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| **Subject:** | Part 2. Supported Employment Intensive Skills Training and Support  | **Originator:** | 1. Teng (Simms) /x64825
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| To: BA’s, SSO | From: VRA | Date: 7/24/17 | Memo No. 1 |

Supported Employment (SE) is a “place and train” model, which is a two part process. Up until competitive integrated employment has occurred the client is receiving VR services authored through the Individual Plan for Employment (IPE). SE services become accessible once:

1. A client with a Most Significant Disability (MSD) is placed in competitive integrated employment (CIE). *WIOA/RSA allows for SE positions to occur in minimum or sub-minimum wages assuming 511 and other DOL conditions are met.* *However all SE worksite must be in an integrated setting and the SE position must ultimately result in meeting all CIE criteria.*
2. Extended services are the longer-term, ongoing services, designed to assist individuals after SE services are complete. *Please reference the ICF SE definitions and practice under WIOA.*

**SE Process overview**

1. VRC receives referral, determines eligibility, and develops an IPE that identifies the need for SE services and the resources needed to fund those services.
2. VRC and client identify an appropriate provider through either one or both of the following:
	1. External Community Rehabilitation Program (CRP)
	2. Internal VR staff – employment specialist, community services specialist or VR counselor
3. Referral is made along with authorization for services
4. Job development, job placement, job coaching/training services are provided and billed to the VRC along with progress reports. During this time, the VRC should remain actively involved in the case and oversee the quality of service provisions. *Please refer to the SE Program checklist.*

**Intensive Skills and Training**

1. Intensive skills and training is determined by the duration and frequency of supports needed once the initial SE placement has occurred. VRC can use either a CRP, Employment Specialist (ESS) or Community Services Specialist (CSS) to make a placement, however it is the VRC’s responsibility to continue to monitor, authorize services and track achievement of IPE.
2. SE services are paid for by VR for up to 24 months (with possible extension as needed) or until job stabilization is achieved.
3. Services are typically provided on the job, but may be provided off-site (at the request of the individual).
4. Most SE cases will be referred to a CRP or other vendor for job placement and training. The VRC continues to have responsibility to oversee services and track achievement of the plan.

BA’s/Supervisors: Distribute and review with staff for clarity and consistency in implementation of procedures.

File in VR Services Supplement Manual – create new tab entitled “Part 2. Supported Employment Intensive Training and Supports”.

Supplemental ICFs to SE

Supported Employment definitions and practice under Workforce Innovation and Opportunity Act (WIOA)

Part 1. SE Eligibility and Planning

Part 3. SE Extended Services and Case Closure

SE Program Checklist and Case Example