

Programmatic Operations Resource Guide Handbook

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Programmatic Operations Resource Guide

Purpose

Pursuant to Title 34, section 361.48, Code of Federal Regulations (C.F.R.), the following services fall within the scope of Vocational Rehabilitation (VR) services for individuals with disabilities.

The purpose of this Programmatic Operations Resource Guide (PORG) is to provide VR service Providers with information for all services including required documents for billing, technical assistance and guidance for service provision and requirements for service delivery.

All VR services are provided through contractual agreements with registered, approved, and certified vendors who are then authorized to become VR service Providers, therefore, VR reserves the right to reject a Vendor requested payment if the Monthly Progress Reports (MPRs) do not reflect an adequate level of documentation to verify Provider interaction with the participant.

Repeated late submission for request for payments by a service Provider may indicate a lack of appropriate systems and may result in a vendor being decertified.

Rates, Procedure Categories, and service Categories

Please refer to the Programmatic Quick Reference Guide on www.RehabWorks.org for service Category, Procedure Category, and associated rates for the provision of services.

Career Camp

Vocational Rehabilitation Career Camp:

Career Camp services deliver Pre-Employment Transition services (Pre-ETS) to participants who are eligible or potentially eligible to receive VR services. Through the VR Career Camp, certified Providers deliver Pre-ETS when school is out for at least **three consecutive scheduled school days, as indicated by the school board published schedule**. The services provided include Work Readiness Training, Self-Advocacy, Work-Based Learning Experiences (WBLE), Postsecondary Educational Counseling and Job Exploration Counseling.

VR Career Camps incorporate the five training topics described above. Training for each topic must include the skills associated with that topic.

The schedule for session hours is:

- Summer – 20 to 50 hours
- Fall – 20 hours
- Winter – 20 to 50 hours
- Spring – 20 hours

A minimum of two Pre-ETS service topics are required for 20-hour sessions and 3 topics for sessions more than 20-hours.

Career Camp Submission Deadlines – New Career Camp Provider

If you are not already an approved Employment services (ES) or Pre-ETS Provider with VR, you must apply to become an approved ES or Pre-ETS Provider. Instructions on how to become a service Provider or vendor with VR can be found [here](#). The vendor approval process can take up to 12 weeks.

Seasons: Career Camp offers four seasons, Fall, Winter, Spring and Summer. All Career Camp dates will be based on the school district calendar in which the customer is located.

Curriculum submission:

- The proposed curriculum must be submitted to the Provider Manager 90 days prior to the start of the first proposed Career Camp.
 - The Provider Manager will approve, send back for revision, or deny the curriculum.
 - If the curriculum is sent back for revision, the Provider will have 10 days to resubmit the revised curriculum with required changes.
 - All curricula must be approved at least 60 days prior to the start of the approved Career Camp.
- Providers with curricula that are not approved 60 days prior to the start of the proposed Career Camp will not be allowed to host Career Camps for that proposed session.

Flyer Submission:

- Once a curriculum is approved, the Provider will be sent instructions on flyer submission and requirements. Flyers are required and must be approved by the Provider Manager before use and authorization generation. VR cannot guarantee approval and distribution of flyers submitted after the deadline.
- Proposed flyers must be submitted to the Provider Manager at least 45 days prior to the start of the first proposed Career Camp.
 - Flyers will be approved, sent back for revision, or denied.
 - If the flyer is sent back for revision, the Provider will have 7 days to resubmit the revised flyer, with required changes.
 - All flyers must be approved at least 30 days prior to the start of the approved Career Camp.
- Flyers that are not approved 30 days prior to the start of the approved Career Camp will not be allowed to host Career Camps for that proposed session.
 - Any amendments to flyers made after the original flyer has been approved will be reviewed on a case-by-case basis.

Career Camp Submission Deadlines – Existing Career Camp Provider

Providers whose curriculum has already been approved from previous Career Camps will only be required to submit updated flyers for the proposed Career Camp season. Providers must send

curricula and flyers to VR for re-review and approval annually. However, VR reserves the right to request updated curriculum at any time and/or rescind approval.

Service Description: Career Camp Job Exploration Counseling

Job Exploration Counseling allows participants the opportunity to explore career options. Counseling includes discussions on the participant's vocational interests, the labor market and identification of career pathways of interest.

Upon completion of Job Exploration Counseling, the participant will be able to:

- Describe the meaning of Competitive Integrated Employment (CIE).
- Identify reasons why CIE is important for an individual with a disability.
- Identify employment options that are available in the local labor market and the level of training or education required to become employed.
- Name their career interests, strengths and skills.
- Complete an Interest Inventory, Holland Assessment or a Work Preferences Assessment.

Service Description: Career Camp Counseling on Enrollment Opportunities

Postsecondary Education Counseling allows participants the opportunity to explore career and education options. The service provides the participant with different options in their career pathway, whether it be college, trade school, military or straight into the workforce.

Upon completion of Postsecondary Educational Counseling, the participant will be able to describe:

- The Postsecondary training or education options that are available in the local community and length of training or education required for the options.
- State sites or other resources where Postsecondary education options are found.
- Common application/admission timeframes for Postsecondary education options.
- The types of assistance that are available through an on-campus disability services office.
- Financial aid options available to participants attending Postsecondary education.
- Required timeframes and deadlines for financial aid options.

Service Description: Career Camp Instruction in Self-advocacy Training

Self-advocacy training prepares participants to effectively communicate their strengths, abilities, interests and needs when interviewing with potential employers or applying to trade schools, colleges or universities.

Upon completion of the Self-advocacy Training, the participant will be able to:

- Describe how laws, including the Individuals with Disabilities Education Act (IDEA) and American with Disabilities Act, protect participants while in school and employment.
- Identify and list their individual needs, including accommodation, education and employment.
- Describe educational and/or transitional strengths, areas of improvement, goals, necessary accommodation and choices for learning.
- Demonstrate active listening techniques.
- Deliver responses to personally intrusive or illegal questions about their disability.

- Explain their goals to others.
- Discuss when it may be appropriate to disclose one's disability.
- Demonstrate effective techniques for disclosing one's disability.
- Discuss personal safety for work, including situational awareness and internet safety.

Service Description: Career Camp Work-Based Learning Experiences

WBLE uses workplaces or real work to provide participants with the knowledge and skills to pursue future career opportunities and maintain employment. Direct employer or community involvement is essential to ensure participant engagement. Experiences may include:

- Fieldtrips
- Job Shadowing
- Informational Interviews
- Industry Tours

VR will not authorize reimbursement for any associated wages and hands-on work activities are not allowed.

Upon completion of a WBLE, the participant will be able to:

- Identify required work behavior for attendance and timeliness.
- Demonstrate active listening skills.
- Demonstrate appropriate interpersonal communication skills.
- Know how to dress professionally for work.
- Describe professional speech in the workplace.

Service Description: Career Camp Work Readiness Training

Work Readiness Training teaches participants skills and behaviors necessary for any job. These skills include social/interpersonal skills, skills to reinforce the importance of timeliness, communication skills, personal hygiene and proper workplace behavior.

Work Readiness Training is designed to teach employability skills, soft skills and independent living skills. Upon completion of the training, the participant will be able to:

- Identify the online job boards used by most employers and create an employment seeker profile.
- Identify the types of resumes and produce a resume or visual resume.
- Identify or describe appropriate attire for different work settings and interviews.
- Identify steps for preparing for an interview.
- Provide responses for common interview questions.
- Generate a list of questions to ask during an interview.
- Identify and demonstrate the steps of the active listening process.
- Identify the types of decision making and demonstrate the steps of the decision-making process.
- Identify and differentiate between various messages associated with body language.
- Define and describe the characteristics of good hygiene.
- Discuss personal safety for work, including situational awareness and internet safety.

Service Definition: Career Camp In-Person

VR Career Camp activities are based on the approved topics. A minimum of two Pre-ETS service topics is required for 20-hour sessions and three topics for sessions more than 20-hours.

Acceptable Delivery Methods, Capacities and Duration:

- In-person camps must have no more than ten participants per instructor.
- The hybrid delivery method is not an allowable option.
- Activities conducted during a VR Career Camp that require the participant to work independently must be limited to 20% of the total training time.
 - Examples of this may include worksheets, quiet reading or other activities where the instructor is available to answer questions that would normally arise when providing face-to-face sessions.
 - These types of activities may not occur for more than one hour per training day.
 - Instructors must be available to assist participants with questions during these types of activities.
- In-person camps are limited to eight hours of training per day to ensure engagement.
- Camps lasting more than four hours per day must include a non-billable 30-minute break.

