Key VR Timeframes

General Guidelines
- Contact client, at minimum, every 30 days
- Increase contact based on client needs and VR requirements noted below

Referral
- Contact individual within 10 days of receipt of referral
- Schedule Initial Meeting within 10 days of referral date, when feasible

Eligibility
- Determine eligibility/ineligibility within 60 days of the VR Application approval date

Career Planning (Eligibility to IPE Approval)
- Approve IPE within 90 days of the eligibility date
- Increase client 30-day contact as needed to meet 90-day IPE Approval timeframe
- Provide Vocational Evaluation (VE), when needed:
  - Conduct first evaluation appointment within 15 days from date of VE referral
  - Complete VE Report within 10 days of assessment completion

VR Services
- Complete Annual Case Review every 12 months while case is open
- Contact the supported employment provider at least once every 30 days (SE Cases only)

Employment Services
- Increase client contact to weekly during job search
- Update Job Search Agreement every 90 days

Employment Follow-Up
- Contact client within first 2 weeks of starting a job then, at a minimum every 30-days thereafter until case closure
- Contact employer within the first 30 days of employment, with client consent (non-SE cases only; employer contact for SE cases is completed by the provider)

Case Closure
- Contact client within 30-days of case closure date (SE cases require also contacting the provider within this timeframe)
- Cases closed ineligible due to the severity of the impairment, require contacting the individual and providing a review 12 months after the closure date