

Client Service Memorandum 2016-11
TO: All Client Service Staff
FROM: Emily Stirling, Policy Director
Authorized By: Aaron Thompson, Assistant Director
SUBJECT: Supported Employment Services
Date Issued: 11/7/2016
Effective Date: 11/7/2016

PURPOSE

The purpose of this Client Service Memo is to update policy and provide guidance regarding the use of Supported Employment funds and expanding policy to include the provision of extended services to youth with disabilities. The content of this memo supersedes the policy found in CSM 30.8.B.5 referencing revenue/funding sourcing for Supported Employment Services. Please reference this memo until such time as CSM Chapter 30 is revised.

POLICY

Supported Employment Services Funds

Supported employment funds are intended to support and maintain an individual with a most significant disability in employment, (section 7(39) of the Rehabilitation Act). Funds allocated to USOR for Supported Employment as per 34 CFR 363.20, may only be applied to Supported Employment Services provided *after* the client is placed in an employment position. Expenditures occurring prior to the client being placed into a Supported Employment position, will be provided utilizing non-Supported Employment VR funds.

Extended Support Services for Youth with Disabilities

In accordance with 34 CFR 363.55 USOR may provide Extended Support Services (Long Term Supported Employment Services) to MSD clients who are youth with disabilities for a period of up to four years or until such time that the youth reaches the age of 25 and no longer meets the definition of a "youth with a disability." VR provision of extended support services is appropriate for clients who

- a. meet the definition of youth with a disability,
- b. have obtained competitive, integrated employment,
- c. have maintained the employment for a period of at least 50 days,
- d. have reached the 80/20 level of support or exhausted the 24 months of ongoing supports, whichever comes first,
- e. require continued Supported Employment services in order to maintain the employment
- f. do not yet have access to an alternative Extended Support provider.

While providing Extended Supports the VR counselor will assist the client in efforts to secure Extended Support funding sources from alternative Extended Support Service providers including but not limited to, mental health, ticket to work, DSPD, etc. Once an alternative Extended Support provider has been secured, the VR counselor will prepare paperwork to make the transition to the designated long term

Extended Services funding source at least 90 days prior to VR closure. Because USOR must discontinue funding Extended Support Services once a youth reaches age 25, every effort must be made to plan early for this transition to ensure the client has continuity of services and is able to maintain the successful employment outcome. If service is interrupted, the four years is counted cumulatively, not consecutively, for the life of the current open case or until the individual is no longer classified as a youth with a disability.

Extended Support Services are not intended to replace Ongoing Support Services. Ongoing Support Services are hourly job coaching services provided post placement which lasts at least 50 days but not to exceed 24 months. Ongoing Support Services end when the client has received a minimum of 50 days of job coaching and has reached the 80/20 level of support as outlined in Chapter 30. Ongoing Support Services to a Youth with a Disability should include ongoing evaluation of the client's access to an alternative Extended Support provider as well as the client's progress toward the 80/20 level of support.

Within 24 months of Ongoing Supports, as the client nears the 80/20 level of support*, the VR counselor must determine if the client meets the criterion outlined in items (a) through (f) above. If the 80/20 criteria is met, the VR counselor will staff the case with the Supervisor and District Director. With District Director agreement, the VR Counselor will move forward with the provision of Extended Support Services.

Extended Support Services will be then added to the IPE under the Job Placement and Support category as the client approaches the 80/20 level of support or 24 months of Ongoing Support Services. When authorizing, for Extended Support Services, Counselors will utilize Service Code 18.1 "Extended Supports- Supported Employment for Youth w/ Disabilities." This service code will be available in the AWARE case management system beginning November 14, 2016.

*If the client has not reached the 80/20 level of support by 24 months, the counselor may request an extension of the timeline in accordance with Chapter 30.