Service Requirements:

Participants must:

- Have documentation that indicates they are a student with a disability, as defined in Section 413.301, Florida Statutes (F.S.), which requires the participant:
 - Be in a secondary, Postsecondary, or other recognized educational program;
 - Be at least 14, but not older than 21 years of age;
 - Be eligible for and receiving special education or related services under part B of the IDEA **OR** be an individual with a disability receiving services from a Florida secondary, Postsecondary or other recognized educational program under Section 504 of the Rehabilitation Act of 1973 (Section 504).
 - Have written consent from the parent or guardian before enrolling in these services; and
 - Be known to VR and maintain an active status within the case management system during camp services.
- Providers will only bill for VR Career Camp hours completed by the participant. A minimum of 10 hours completed is required to bill.
 - For example, if a participant completes nine hours or less of a career camp, the Provider will not be able to bill. However, if the participant completes 10 or more hours, the exact number of hours completed can be billed.
- The service begin date must be on or after the open authorization Issue date. The last day of the VR Career Camp attended by the participant will be the service end date.
- The method of service delivery, virtual or in-person, must match the method of delivery indicated on the open authorization.
- Supporting Documentation/Reports:

- Participant Roster
- Summary Case Note
- Evidence of Completion:
 - Signed participant roster for each day of session attendance
 - Signed and completed pre-assessment
 - Signed and completed post-assessment
 - Provider Summary Career Camp Invoice
 - Summary Case Note

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- This is an optional service. It is not required and has no prerequisite services.
- The Provider cannot require participants to complete W9 paperwork for stipends, incentives or experiences.
- The Provider must be certified for each Pre-ETS in order to provide that service.
- All related documents must be kept with the Provider's participant-associated files and documentation. These documents are subject to VR inspection at any time per the Confidentiality and Protected Information section of the ES Manual.

VR-Specific Information:

- The Vendor requested payment must be submitted in Aware within 30 days of service achievement, which is the last day the participant attended. If submission occurs beyond the 30 days, justification must be provided as a case note.
 - VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.
- The service begin date must be on or after the open authorization date. The last day of the VR Career Camp attended by the participant will be the service end date.
- Vendor Requested Payment requirements:
 - The Provider must document the correct services and number of training hours.
 - The Student Roster, Pre-Assessment and Post-Assessment forms must be attached to the Vendor Requested Payment.
 - If the participant did not complete the Post-Assessment, due to no fault of the Provider, justification must be comprehensively documented in the Summary Case Note.
 - The Student Roster must include dates of attendance and time in/time out for each day.
 - The participant and Provider must sign the Student Roster and Pre-Assessment.
 - If all the above criteria are met, the Vendor Requested Payment is ready for approval.

Provider-Specific Information:

- Provider Type – Pre-ETS Providers
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement, which is the last day the participant attended. If submission occurs beyond the 30 days, justification must be provided as a case note.
 - VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.
- The service begin date must be on or after the open authorization Issue date. The last day of the VR Career Camp attended by the participant will be the service end date.
- Vendor requested payment Requirements:
 - The correct services and number of training hours must be documented on the Student Roster.
 - The Student Roster, Pre-Assessment and Post-Assessment forms must be attached to the Vendor requested payment.
 - If the participant did not complete the Post-Assessment, you must document the justification in the Summary Case Note.
 - The Student Roster must include dates of attendance and time in/time out for each day.
 - You and the participant must sign the Student Roster, Pre-Assessment, and Post-Assessment.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Service Definition: Career Camp Virtually

As of July 1, 2025, VR Virtual Career Camps are not permitted and may be reinstated based on agency need.

Service: Customized Employment

Pursuant to Title 34, section 361.5 (c) (11), Code of Federal Regulations, Customized Employment means competitive integrated employment for a participant with significant disability that is based on individualized determination of the unique strengths, needs, and interests of the individual with a significant disability; is designed to meet the specific abilities of the participant and the business needs of the employer; and is carried out through flexible strategies, such as:

1. Job exploration by the individual; and
2. Working with an employer to negotiate the placement, including:
 - a. Customizing a job description based on employer needs or previously unidentified employer needs;
 - b. Developing a set of job duties, a work schedule, job arrangements, and other negotiated job-related duties; and
 - c. Providing services and support(s) at the job location.

Customized Employment is designed for participants for whom CIE has not historically occurred or is unable to sustain CIE without long-term support(s); or whose experiences have been primarily in segregated facility-based programs, sheltered workshops, or subminimum wage positions; or who have not had the opportunity to work due to low expectations of abilities. Customized Employment supplements Supported Employment services when more intensive interventions are needed to identify, obtain, or maintain employment.

Service Description: Customized Employment Plan

Service Definition:

The Customized Employment Plan details the participant's strengths and needs related to employment and provides a blueprint for customized job development. This plan must be derived from discussions during the Discovery Planning meeting and from information gleaned during the Discovery process.

Service Requirements:

- This service is available for eligible participants with a Customized Individual Plan for Employment (IPE).
- Participants must have completed the Discovery Customized service before issuing a authorization for Customized Employment.
- This service is not available for potentially eligible participants.
- Customized Employment must be listed on the Customized Employment IPE.
- This service must be completed prior to Placement when requested by the VR Counselor.
- This service must be completed and submitted to the Counselor through Aware within 60 days of the open authorization date.
- Must have a MPR case note entry for each month of service beginning with the open authorization issued date.

- The plan must address the following elements:
 - Analysis of the participant's skills, potential contributions to the workplace and interests related to employment;
 - Description of conditions for employment success, including the participant's preferences for work conditions, location, and schedule;
 - Description of support(s) needed from the participant's personal support network, job coach/employment specialist and employer; and
 - List of at least 20 businesses where people with similar vocational themes work, based on the vocational themes identified during the Discovery process.
- The service must be delivered one-on-one with the participant.
- Supporting Documentation/Report:
 - Customized Employment Plan form
- Evidence of Completion:
 - Customized Employment Plan form with signatures of the participant, participant's parent/guardian (if applicable) and the Provider.
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Providers must enter at least 1 case note every 30 days from the time the authorization was issued;
 - If entering 1 case note per month, the note must summarize multiple service activities, typically 4 to 5 per month;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information about employer(s) who have been contacted or received applications; (if applicable). All types of contact such as telephone calls, face-to-face meetings and participant advocacy; and
 - Higher level of support and interaction for Supported Employment services because Supported Employment participants require more intensive support to obtain and maintain employment.

Guidance:

- services cannot begin to be rendered until the Provider has received an open authorization in the Aware Vendor Portal.
- There is only one service per service authorization.
- This is a required service as part of the Customized Employment service.

- The service must not be provided more than once within a six-month period unless the Counselor deems it necessary.
- Face-to-face interactions are the preferred method of service delivery.
- Provider Type – ES (must be certified in Supported Employment, Customized Employment and Discovery)
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.
- The date of service achievement is the **final** Customized Employment Plan discussion date.

VR-Specific Information

- Vendor requested payment requirements:
 - MPRs must be submitted for each month of activity and submitted within 30 days following the month services were rendered.
 - The Customized Employment Plan must:
 - Contain the required elements;
 - Be comprehensively completed to the Counselor's satisfaction;
 - Be completed and submitted within 60 days of the open authorization date or acceptable justification was provided if submitted beyond 60 days (e.g., circumstances beyond control);
 - Be signed and completed prior to placement;
 - Be signed by the participant, participant's parent/guardian (if applicable) and the Provider; and
 - Be attached to the Vendor requested payment.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - Submit progress reports for each month of activity and within 30 days following the month services were rendered.
 - The Customized Employment Plan must contain the required elements and must be comprehensively complete.
 - The complete and submit the Customized Employment Plan and Vendor requested payment within 60 days of authorization acceptance.
 - If it is beyond 60 days, please provide acceptable justification in the case note section of Aware for the VR staff's review to accept or reject.
 - Complete and submit the Customized Employment Plan prior to Placement.

- You and the participant and/or the participant's parent/guardian (if applicable) must sign the Customized Employment Plan.
- Attach the Customized Employment Plan to the Vendor requested payment.
- Complete the Provider Summary Invoice.
- The service begin date must be on or after the open authorization Issue date.
- If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Customized Employment Placement

Service Definition:

The Customized Employment Placement service is met when the participant reaches employment with a single employer in an integrated setting for competitive compensation. The Job Placement date is the day the participant begins competitive integrated paid employment, meeting their vocational goal. The job must match the stated employment outcome on the Customized Employment IPE, as agreed upon by the participant and the VR Counselor. Additionally, to be customized, the placement must address the unique needs of the participant and the employer, resulting in a participant negotiated job description that did not exist prior to the negotiation.

