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| Title: | Individualized Plan for Employment |
| Policy #: | 80-VR-08 |
| Legal Reference: | ORC §3304.15, §3304.16; OAC 3304-2-54, 3304-2-56, 3304-2-59, 3304-2-60, 3304-2-61, 3304-2-62, 3304-2-66; 34 CFR §361.22, §361.43, §361.45, §361.46, §361.47, §361.52, §361.53, §361.57 |
| Date: | |
| Approved: | Kevin L. Miller, Director |
| Origin: | Bureau of Vocational Rehabilitation and Bureau of Services for the Visually Impaired |
| Supersedes: | 80-VR-08 (10/26/20) |
| History: | 80-VR-08 (10/23/19), (02/01/16), VRP-0900 (01-05-07) |
| Review/ Implementation | Review By – Implement Revisions By – |

I. AUTHORITY

This policy, and if necessary subsequent procedures, is issued in compliance with Ohio Revised Code (ORC) §3304.15 and §3304.16 which establishes the power and authority of the Opportunities for Ohioans with Disabilities (OOD) and its Executive Director to develop all necessary rules, policy, and procedure in furtherance of its statutory duties.

II. PURPOSE

The purpose of this policy is to provide guidance for VR Staff and VR Contractors in developing and implementing an Individualized Plan for Employment (IPE) 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 Director expectations.

III. APPLICABILITY

This policy applies to VR Staff and VR Contractors.

IV. DEFINITIONS

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

V. POLICY

A. General

1. Refer to “Standard Expectations and Funding Information for Vocational Rehabilitation Policies and Procedures” (80-VR-98) for guidance on general expectations related to all VR policies and procedures.

2. "Transition Services" (80-VR-11-12) shall be followed for additional guidance and direction regarding the IPE for students with a disability enrolled in a secondary educational institution.
3. The decision to approve an Individualized Plan for Employment (IPE) is a non-delegable function that can only be performed by Qualified Rehabilitation Personnel (QRP) and shall be completed in a timely manner.
4. An IPE is not a contract or in any way binding on the parties.
5. If the IPE or services outlined on the IPE violate any OOD policies, procedures, state or federal laws or regulations they may be considered void.
6. An overview of the requirements for an IPE is provided in the "Vocational Rehabilitation Program Overview" (80-VR- 01.B).

B. Timeframes for the Development of the IPE

1. All individuals with open cases shall have an IPE developed within 90 days after eligibility determination, or after they have been released from the Statewide Wait List if OOD is operating under an order of selection (OOS).
 - a. In the event an IPE is not developed within the 90-day timeframe, an active time extension shall be maintained until the IPE is developed.

C. IPE Development

1. An IPE shall be developed and implemented for each eligible individual with an open case.
 - a. Individuals may develop their IPE:
 - i. independently, without any assistance; or
 - ii. with assistance:
 - a) by a VR Staff or VR Contractor;
 - b) by an authorized representative;
 - c) by a qualified vocational rehabilitation counselor who is not employed by OOD;
 - d) by a disability advocacy organization; or
 - e) by other resources.
2. A comprehensive assessment (CA) process must be completed, prior to the development of the IPE, to determine the nature and scope of the individual's VR needs and to assist with the selection of an employment outcome.

D. Required Contents of the IPE

1. The IPE shall include the following:

- a. the individual's selected employment outcome, as identified in the CA process (refer to 80-VR-04 and 80-VR-04-01 [Comprehensive Assessment Policy and Procedure](#));
 - b. current [state and/or local](#) labor market information supporting the selected employment outcome;
 - c. services needed to reach the selected employment outcome;
 - d. timelines for the achievement of the employment outcome;
 - e. timelines which clearly designate when services are expected to begin as well as the anticipated end date;
 - f. providers/suppliers for services chosen by the individual and if applicable, their parent or legal guardian in conjunction with VR Staff or VR Contractor;
 - g. methods used to procure services;
 - h. estimated cost of services and the parties responsible for payment (e.g., [individual](#), comparable services and benefits);
 - i. a description of the criteria that will be used to evaluate progress toward achievement of the employment goal;
 - j. responsibilities of the parties involved with the implementation of the IPE (i.e. individual, VR Staff or VR Contractor, service provider including comparable benefits that will be used);
 - k. assurance that the services are being offered in the most appropriate integrated settings;
 - l. confirmation of informed choice of employment outcome, services, setting in which services shall be provided, the employment setting, the methods of providing such services, timelines and providers;
 - m. confirmation of measurable skills gains for students with a disability.
 - n. statement of the individual's rights, method of appeal, and availability of the Client Assistance Program (CAP);
 - o. the need for Supported Employment services (refer to 80-VR-11-03);
 - p. the projected need of post-employment services, if applicable.
2. For students with a disability, the IPE must be coordinated with the Individualized Education Program (IEP) or 504 service, as applicable.

