

Clients Removed from VR Wait List Who are Working

Ensure job is competitive, in an integrated setting and consistent with the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. Confirm hours and duties are acceptable; do not anticipate needing to change jobs in the near future; not interested in a second job or in an entirely different job, or benefits services have already been provided/are not needed.

If the current job meets their needs and no VR services are required, provide the client full consultation about this determination. Terminate QE2 case and select exit status, No Longer Interested in Receiving Services or Further Services. Send Termination Letter formatted with details of current situation.

***Note: this is not a VR Refusal for DD clients.**

If a DD eligible client found the job on his/her own or with help from a family member or friend, and no waiver services were billed by the service provider, DD may authorize Supported Employment waiver services to help maintain employment. Confirm DD will provide on-going funding. This is considered a comparable benefit.

If the current job meets their needs but VR services are required –

1. Enter actual job start date and other information in the Employment History
2. Complete IPE –

A. Supported employment — Involve all team members in determining if client has stabilized.

If the client has not stabilized on the job prior to coming off the waiting list –

M3 - **cannot** be authorized. Per the Milestone Payment Schedule, M3—Stabilization--starts the day after the client starts a job, which would have occurred prior to IPE.

M4 – **can** be authorized once stabilization has occurred. Per the Milestone Payment Schedule the start date would be the date after stabilization. Follow the process to authorize Milestone 5 A/B, as applicable.

If the client stabilized on the job prior to coming off the waiting list – no milestones can be paid. Per the Milestone Payment Schedule, M4--VR Successful Outcome--starts the day after the client stabilizes, which would have occurred prior to IPE. In this case an IPE for SE would not be written if the client has stabilized, unless another VR Service is needed.

B. Benefits services – if this has not been provided obtain BPQY to verify the reporting of income and offer Benefits Orientation prior to writing IPE. If client doesn't want to know about work incentives, etc., make sure to review list of points to ask in Benefits chapter to ensure refusal is based on informed choice. Discuss the need for additional benefits services; follow process for obtaining refusal of services.

3. Move client into Employment Follow-up using IPE Approval date. The case must be left open a minimum of 90 days in employment follow-up services for successful closure.
4. Note that when placing the client in Employment Follow-up in QE2, a checkbox will be displayed to indicate that this client will not be eligible for a stabilization payment. Once the check box is marked the QE2 system bypasses the stabilization validation for successful closure.

If the current job does not meet their needs and/or VR Services are required for another reason, proceed with completing an IPE. If Milestone 1 was previously paid to the provider, it will not be re-authorized; however, if a new provider is working with the client now, Milestone 1 can be authorized to begin the job search process.