Service Requirements:

- This service is only available for eligible participants with a Customized Employment IPE.
- Participants must have completed the Discovery Customized service before issuing a authorization for Customized Employment.
- This service is only available for high school students within five months prior to graduation date.
- Customized Employment must be listed on the Customized Employment IPE.
- Only one authorization for this service may be open at a time.
- The participant must have completed the Customized Employment Plan service if it was authorized
- Must have an MPR case note entry for each month of service beginning with the open authorization issued date.
- The service must be delivered one-on-one with the participant.
- Supporting Documentation/Report:
 - Customized Job Analysis form
 - Competitive Integrated Employment Evaluation form
 - Employment Verification Template
- Evidence of Completion:
 - Employment Verification with the participant, employer or family member (participant or participant's family member is preferable)
 - Completed Customized Job Analysis form
 - Completed Competitive Integrated Employment Evaluation form

- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries, typically four to five entries per month;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information about employer(s) who has been contacted or that applications have been submitted to;
 - Documentation of customized employment strategies utilized to negotiate job opportunities related to the participant's vocational themes;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
 - Names of specific managers approached will help with employment verification and expediting Vendor requested payment approval; and
 - Any need of higher level of support and interaction.

Guidance:

- services cannot begin until after the Provider receives an open authorization in the Aware Vendor Portal.
- There is only one service per service authorization.
- Customized Employment Placement must reflect placement in a customized negotiated job that meets the employer's needs, meets the preferences and needs of the participant, results in an individualized job description and optimizes job retention of the participant.
- A Provider is not eligible to receive a new service authorization for the same participant if a previous Employment services, Supported Employment, or Customized Employment service authorization in which the Provider received service payments was closed within the past six months. Any exceptions to this must be requested by the Counselor, approved by the unit Supervisor and area Supervisor.
 - Providers are only eligible to receive one service payment for the service selected on the service authorization. Duplicate service payments are not allowable.
 - Any exception to this must be approved by the Counselor, unit Supervisor and area Supervisor using the Special Request for New service Authorization template form.
- Temporary employees hired to assist employers to meet short-term business demands for a period of six months or less is not acceptable Job Placement.

- Reoccurring seasonal employment is an acceptable Job Placement if it is the participant's vocational goal at the time of authorization and must be evaluated on a case-by-case basis to determine if the position meets the participant's vocational goal. The participant and Counselor must agree to the position prior to placement.
- A temporary-to-permanent position with an employer must be evaluated on a case-by-case basis to determine if the position meets the participant's vocational goal. The participant and Counselor must agree to the position prior to placement.
- Job Placement date is the day the participant begins competitive integrated paid employment, meeting their vocational goal.
- Competitive Integrated Employment Evaluation and Customized Job Analysis forms are required each time a participant is placed with a new employer or begins working in a new position. The updated forms must be submitted for Counselor review before the next available service authorization
- In the case management system, VR staff must move the case to "service-E" status on the placement date or as soon as possible thereafter. The Approval to Hire a VR Participant form is required for any Placement in which the Provider has an ownership interest. The Provider must submit the Approval to Hire a VR Participant Form to the Counselor for review and approval prior to Placement. The Counselor, unit Supervisor and area Supervisor must all review and approve this form prior to Placement. Please keep in mind that this is a request for an exception/special permission and the Placement may not be approved. Failure to complete this process prior to the Placement start date will result in the service payments being denied.
- If the employer/participant relationship is an independent contractor, the Acknowledgement of Independent Contractor Status form must be completed. The Counselor and area Supervisor must all review and approve this form prior to the Placement. To be a valid Placement, the Provider must fully explain all implications of the independent contractor arrangement (e.g., tax responsibility, Worker's Compensation coverage, employee benefits, etc.) to the participant in writing, and the Counselor must ensure and document in writing that the participant and guardian, if there is one, understand and are providing informed consent to be an independent contractor. Failure to complete this process prior to the Placement start date, will result in the service payments being denied.
- Provider Type – Supported Employment (Must be certified for Customized Employment and Discovery)
- The Provider must have at least one Employment Specialist certified for Supported Employment, Customized Employment and Discovery.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment requirements:

The placement date is on or after the open authorization date.

- The Customized Employment Plan is completed and submitted prior to the Placement if indicated on the service authorization.
- Progress reports submitted for each month of activity and submitted with 30 days following the month services were rendered.
- The Provider sufficiently documented the job development activities (e.g., application, resume, interviews, employer contacts, negotiation and customization of job duties) that took place to assist the participant in obtaining a customized placement in the progress report.
- Employment matches the participant's current IPE goal.
- Verify employment with the participant, participant's family member or employer (participant or participant's family member is preferable).
- The placement must meet the agreed-upon conditions of employment as identified in the Customized Employment Plan and the Customized Employment IPE.
- The placement reflects customization or negotiation of a job description that suits the unique needs of the participant and Employer.
- If the employer/participant relationship is an independent contractor, the completed and approved Acknowledgement of Independent Contractor Status form must be attached to the Vendor requested payment.
- If the participant is employed within a company in which the Provider has ownership interest, the Request for Approval to Hire a VR Participant form must be attached to the Vendor requested payment.
- The CIE and Customized Job Analysis forms are completed prior to or on the date of placement.
- The participant was hired by a Community Rehabilitation Program, the participant is working in an integrated setting. The CIE Evaluation form can be used as a tool when evaluating integrated settings.
- The Competitive Integrated Employment Evaluation form demonstrates the requirements of competitive integrated employment.
- The Customized Job Analysis form must align with the participant's vocational goal and meet the needs of the participant.
- The Employment verification template must be attached.
- If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - The placement date is on or after the open authorization date.
 - Complete and submit the Customized Employment Plan prior to Placement if indicated on the service authorization.

- Submit progress reports for each month of activity and within 30 days following the month services were rendered.
- Sufficiently document the job development activities (e.g., application, resume, interviews, employer contacts, negotiation and customization of job duties) that took place to assist the participant in obtaining a customized placement in the progress report.
- Employment must match the participant's current IPE goal.
- The placement must reflect customization or negotiation of a job description that suits the unique needs of the participant and employer.
- If the employer/participant relationship is an independent contractor you must complete the Acknowledgement of Independent Contractor Status form, receive approval, and attach it to the Vendor requested payment.
- If the participant is employed within a company in which you have ownership interest, complete the Request for Approval to Hire a VR Participant form, receive approval, and attach it to the Vendor requested payment.
- If the participant was hired by a Community Rehabilitation Program, the participant must be working in a competitive integrated setting.
- Competitive Integrated Employment must demonstrate the requirements of competitive integrated employment.
- The Customized Job Analysis form must align with the participant's vocational goal and the needs of the participant.
- The CIE and Customized Job Analysis forms must be completed prior to or on the date of placement.
- The Employment Verification Template must be attached.
- Complete the Provider Summary Invoice.
- The service begin date must be on or after the open authorization Issue date.
- If the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Customized Employment 30-Day Job Retention

Service Definition:

The Customized Employment 30-Day Job Retention service is met when the participant reaches a minimum of 30 days of continuous competitive integrated employment with one employer from the date of Job Placement.

The job must match the stated employment outcome on the Customized Employment IPE, as agreed upon by the participant and the VR Counselor.

Service Requirements:

- This service is available for participants with a Customized Employment IPE.
- The participant must have completed the Discovery Customized service before creating a draft authorization for Customized Employment.

- Customized Employment must be listed on the Customized Employment IPE.
- Only one authorization for this service may be open at a time.
- This service can only be paid for after 30 days of continuous employment starting from the date of Job Placement.
- Employment must be with a single employer and meet requirements for an integrated setting for competitive compensation.
- The participant must have completed the Customized Employment Plan and Customized Employment Placement services if applicable.
- Must have an MPR case note entry for each month of service beginning with the open authorization issued date.
- Supporting Documentation/Report:
 - Employment Verification Template
- Evidence of Completion:
 - Employment Verification with the participant, employer or family member (Participant or participant's family member is preferable)
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries, typically four to five entries per month;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information about employer(s) who has been contacted or that applications have been submitted to;
 - Documentation of customized employment strategies utilized to negotiate job opportunities related to the participant's vocational themes;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
 - Names of specific managers approached will help with employment verification and expediting Vendor requested payment approval; and
 - Any need of higher level of support and interaction.

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.

