



Where your future begins

MEMORANDUM

DATE: June 4, 2018

TO: All VR Staff

FROM: Lindy Foley, VR Director

RE: Communication to VR staff on process for working with the Division of Developmental Disabilities (DDD) while all categories are closed under Order of Selection

On 5/10/18, I forwarded an email from DDD's Director outlining the plan to authorize DDD waiver funding for pre-vocational or supported employment to those eligible and found to be a priority 1 by VR. This communication reiterates that process and identifies additional activities being developed.

- When an individual is determined eligible and a priority group is assigned the individual will receive an Eligibility/Priority Group letter explaining the waiting list. A response to remain on the waiting list is required within 30 days from the date of the letter. The Order of Selection policy requires that, after receiving no response to the letter, the VR Specialist must make contact with the individual. Not remaining on the VR waiting list has implications for what DDD funds the individual can be authorized to receive; it is vital the individual is informed of the implications of their decision or a lack of action with regard to maintaining their waiting list status. Note: If the person has a guardian, the guardian and individual must be contacted.
- As required by federal law, VR will continue to provide Career Counseling and Information (CCIR) for individuals who are involved in sub-minimum wage work at the habilitative workshops. **This process has not changed.**

** Be sure to remind providers to refer individuals for CCIR who have recently received a Section 511 determination for their initial meeting to be scheduled.
- DDD waiver participants must still be referred to VR when they desire competitive integrated employment so they may be determined eligible/ineligible for VR. **This process has not changed.**
- If an individual is found ineligible for VR services, **there will be no change to DDD's current practice** and prevocational services may be authorized for up to 12 months by DDD. * Send a copy of the Section 511 letter to the Service Coordinator.

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- Upon receipt of written verification a DD waiver participant has been referred to VR, found eligible, priority group determined and is currently on the waiting list for VR services, DD will authorize appropriate services with an end date of September 30, 2018. This written verification is a copy of the Eligibility/Priority Group letter. A copy of this letter should be sent to the DD Service Coordinator by VR.
- VR and DDD are developing a plan to help SE providers create an employment plan for those who will receive SE services funded by DDD. This plan and accompanying documentation will include the individual's employment status as it progresses. This documentation will aid in creating a smooth transition to VR if funding is available.
- If the DD waiver participant has found competitive integrated employment and needs job coaching/support, supported employment may be authorized through the DD waiver with an end date of September 30, 2018. This includes Follow-Along for benefits planning services. Continuation of supported employment services through the DD waiver will be reviewed on a case by case basis utilizing employment planning documentation to determine if stabilization appears to be achievable and the job is a good match based on the individual's skills, abilities, interests, etc.

In September, VR will determine whether projected expenditures/obligations and funding will allow individuals on the waiting list to be served and if any priority groups can be opened for services. If a decision is made to begin serving individuals from the waiting list by priority group, VR will work with DDD on the process to transition people to VR supported employment services.