E. Approval of the IPE

1. The IPE shall be approved, signed, and dated by the individual and, if applicable, their parent or legal guardian, and by a Qualified Rehabilitation Personnel (QRP) to indicate OOD's approval.
 - a. An IPE is not a contract or in any way binding on the parties.

- b. If the IPE or services outlined on the IPE violate any OOD policies, procedures, state or federal regulations they may be considered void.
2. After approval, signatures, and dates have been obtained, the individual and, if applicable, their parent or legal guardian, shall be provided a copy of the IPE.
3. The IPE shall be considered valid when all required individuals have signed and dated the IPE.

F. Implementation of the IPE

1. Once all required signatures are obtained on the IPE, implementation may begin.
 - a. Services shall be limited to those listed on the IPE, except for assessment services (refer to 80-VR-11-01) and the needed auxiliary services to support the assessment services.

G. IPE Evaluation

1. The individual shall be evaluated periodically to ensure satisfactory progress toward their employment outcome.

H. Amending (Cloning) the IPE

1. An IPE shall be amended, at any point in time there are substantive changes in the following:
 - a. employment outcome;
 - b. expected plan end date;
 - c. services needed;
 - d. service provider/suppliers;
 - e. financial responsibility; and/or
 - f. the need for supported employment.

I. Annual Review of the IPE

1. The IPE shall be reviewed annually by the VR Staff or VR Contractor and the individual and if applicable, their parent or legal guardian, in order to determine the individual's progress on achieving the identified employment outcome.
 - a. The annual review shall be completed 30 days before or after the anniversary date of the approved IPE (i.e., anniversary date is January 1st, review must be completed no later than January 31st), preferably in a face to face meeting with the individual and if applicable, their parent or legal guardian.
 - b. Amendments to the IPE and the date of the last annual review do not alter the timeframes for completion of the annual review.
2. A written narrative shall be completed for each annual review.

3. After the completion of the annual review, a letter, stating the review has been completed, shall be sent to the individual and if applicable, their parent or legal guardian.

J. Violation

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

FORMS AND ATTACHMENTS

- N/A

RESOURCES

- 80-VR-99.A Vocation Rehabilitation Definitions
- [80-VR-98 Standard Expectations and Funding Information for Vocational Rehabilitation Policies and Procedures](#)
- [80-VR-11-12 Transition Services](#)
- [80-VR-01.B Vocational Rehabilitation Program Overview](#)
- [80-VR-04, 80-VR-04-01 Comprehensive Assessment Policy and Procedure](#)
- [80-VR-11-03 Supported Employment](#)
- [80-VR-11-01 Vocational Rehabilitation \(VR\) Assessment Services](#)
- ~~80-VR-01.E Professional Disclosure Statement~~
- ~~80-VR-14.A Consent to Obtain and Release Information~~
- ~~80-VR-14.B Withdrawal of Consent~~
- ~~80-VR-11-12 Transition Services~~
- ~~80-VR-01.B VR Program Overview~~
- ~~80-VR-04, 80-VR-04-01 Comprehensive Assessment Policy and Procedure~~
- ~~80-VR-11-03 Sup~~
- ~~80-VR-11-01 Assessment Services~~

FUNDING

Refer to “Standard Expectations and Funding Information for Vocational Rehabilitation Policies and Procedures” (80-VR-98) for Information on OOD’s federal grant funding amounts and percentages awarded by the U.S. Department of Education (DOE) or the U.S. Department of Health and Human Services (HHS).

REVIEW

It is the responsibility of the Deputy Director, or designee, to review this policy, 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).