- There is one service per service authorization. This service is achieved 30 days after Customized Employment Placement Service Date.
- Continuous employment has been met when the participant has been actively working in their job duties at the original business location(s) without extended periods of leave as determined by the Counselor.
- Provider Type – ES (must be certified in Supported Employment, Customized Employment and Discovery)
- The Provider must have at least one Employment Specialist certified for Supported Employment, Customized Employment and Discovery.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment requirements:
 - The progress reports must be submitted for each month of activity and within 30 days following the month services were rendered.
 - Verify employment with the participant, participant's family member or employer (participant or participant's family member is preferable).
 - The progress reports must provide sufficient information to confirm the participant has worked 30 days in employment that matches the criteria for competitive integrated employment.
 - The placement must continue to meet the agreed-upon conditions of employment as identified in the Customized Employment Plan and the Customized Employment IPE.
 - Confirm the service was achieved 30 days after the Customized Employment Placement Service Date.
 - If the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - Submit progress reports for each month of activity and within 30 days following the month services were rendered.
 - The progress reports must provide sufficient information to confirm the participant has worked 30 days in employment that matches the criteria for competitive integrated employment.
 - The placement must continue to meet the agreed-upon conditions of employment as identified in the Customized Employment Plan and the Customized Employment IPE.
 - Confirm the service was completed 30 days after the Job Placement service Date.
 - The Employment Verification Template must be attached.

- Complete the Provider Summary Invoice.
- The service begin date must be on or after the open authorization Issue date.
- If all the above criteria are met, the payment request is ready for submission.

Service Description: Customized Employment Stabilization

Service Definition:

The Customized Employment Stabilization service is met after the criteria for Stabilization have been met and after the 30-Day service has been achieved. The criteria for Stabilization must be as follows:

- The participant must satisfactorily perform their job duties in a setting for competitive integrated employment.
- At this stage in the participant's employment, they are secure in understanding the duties and responsibilities indicated in the job description.
- Natural support has been developed and established.
- They require minimal job coaching.

Stabilization may begin when the participant demonstrates acceptable job performance and there is a reasonable expectation that satisfactory job performance will be maintained with the kind and level of support services being provided. The Counselor, job coach, employer and the participant must agree that the participant has reached Stabilization.

Service Requirements:

- This service is available for participants with a Customized Employment IPE.
- Participants must have completed the Discovery Customized service before issuing a draft authorization for Customized Employment.
- Customized Employment must be listed on a Customized Employment IPE.
- Only one authorization for this service may be open at a time.
- This service can only be approved after the criteria for Stabilization has been met.
- This service can only be approved after the 30-Day Job Retention service has been achieved.
- Employment must be with a single employer in a competitive integrated setting.
- The participant must have completed the Customized Employment Plan, Customized Employment Placement and 30-Day Job Retention services, if applicable.
- Must have an MPR case note entry for each month of service beginning with the open authorization issued date.
- This service is not available for potentially eligible participants.
- Supporting Documentation/Report:
 - Employment Verification template
- Evidence of Completion:

- Employment Verification with the participant, employer or family member (participant or participant's family member is preferable)
- MPR
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries, typically four to five entries per month;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information about employer(s) who have been contacted or that applications have been submitted to;
 - Documentation of customized employment strategies utilized to negotiate job opportunities related to the participant's vocational themes;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
 - Names of specific managers approached will help with employment verification and expediting Vendor requested payment approval; and
 - Any need of higher level of support and interaction.

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There is one service per service authorization.
- The participant must satisfactorily perform their job duties in a setting for competitive integrated employment.
- At this stage in the participant's employment, they must be secure in understanding the duties and responsibilities indicated in the job description.
- Natural support must have been developed and established.
- They must require minimal job coaching.
- In the case management system, move the case to "Employed" status on the stabilization date or as soon as possible thereafter.
- Provider Type – Supported Employment (must be certified in Customized Employment and Discovery)
- The Provider must have at least one Employment Specialist certified for Supported Employment, Customized Employment and Discovery.

- Stabilization begins when the participant demonstrates acceptable job performance and there is a reasonable expectation that satisfactory job performance will be maintained with the kind and level of support services being provided.
- The Counselor, Job coach, employer and the participant must agree that the participant has achieved stabilization.
- In the case management system, move the case to “Employed” status on the stabilization date or as soon as possible thereafter.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond the 30 days, justification must be provided as a case note. All Department of Education/Division of Vocational Rehabilitation (DOE/DVR) services are provided through contractual agreements with registered, approved and certified vendors who are then authorized to become VR service Providers, therefore, VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment requirements:
 - Progress reports must be submitted for each month of activity and within 30 days following the month services were rendered.
 - The VR Counselor enters a corresponding “90 Day Supported Employment Review/Stabilization” case note in Aware to document that Stabilization has been achieved.
 - The Provider enters an MPR with a “Stabilization” entry to document that Stabilization has been achieved.
 - The Provider supplies sufficient documentation to verify Job Retention activities in the MPRs.
 - The 30-Day Job Retention service must be completed.
 - Employment must remain consistent with the same employer.
 - Verify employment with the participant, participant’s family member or employer (participant or participant’s family member is preferable).
 - The Employment Verification Template must be attached.
 - If all the above criteria are met, the Vendor payment request is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - Submit progress reports for each month of activity and within 30 days following the month services were rendered.
 - Supply sufficient documentation to verify Job Retention activities in the MPRs.
 - Enter an MPR with a “Stabilization” entry to document that Stabilization has been achieved.
 - The 30-Day Job Retention service must be completed.

- Employment must remain consistent with the same employer.
- Attach the Employment Verification template.
- Complete the Provider Summary Invoice.
- The service begin date must be on or after the open authorization Issue date.
- If all the above criteria are met, the payment request is ready for submission.

Service Description: Customized Employment Transition

Service Definition:

The Customized Employment Transition service is met when a participant reaches 60 days of continuous stabilized employment with one employer after the stabilization service has been met. The criterion for transition is the following:

- The participant is satisfactorily performing their job duties in a competitive integrated setting at the weekly work-hour goal identified on the Customized Employment IPE;
- At this stage in the participant's employment, both the participant and Supervisor agree that the participant is acceptably performing all assigned job duties;
- Natural supports are actively utilized; and
- Extended services have been engaged as identified in the Customized Employment plan.

Service Requirements:

- This service is not available for potentially eligible participants.
- This service is available for participants with a Customized Employment IPE.
- The participant must have completed the Discovery Customized service before issuing a draft authorization for Customized Employment.
- Customized Employment must be listed on the Customized Employment IPE.
- Only one authorization for this service may be open at a time.
- This service can only be paid after 60 days of continuous employment after the approved Stabilization service date.
- Employment must be with a single employer in a competitive integrated setting.
- Participants must have completed the Customized Employment Plan, Customized Employment Placement, 30-Day Job Retention and Stabilization services, if applicable.
- Must have an MPR case note entry for each month of service beginning with the open authorization issued date.
- Supporting Documentation/Report:
 - Long Term Employment Plan (template) must be completed and include natural support(s) needed to maintain employment, extended services Provider and how the participant's long-term employment support needs will be met
 - Employment Verification Template
- Evidence of Completion:
 - Long Term Support Plan signed by the Provider and participant

- Employment Verification with the participant, employer or family member (participant or participant's family member is preferable)
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries, typically four to five entries per month;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information about employer(s) who has been contacted or that applications have been submitted to;
 - Documentation of customized employment strategies utilized to negotiate job opportunities related to the participant's vocational themes;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
 - Names of specific managers approached will help with employment verification and expediting Vendor requested payment approval; and
 - Any need of higher level of support and interaction.

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Extended services, as identified on the Customized Employment IPE, must have been identified on or before the Transition service date.
- Provider Type – ES (must be certified in Supported Employment, Customized Employment and Discovery)
- The Provider must have at least one Employment Specialist certified for Supported Employment, Customized Employment and Discovery.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment requirements:
 - An approved progress report must be submitted for each month of service and within 30 days following the month services were rendered.
 - Supply sufficient documentation to verify Job Retention activities in the MPRs.
 - If the participant's employment changed:
 - Document the new Placement date on the Vendor requested payment.
 - Restart the count for Job Retention and Stabilization from the new Placement date to determine the Transition service date.
 - Verify employment with the participant, participant's family member or employer (participant or participant's family member is preferable).
 - Confirm the information on the MPRs when verifying employment with the participant.
 - Complete and attach the Long-Term Support Plan and include natural support(s) needed to maintain employment, extended services provided and how the participant's long-term employment support needs will be met.
 - Attach the Employment Verification template.
 - If the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - Submit required progress reports for each month of activity and within 30 days following the month services were rendered.
 - If the participant's employment changed:
 - Document the new Placement date on the Vendor requested payment.
 - Restart the count for Job Retention and Stabilization from the new Placement date to determine the Transition service date.
 - Supply sufficient documentation to verify Job Retention activities in the MPRs.
 - Complete and attach the Long-Term Support Plan and include natural support(s) needed to maintain employment, extended services Provider and how the participant's long-term employment support needs will be met.
 - Attach the Employment Verification template.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If the above criteria, the Vendor requested payment is ready for submission.

