modifications) have been provided and the individual is independently performing the essential functions of the job.
    - i. Rehabilitation technology (e.g. home modification, vehicle modification) that does not pertain to the essential job functions should not be considered when determining job stabilization.
  - c. Information about the individual's job performance; which should be obtained through a discussion with the individual, job coach, and when feasible, the employer.
2. Once it is determined that the individual has achieved job stabilization, VR Staff or VR Contractor shall complete the items listed below.
- a. Enter the "Stable Date" on the "Employment" page in AWARE.
    - i. The "Stable Date" marks the beginning of the 90-day count and moves the case into "Employed" status.
      - a) VR Staff or VR Contractor shall notify the job developer, if applicable, when the individual's case is moved into "Employed" status.
      - b) VR Staff or VR Contractor shall authorize Tier III of PBJD, which signifies the start of OJS-Job Retention services.
    - ii. When a youth with a disability is receiving Extended Services from OOD, the case moves into "Employed-Extended Services" (i.e. "Employed-X") status when:
      - a) there is an active employment record;
      - b) the employment record has a stable date; and
      - c) the drop down selection for "Ongoing Support Services Required" must be "Yes, provided by the agency."
        - 1) VR Staff or VR Contractor shall follow direction in "Transition Services" (80-VR-11-12) and "Supported Employment Services" (80-VR-11-03) for other issues regarding youth with a disability and employment.
    - iii. If the individual is placed in employment through OOD in-house services (including independent job search) or comparable benefits/services, job retention services shall be provided by VR Staff or VR Contractor and documented as an "Actual Service Record" in AWARE.
    - iv. Regardless of how the individual was placed in employment, the OJS-Job Retention contact schedule shall be conducted in accordance with the "Vocational Rehabilitation Fee Schedule" (80-VR-10).
      - 1. During the first 30 days of the retention services, employment checks shall be conducted weekly.

2. During the second and third 30-day periods, employment checks shall be conducted every two (2) weeks.
- v. If authorizing the UOS fee, VR Staff or VR Contractor should consider the individual's needs to determine the intensity of service provision and then authorize accordingly.

#### G. Violation

An employee who violates this policy may be subject to discipline up to and including removal.

### FORMS AND ATTACHMENTS

- 80-VR-11-14.A – Job Readiness Checklist
- ~~80-VR-11-14.B – Notice and Consent for Disclosure of Personal Info to Employers (Rescinded)~~
- 80-VR-11-14.C – 3-Month Job Development Staffing Report
- 80-VR-11-14.D – 6-Month Job Development Staffing Report
- 80-VR-11-14.E – 9-Month Job Development Staffing Report
- 80-VR-11-14.F – Supported Employment (Performance- Based) Job Development Staffing Report
- 80-VR-11-14.G – Competitive Integrated Employment (CIE) Placement Guidance

### RESOURCES

- 80-VR-99.A Vocational Rehabilitation Definitions
- 80-VR-01.E Professional Disclosure Statement
- 80-VR-01.H Withdrawal of Consent
- 80-VR-10 Vocational Rehabilitation Fee Schedules
- VR Provider Manual
- 80-VR-11-05 Post-Secondary Training
- 80-VR-11-10 Occupational Skills Training, Excluding On-the-Job Training (OJT)
- 80-VR-11-07.A Referral to Community Rehabilitation Program
- 80-VR-11-07 Vocational Rehabilitation (VR) Information and Referral
- 80-VR-11-03 Supported Employment Services
- 30-BR-01-01 Business Relations - Job and Candidate Sourcing
- 80-VR-08 Individualized Plan for Employment
- 80-VR-08-01 Individualized Plan for Employment
- 80-VR-11-12 Transition Services
- Job Development - Monthly Tracking Report (this report does not have an number)
- Job Development – Placement Verification Form (this form does not have a number)

### FUNDING

Programs provided by the Opportunities for Ohioans with Disabilities are funded, in whole or in part, with federal grants awarded by the U.S. Department of Education (DOE) or the U.S. Department of Health and Human Services (HHS).

For purposes of the Vocational Rehabilitation (VR) Program, including Pre-Employment Transition Services (Pre-ETS), OOD received 78.7% of its funding through the DOE VR grant. In Federal fiscal year (FFY) 2018, OOD received \$100,336,097 in federal funds. Funds appropriated by the State covered 21.3 % of the total costs, or \$27,155,767. Of these federal funds, \$15,050,415 is set aside for Pre-ETS.

For purposes of the Supported Employment Program, the DOE VR grant funded 100% of the costs for the Supported Employment for Youth with a Disability Program. In FFY 2018, OOD received \$303,725. The grant also funded 95% of the Supported Employment Program (non-Youth). In FFY 2018, OOD received \$303,725 and the State appropriated funds paid the remaining 5% or \$33,747 of the total costs.

## **REVIEW**

It is the responsibility of the Deputy Director, or designee, to review this procedure, on or before, the date listed in the header and if applicable, make any necessary revisions. The Deputy Director or designee shall document the review as required in "Policy and Procedure Development, Review, Dissemination and Acknowledgement" (10-ADM-01).