Service Description: Customized Employment Successful Employment Outcome Service Definition:

The Customized Employment Successful Outcome service is completed no sooner than 90 days of stabilized employment after "Transition" to extended service.

The criteria for the Customized Employment Successful Outcome service are the following:

- The participant's employment must be continuous with a single employer for a minimum of:
 - 180 days from the Customized Job Placement service to the Successful Outcome service; or
 - 150 days from the Stabilization service to the Successful Outcome service.
- The service must be in a competitive, integrated work setting.
- Both the participant and Supervisor agree that the participant is acceptably performing all assigned job duties.
- Natural support is actively being utilized.
- Extended services are being utilized.
- At this stage in the participant's employment, all VR services have been completed.

Service Requirements:

- This service is available for eligible participants with a Customized Employment IPE.
- The participant must have completed the Discovery Customized service before issuing a draft authorization for Customized Employment.
- This service is not available for potentially eligible participants.
- Customized Employment must be listed on the IPE.
- Only one authorization for this service may be open at a time
- The participant must have completed the Customized Employment Plan, Customized Employment Placement, 30-day Retention, Stabilization and Transition services if applicable.
- Employment outcome must match the desired goal on the Customized Employment IPE.
- Employment outcome must meet the criteria for competitive, integrated employment.
- The Successful Outcome service date must reflect at least 90 days of stabilized employment **after** Transition to extended services and a minimum of 180 days from Customized Job Placement.
- Must have an MPR case note entry for each month of service beginning with the open authorization issued date.
- The MPR must indicate who will provide extended services.
- The Counselor must verify with the participant or family member that they agree with the employment outcome and case closure.
- There is only one service per service authorization.
- Supporting Documentation/Report:
 - Employment Verification Template
- Evidence of Completion:
 - Employment Verification with the participant, employer or family member (participant or participant's family member is preferable)
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.

- VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
- MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
- MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries, typically four to five entries per month;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information about employer(s) who has been contacted or that applications have been submitted to;
 - Documentation of customized employment strategies utilized to negotiate job opportunities related to the participant's vocational themes;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
 - Names of specific managers approached will help with employment verification and expediting Vendor requested payment approval; and
 - Any need of higher level of support and interaction.

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Are team members (Counselor, participant, family members, Provider) in agreement that the participant's employment has met all criteria for a successful closure. If not, the Counselor needs to coordinate a meeting with the team and the team must develop strategies for addressing any concerns presented.
- Are the necessary supports that were identified on the Long-Term Support Plan available. If the necessary support is not available, the Counselor must review this information with the participant and employment specialist to identify acceptable alternatives.
- Continuous employment has been met when the participant has been actively working in the job duties at the original business location(s) without extended periods of leave as determined by the Counselor.
- Provider Type – Supported Employment (must be certified in Customized Employment and Discovery)
- The Provider must have at least one Employment Specialist certified for Supported Employment, Customized Employment and Discovery
- Case Closure Summary case note must indicate who will provide Extended services.
- The Counselor must educate participants and their support systems on their community resources that are available when difficulties arise on the job site after VR has closed the case.

- The Counselor must review the Vendor requested payment, verifying employment information with the participant, participant's representative and/or employer. The Counselor must verify with the participant, employer and/or family member that they agree.
- The Vendor requested payment must be submitted within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment requirements:
 - Submit an approved progress report for each month of service and submit within 30 days following the month services were rendered.
 - Provide sufficient documentation to verify Job Retention activities in the MPRs.
 - The placement continues to meet the agreed-upon conditions of employment as identified in the Customized Employment Plan and the Customized Employment IPE.
 - The participant's employment changed, the Provider must document the new Placement date on the Vendor requested payment and start the count over from the new Placement date to determine the service date.
 - Verify employment with the participant, participant's family member or Employer (participant or participant's family member is preferable).
 - Confirm the information on the MPRs when verifying employment with the participant.
 - Attach the Employment Verification template.
 - If all the above criteria are met, the Vendor payment request is ready for approval.
- The elements listed below must be in the **Case Closure Summary** case note in Aware:
 - The employment placement was in a competitive integrated employment setting and the participant was employed on a full-time or part-time basis;
 - The level of interaction with others (participants, vendors and co-workers) was the same as for non-disabled persons within the participant's entire worksite and the work unit;
 - The participant was compensated at or above the minimum wage, but not less than the customary wage; the participant's benefits were paid by the employer and were for the same or similar work performed by participants who are not disabled; and
 - There was a minimum of 90 days follow-up after the participant began receiving extended services.
- Update participant employment information in the Aware case management system.

Provider-Specific Information

- Vendor requested payment requirements:
 - Submit required progress reports for each month of activity and within 30 days following the month services were rendered.

- Supply sufficient documentation to verify Job Retention activities in the MPR.
- The placement continues to meet the agreed-upon conditions of employment as identified in the Customized Employment Plan and the Customized Employment IPE.
- If the participant's employment changed, the Provider must document the new Placement date on the Vendor requested payment and start the count over from the new Placement date to determine the service date.
- Attach the Employment Verification template.
- Complete the Provider Summary Invoice.
- The service begin date must be on or after the open authorization Issue date.
- If all the above criteria are met, the Vendor requested payment is ready for submission.

Service: Discovery Customized Service

Pursuant to Title 34, section 361.5(c)(5)(ii) C.F.R., when assessing the determination of eligibility and Vocational Rehabilitation needs, discovery can be used to explore the individuals' abilities, capabilities, and capacity to perform in work situations, which must be assessed periodically during trial work experiences, including experiences in which the individual is provided appropriate support(s) and training.

Discovery is the initial step in a customized Job Placement approach and strategy for participants with the most significant disability. Discovery relies on a comprehensive process of observations and interviews to assist a participant in identification of their interests, capacities, skills, and appropriate work environments where they are at their best. Discovery is an alternative to traditional assessments or evaluations that determine employability. Discovery is a qualitative, strength-based process that assumes employability. It is the first step toward Customized Employment.

Service Description: Discovery Home Visits and Observations

Service Definition:

In this stage of Discovery, the Discovery Provider visits and observes the participant in their home and in typical aspects of their lives. This stage also includes information about the participant's personal connections and those of their family and friends, including how much time the participant spends with each person and what they do together. It may require a series of visits to gather this information.

Acceptable Delivery Methods, Capacities and Duration:

- This service must be completed in-person at the participant's home when possible. The home visit must last a minimum of two to four hours. When a home visit is not possible, the visit must occur at a mutually agreed place other than the disability agency.
- This service must be completed one-on-one between the participant and the Discovery Provider. The Discovery Provider cannot complete this service in a class format with a group of participants.
- The Discovery Provider may gather the required information for this service over the course of multiple home visits. Home visits are typically completed within the first week of the Discovery process.

Service Requirements:

- This service is available to participants with significant disabilities (age 14 and older).
- This service is not available to potentially eligible participants.
- Discovery is the first step toward Customized Employment and must occur before a service authorization is issued for Customized Employment. Once the Discovery process is completed, the participant must continue with a service authorization for Customized Employment.

- Must have a MPR case note entry for each month of service beginning with the open authorization issued date.
- If this service is provided to a participant in “service” status or higher, the participant must have a Customized Employment IPE.
- Only one authorization for this service may be open at a time.
- Supporting Documentation/Report:
- Discovery Staging Record Evidence of Completion:
 - Completed Discovery Staging Record
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant
 - Clear and concise entries; and
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy.

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Participants with the most significant and complex disabilities (Category 1) typically benefit from participating in the Discovery process. This includes participants who do not have experiences to draw upon or who are unable to articulate their interests, participants who may not perform well using traditional evaluations and participants who require an individualized approach to employment.
- This is a required service for participants who need Customized Employment.
- This service must include at least one visit from the Provider to the participant’s home, including observation of the participant with familiar tasks in the home environment. Participants in the visit may also include family, friends or other participants.
- This service must include neighborhood mapping, which is typically completed by walking or traveling around the participant’s home to determine the local resources and possible employers.
- This service may be provided in “Eligible” status or higher.
- Provider Type – Supported Employment (must have Discovery endorsement)
- The Provider must be certified for Supported Employment services and Discovery.

- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment requirements:
 - The Provider must document a discussion of the Discovery process with the participant, including the roles and responsibilities of the family, participant and Provider.
 - The report must document interviews with the participant's support network during the home visit and there must be descriptions of the information learned during the interviews.
 - The report must identify and describe the participants' hobbies, leisure interests and community activities of interest.
 - The report must identify and describe the participant's specific chores and tasks performed at home.
 - The report must include a description of typical routines and observation of the consumer working on tasks in the home.
 - The report must identify the participants' communication preferences.
 - The report must include a comprehensive description of the resources, employers and transportation options available in the participant's local community (neighborhood mapping).
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - Document a discussion of the Discovery process with the participant, including the roles and responsibilities of the family, participant and Provider.
 - The report must include interview(s) with the participant's support network during the home visit and have descriptions of the information learned during the interview(s).
 - The report must identify and describe the participants' hobbies, leisure interests and community activities of interest.
 - The report must identify and describe the participant's specific chores and tasks performed at home.
 - The report must include a description of typical routines and observation of the participant working on tasks in the home.
 - The report must identify the participants' educational and vocational experiences.
 - The report must identify the participants' communication preferences.

- The report must include a comprehensive description of the resources, employers and transportation options available in the participant's local community (neighborhood mapping).
- Complete the Provider Summary Invoice.
- The service begin date must be on or after the open authorization Issue date.
- If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Community Observations and Interviews

Service Definition:

This stage includes gathering information from participants who are in contact with the participant (e.g., family, friends, neighbors, teachers, community members, other service Providers). This information may lead to employment connections. The primary focus is on conducting three to five interactive visits to businesses or other community locations where the participant can be observed.

Acceptable Delivery Methods, Capacities and Duration:

- This service must be completed in person.
- This service must be completed one-on-one between the participant and the Discovery Provider. The Discovery Provider cannot complete this service in a class format with a group of participants.
- The community observations and interviews must be completed over the course of two weeks, depending on participant availability.

Service Requirements:

- This service is available to participants with the most significant disabilities (age 14 and older).
- This service is not available to potentially eligible participants.
- Discovery is the first step toward Customized Employment and is intended for participants who require Customized Employment services.
- If this service is provided to a participant in "service" status or higher, the participant must have a Customized Employment IPE.
- Must have an MPR case note entry for each month of service beginning with the open authorization issued date.
- Discovery must be completed before a service authorization is made for Customized Employment. Once the Discovery process is completed, the participant must continue with a service authorization for Customized Employment.
- Only one authorization for this service may be open at a time.
- The interactive community visits/observations must include both activities that are familiar and activities that are unfamiliar to the participant.
- Supporting Documentation/Report:

- Discovery Staging Record Evidence of Completion:
 - Completed Discovery Staging Record
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries; and
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy.

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Participants with the most significant and complex disabilities (Category 1) typically benefit from participating in the Discovery process. This includes participants who do not have experiences to draw upon or who are unable to articulate their interests, participants who may not perform well using traditional evaluations and participants who require an individualized approach to employment.
- This is a required service for participants who need Customized Employment.
- This service must include interviews with other participants who know the participant well or who interact with the participant regularly. This service must also include at least three to five visits/observations with the participant in the community. The locations and activities for the visits must give context to the participant's interests, talents and skills.
- This service may be provided in "Eligible" status or higher.
- Provider Type – Supported Employment (must have Discovery endorsement)
- The Provider must be certified for Supported Employment services and Discovery.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided in a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment requirements:
 - The Provider must document interviews with other participants who know the participant well or who have regular contact with the participant (e.g., family, friends, neighbors, community relations, clubs, organizations, etc.).
 - The interviews must include the following elements:
 - Name and relationship to participant;
 - Identification of potential employment connections through each contact; and
 - Narrative of what was learned during each interview.
 - The Provider must document at least three to five interactive visits with the participant to businesses or other community locations.
 - The Provider must submit documentation on community visits/observations include the following:
 - Specific tasks engaged at each site;
 - Skills utilized;
 - Supports needed;
 - Narrative of what was learned; and
 - Identification of places, skills and activities that need more exploration.
 - The Provider must document the need for rehabilitation technology, if applicable.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - Document interviews with other participants who know the participant well or who have regular contact with the participant (e.g., family, friends, neighbors, community relations, clubs, organizations, etc.).
 - The Provider must document the following elements:
 - Name and relationship to participant;
 - Identification of potential employment connections through each contact; and
 - Narrative of what was learned during each interview.
 - Document at least three to five interactive visits with the participant to businesses or other community locations.
 - Document community visits/observations include the following:
 - Specific tasks engaged at each site;
 - Skills utilized;
 - Supports needed;
 - Narrative of what was learned; and
 - Identification of places, skills, and activities that need more exploration.
 - Document the need for rehabilitation technology, if applicable.
 - Complete the Provider Summary Invoice.

- The service begin date must be on or after the open authorization Issue date.
- If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Vocational Themes

Service Definition:

This stage focuses on the identification of vocational themes, which are general areas of potential employment options that match the interests, talents and skills of the participant. Completion of this service also requires that the Discovery Provider and participant coordinate a minimum of three experiences (i.e., informational interviews and job shadows) in the community that align with the vocational themes.

Acceptable Delivery Methods, Capacities and Duration:

- This service must be completed in person.
- This service must be completed one-on-one between the participant and the Discovery Provider. The Discovery Provider cannot complete this service in a class format with a group of participants.
- The informational interviews related to the vocational themes must be completed over the course of two weeks, depending on the participant's and business owner's availability.

Service Requirements:

- This service is available to participants with most significant disabilities (age 14 and older).
- This service is not available to potentially eligible participants.
- Discovery is the first step toward Customized Employment and is intended for participants who require Customized Employment services.
- If this service is provided to a participant in "service" status or higher, the participant must have a Customized Employment IPE.
- Discovery must be completed before a service authorization is made for Customized Employment. Once the Discovery process is completed, the participant must continue with a service authorization for Customized Employment.
- Only one authorization for this service may be open at a time.
- The Discovery Provider and participant must identify at least three vocational themes that align with the participant's interests, talents and skills.
- The Discovery Provider and participant must participate in at least one informational interview or job shadow for each of the identified vocational themes.
- Supporting Documentation/Report:
 - Discovery Staging Record (Vocational Themes) Section
- Evidence of Completion:
 - Completed Discovery Staging Record (Vocational Themes) Section
- MPRs

- Participant MPRs are required for each month of service beginning with the date of open authorization.
- VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
- MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
- MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries; and
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy.

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Participants with most significant and complex disabilities (Category 1) typically benefit from participating in the Discovery process. This includes participants who do not have experiences to draw upon or who are unable to articulate their interests, participants who may not perform well using traditional evaluations and participants who require an individualized approach to employment.
- This is a required service for participants who need Customized Employment.
- Vocational themes are areas of potential employment interests, not job titles or categories.
- Discovery Informational Interviews are intended to be exploratory and not intended to function as job development. Job Development is the phase that immediately follows Discovery.
- This service may be provided in “Eligible” status or higher.
- Provider Type – Supported Employment (must have Discovery endorsement)
- The Provider must be certified for Supported Employment services and Discovery.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided in a case note. All DOE/DVR services are provided through contractual agreements with registered, approved and certified vendors who are then authorized to become VR service Providers, therefore, VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment requirements:

- The Provider must document at least three emerging vocational themes.
- The vocational themes must meld work tasks with the participant's interests and skills.
- The Provider must document at least one informational interview or job shadow for each vocational theme.
- The Provider must document a thorough narrative description of their observations for each informational interview or job shadow.
- If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - Document at least three emerging vocational themes.
 - The vocational themes must meld work tasks with the participant's interests and skills.
 - Document at least one informational interview or job shadow for each vocational theme.
 - Document a thorough narrative description of your observations for each informational interview or job shadow.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Discovery Profile Report or Discovery Staging Record

Service Definition:

This is the final report that provides a comprehensive review of all of the information obtained during the Discovery Process. It compiles all of the information contained in the previous reports in one document and culminates in a Vocational Profile Narrative that accurately describes the participant. This narrative thoroughly describes the participant's Discovery process, including interests, talents and skills, ideal conditions of employment, and supports needed. The narrative must answer the question, "Who is this person."

Acceptable Delivery Methods, Capacities and Duration:

- This service must be completed in person.
- This service must be completed one-on-one between the participant and the Discovery Provider. The Discovery Provider cannot complete this service in a class format with a group of participants.
- This service must be completed over the course of one to two weeks.

Service Requirements:

- This service is available to participants with the most significant disabilities (age 14 and older).
- This service is not available to potentially eligible participants.
- Discovery is the first step toward Customized Employment and is intended for participants who require Customized Employment services.
- If this service is provided to a participant in “service” status or higher, the participant must have a Customized Employment IPE.
- Discovery must be completed before a service authorization is made for Customized Employment. Once the Discovery process is completed, the participant must continue with a service authorization for Customized Employment.
- Only one authorization for this service may be open at a time.
- Supporting Documentation/Report:
 - Complete Discovery Staging Record (Vocational Profile) Section
- Evidence of Completion:
 - Complete and signed Discovery Staging Record (Vocational Profile) Section
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries; and
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy.

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Participants with the most significant and complex disabilities (Category 1) typically benefit from participating in the Discovery process. This includes participants who do not have experiences to draw upon or who are unable to articulate their interests, participants who may not perform well using traditional evaluations and participants who require an individualized approach to employment.
- This is a required service for participants who need Customized Employment.
- This service may be provided in “Eligible” status or higher.

- The vocational profile narrative must include an analysis of what was learned during the entire Discovery process, including information on the participant's strengths, relationships, necessary supports, and interests. It must identify the participant's ideal conditions for employment and reasons for choosing particular vocational themes.
- If additional information is required, the Discovery Provider and participant may schedule additional home or community visits, interviews, or other Discovery Activities.
- Provider Type – Supported Employment (must have Discovery endorsement)
- The Provider must be certified for Supported Employment services and Discovery.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment requirements:
 - The Vocational Profile Narrative must completely describe the participant's Discovery process.
 - The Vocational Profile Narrative must accurately reflect the participant.
 - The Vocational Profile Narrative answer the question, "Who is this person."
 - The Discovery Profile Report or Discovery Staging Record is descriptive and must be thorough in its content.
 - The participant, parent/guardian (if applicable), VR Counselor, and Discovery Provider must sign the report.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - Describe the participant's Discovery process in the Vocational Profile Narrative.
 - The Vocational Profile Narrative must accurately reflect the participant.
 - The Vocational Profile Narrative must answer the question, "Who is this person."
 - The Discovery Profile Report or Discovery Staging Record is descriptive and must be thorough in its content.
 - The participant, parent/guardian (if applicable), VR Counselor, and Discovery Provider must sign the report.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Post Discovery Planning Meeting

Service Definition:

In this stage, the Discovery Provider coordinates a Planning Meeting to review the results of the Discovery Customized service provided to the participant and to discuss the next steps toward job development. At minimum, meeting participants must include the participant, Discovery Provider, VR Counselor and the potential Customized Employment specialist (if different from the Discovery Provider). With permission of the participant, family, friends and other supports may participate. The goal of this meeting is to review the outcomes of the Discovery process and begin planning for future job development.

Acceptable Delivery Methods, Capacities and Duration:

- This service must be completed in person (preferred) or virtually.
- The planning meeting must be held in a timely manner (preferably two to four weeks) following the Discovery Profile or Discovery Staging Record service.

Service Requirements:

- This service is available to participants with most significant disabilities (age 14 and older).
- This service is not available to potentially eligible participants.
- Discovery is the first step toward Customized Employment and is intended for participants who require Customized Employment services.
- Must have a MPR case note entry for each month of service beginning with the open authorization issued date.
- If this service is provided to a participant in “service” status or higher, the participant must have a Customized Employment IPE.
- Discovery must be completed before a service authorization is made for Customized Employment. Once the Discovery process is completed, the participant must continue with a service authorization for Customized Employment.
- Only one authorization for this service may be open at a time.
- Supporting Documentation/Report:
 - Sign-in sheet listing all meeting participants and their roles
- Evidence of Completion:
 - Completed sign-in sheet with signature and roles of all participants
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.

- MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries; and
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy.

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Participants with the most significant and complex disabilities (Category 1) typically benefit from participating in the Discovery process. This includes participants who do not have experiences to draw upon or who are unable to articulate their interests, participants who may not perform well using traditional evaluations and participants who require an individualized approach to employment.
- This is a required service for participants who need Customized Employment.
- This service may be provided in “Eligible” status or higher.
- The participant must be an active participant in the meeting and approve all aspects of the planning meeting. If the participant needs assistance to understand the planning process and to make decisions, assistance may be provided by family, friends or other support person.
- The planning meeting must be facilitated by a participant who participated directly in the Discovery process.
- This meeting must focus on what was learned through the Discovery process and the next steps toward job development.
 - For adult participants, Job Development begins immediately after Discovery because a paid employment outcome in a real job in the community is the only purpose of Discovery. Concluding the Discovery process with a work experience, volunteer experience or paid/unpaid job “try outs” are not acceptable next steps following Discovery.
 - For students, the Discovery process may be used to inform the development of work experiences geared toward preparing the participant for employment upon exiting school.
- Provider Type – Supported Employment (must have Discovery endorsement)
- The Provider must be certified for Supported Employment services and Discovery
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided in a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement

- VR Counselors must document their participation in the Post Discovery Planning Meeting with a case note, including any significant outcomes of the Discovery process and next steps.

VR-Specific Information

- Vendor requested payment requirements:
 - The meeting sign-in sheet must include (at minimum) the participant, Discovery Provider, VR Counselor and potential Employment Specialist.
 - The meeting sign-in sheet must include the signature and role of each participant.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - The meeting sign-in sheet must include (at minimum) the participant, Discovery Provider, VR Counselor and potential Employment Specialist.
 - The meeting sign-in sheet must include the signature and role of each participant.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service: Employment Services

Employment services, consistent with Title 34, Section 361.48, Code of Federal Regulations, assist an eligible participant with a disability to obtain or maintain competitive integrated employment, consistent with the unique strengths, abilities, interests and informed choice of the participant. VR provides these services through a contractual relationship to authorized, certified and approved Providers who provide this service consistently with the terms described below.

Service Description: Pre-Placement Training

Service Definition:

This is 20 hours of formal, interactive and structured face-to-face/virtual training for **adults** that consists of both lectures and hands-on activities. Training must be completed prior to Job Placement and must include the following topics:

- Resume writing;
- Instruction on interviewing skills;
- Searching for and applying for jobs online;
- Finding and completing job applications;
- Managing employer initial contacts;
- Handling conflicts;
- Navigating public transportation; and
- A review of participant employment benefits, if needed.

Training lasting more than four hours in one day must include a non-billable 30-minute lunch break.

Acceptable Delivery Methods, Capacities and Duration:

- Virtual – up to 10 participants
- In-Person – up to 10 participants
- Hybrid – up to 10 participants
- If the class is comprised of both participants receiving Supported Employment Pre-Placement Training and participants receiving ES Pre-Placement Training, the class must be taught by an Employment Specialist certified in Supported Employment.
- The duration can be no more than five hours plus a non-billable 30-minute lunch break per day for any delivery method.
- No more than 20 percent of work must be completed independently. Activities conducted during the Pre-Placement Training that require the participant to work independently must be limited to 20 percent of the total training time (e.g., no more than four hours of the 20 required hours).

Service Requirements:

- The service is available to participants with an ES IPE and must be referred on a service authorization.

- The service is not available to participants who are actively employed.
- The VR Counselor may authorize an additional 20 hours of training on a case-by-case basis for a maximum of 40 hours per case.
- The service can have a concurrent On the Job Training (OJT) service authorization.
- Must have a MPR case note entry for each month of service beginning with the open authorization issued date.
- Any training exceeding four hours in one day requires a 30-minute minimum break and breaks cannot be counted as service hours.
- Supporting Documentation/Report:
 - Pre-Placement Training Report
 - Pre-Placement Training Survey
- Evidence of Completion:
 - Copy of signed document
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization and must be entered into Aware as a case note.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant
 - Clear and concise entries;
 - Information on employers who have been contacted or have received applications;
 - All types of contact such as telephone calls, face-to-face meetings, and participant advocacy; and
 - Names of specific managers to assist with employment verification and expediting Vendor requested payment approval.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There is one service per service authorization with a maximum of two experiences per case.
- This is an optional service and is not required.
- This service must include alternative training tools/strategies such as discussions, videos, photos, easy-to-read material and manipulatives to maximize training content understanding.

- Provider Type – Employment service, Supported Employment
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.
- The service day must be the final date of training.

VR-Specific Information

- Vendor requested payment requirements:
 - The Provider must document a minimum of 20 hours of training time completed by the participant.
 - The Pre-Placement Training Report must be attached to the Vendor requested payment.
 - The Pre-Placement Training Report must include the following:
 - Dates and times of training;
 - Name and title of the trainer; and
 - Documentation of the required topics and any specific to the needs of the participant.
 - The participant must sign the survey and attach it to the Vendor requested payment.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - Document a minimum of 20 hours of training completed by the participant.
 - Attach the Pre-Placement Training Report to the Vendor requested payment.
 - The Pre-Placement Training Report must include the following:
 - Dates and times of training;
 - Name and title of the trainer; and
 - Documentation of the required topics and any specific to the needs of the participant.
 - The participant must sign the survey, and you must attach it to the Vendor requested payment.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Employment service Plan

Service Definition:

This service includes job-related services including job search and placement assistance, job retention services and follow-up services.

The plan must include:

- Initial standardized intake assessment to include job interests;
- Transportation;
- Potential training needs;
- Anticipated supports; and
- Accommodations.

Service Requirements:

- The ES Plan must be signed by the participant and Provider.
- The ES Plan must be completed and the Vendor requested payment submitted in the Aware application within 60 days of service authorization acceptance.
- The plan must be submitted prior to Placement.
- Must have an MPR case note entry for each month of service beginning with the open authorization issued date.
- The ES Plan must include:
 - IPE employment goal;
 - Participant job interest;
 - Transportation plan;
 - Potential training needs;
 - Anticipated supports or accommodations;
 - Anticipated number of hours worked weekly;
 - Desired work schedule;
 - Related job titles;
 - Job duties in relation to IPE Goal;
 - List of the participant's transferrable skills in relation to IPE employment goal;
 - Participant's strengths and abilities in relation to IPE employment goal;
 - Potential employers and available/known employment opportunities;
 - Industry rates in their area;
 - List of any Employment Specialists who will assist this participant/service authorization; and
 - Strategies to develop natural supports on a job site.
- Supporting Documentation/Report:
 - Employment Plan
- Evidence of Completion:
 - Completed plan with signatures.
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of issued Authorization.

- VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
- MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
- MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - All types of contact such as telephone calls, face to face meetings and participant advocacy; and
 - Any need of higher level of support and interaction.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Only one authorization for this service may be open at a time.
- This is an optional service.
- Provider Type – Employment services
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note.
 - VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment requirements:
 - The Provider must submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - The Provider must complete and submit the ES Plan in the Aware application within 30 days of service authorization acceptance.
 - The ES Plan must be completed and submitted prior to Placement.
 - The ES Plan must be comprehensively completed to the Counselor's satisfaction.
 - The ES Plan must be signed by both the participant and Provider.
 - The ES Plan must be attached to the Vendor requested payment.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor Request for Payment requirements:

- Submit MPRs for each month of activity and within 30 days following the month services were rendered.
- Complete and submit the ES Plan in the Aware application within 30 days of service authorization acceptance.
- Complete and submit the ES Plan prior to Placement.
- Complete the ES Plan.
- You and the participant must sign the ES Plan.
- Attach the ES Plan to the Vendor requested payment.
- Complete the Provider Summary Invoice.
- The service begin date must be on or after the open authorization Issue date.
- If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Placement

Service Definition:

This service is met when the participant reaches employment with a single employer in an integrated setting for competitive compensation. The job must match the stated employment outcome on the ES IPE as agreed upon by the participant and the VR Counselor.

The Job Placement date is the day the participant begins competitive integrated paid employment, meeting their vocational goal.

Service Requirements:

- The service is available for adult participants with an IPE.
- The service is only available for high school students within five months prior to graduation date.
- ES must be listed on IPE.
- Only one authorization for this service may be open at a time
- The service cannot have a concurrent Supported Employment service authorization.
- The service can have a concurrent OJT service authorization.
- Competitive integrated employment criteria must be met.
- Must have a MPR case note entry for each month of service beginning with the open authorization issued date.
- Supporting Documentation/Report:
 - Employment Verification template attached to the case note
- Evidence of Completion:
 - Employment Verification with the participant, employer or family member (participant or participant's family member is preferable)
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.

- VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
- MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
- MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information on employers who have been contacted or have received applications;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy; and
 - Names of specific managers to assist with employment verification and expediting Vendor requested payment approval.

Guidance:

Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.

- There is one service per service authorization.
- This is a required service if indicated on the issued service authorization.
 - A Provider is not eligible to receive a service authorization for the same participant if a previous ES or Supported Employment service authorization under which the Provider received service payments was closed within the past six months. Any exceptions to this must be requested by the Counselor, approved by the unit Supervisor and area Supervisor.
 - Providers are only eligible to receive one payment for the service selected on the service authorization. Duplicate service payments are not allowable.
 - Any exceptions to this must be approved by the Counselor, unit Supervisor and area Supervisor using the Special Request for New service Authorization template form.
- Temporary employees hired to assist employers to meet short-term business demands for a period of six months or less is not acceptable Job Placement.
- Reoccurring seasonal employment is an acceptable Job Placement if it is the participant's vocational goal at the time-of-service authorization and must be evaluated on a case-by-case basis to determine if the position meets the participant's vocational goal. The participant and Counselor must agree to the position prior to Placement.
- A temporary-to-permanent position with an employer must be evaluated on a case-by-case basis to determine if the position meets the participant's vocational goal. The participant and Counselor must agree to the position prior to Placement.

- The Job Placement date is the day the participant begins competitive integrated paid employment, meeting their vocational goal.
- In the Aware system, move the case to “service-E” status on the Placement date or as soon as possible thereafter.
- The Approval to Hire a VR Participant form is required for any Placement in which the Provider has an ownership interest. The Provider must submit the Approval to Hire a VR Participant form to the VR Counselor for review and approval prior to Placement. The VR Counselor, unit Supervisor and area Supervisor must all review and approve this form prior to the Placement. Please keep in mind that this is a request for an exception/special permission and the Placement may not be approved. Failure to complete this process prior to the Placement start date will result in the service payments being denied.
- If the employer/participant relationship is an independent contractor, the Acknowledgement of Independent Contractor Status form must be completed. The VR Counselor and area Supervisor must all review and approve this form prior to the Placement. To be a valid Placement, the Provider must fully explain all implications of the independent contractor arrangement (e.g., tax responsibility, Worker’s Compensation coverage, employee benefits, etc.) to the participant in writing, and the VR Counselor must ensure and document in writing that the participant and guardian, if there is one, understand and are providing informed consent to be an independent contractor. Failure to complete this process prior to the Placement start date will result in the service payments being denied.
- If the Placement does not take place, the service is not billable.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.
- Provider Type – Employment services

VR-Specific Information

- Vendor requested payment requirements:
 - The placement date must be on or after the service open authorization date.
 - The Employment services Plan must be completed and submitted prior to Placement if applicable.
 - MPRs must be submitted for each month of activity and submitted within 30 days following the month services were rendered.
 - The Employment Verification template must be attached.
 - The Provider must sufficiently document the job development activities (e.g., application, resume, interviews and researching potential employment options) that took place to assist the participant obtaining placement in the progress reports.
 - The employment must match the participant’s current IPE goal.

- Verify employment with the participant, participant's family member, or employer. (The participant or participant's family member is preferable.)
- The placement must meet the agreed-upon conditions of employment as identified in the ES Plan and the IPE.
- If the employer/participant relationship is an independent contractor, the completed and approved Acknowledgement of Independent Contractor Status form must be attached to the Vendor requested payment.
- If the participant is employed within a company in which the Provider has ownership interest, the Request for Approval to Hire a VR Participant form must be attached to the Vendor requested payment.
- If the participant was hired by a Community Rehabilitation Program, ensure the participant is working in an integrated setting. The CIE form can be used as a tool when evaluating integrated settings.
- If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - The placement date must be on or after the service open authorization date.
 - The ES Plan must be completed and submitted prior to Placement if applicable.
 - MPRs must be submitted for each month of activity and within 30 days following the month services were rendered.
 - The Employment Verification Template must be attached.
 - The development activities must be sufficiently documented (e.g., application, resume, interviews and researching potential employment options) that took place to assist the participant obtaining placement in the MPRs.
 - The employment must match the participant's current IPE goal.
 - If the employer/participant relationship is an independent contractor, the completed Acknowledgement of Independent Contractor Status form must be completed and attached to the Vendor requested payment.
 - If the participant is employed within a company in which the Provider has ownership interest, the Request for Approval to Hire a VR Participant form must be completed, approved, and attached to the Vendor requested payment.
 - If the participant was hired by a Community Rehabilitation Program, the participant working must be in a competitive integrated setting.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: 30-Day Job Retention

Service Definition:

The ES 30-Day Job Retention service is met when one of the following has occurred:

- The participant reaches a minimum of 30 days of continuous competitive integrated employment at one employer from the date of Job Placement.
- If already employed, the participant has worked a minimum of 30 days of continuous competitive integrated employment at one employer from the date of service authorization issued date.

The job must match the stated employment outcome on the IPE as agreed upon by the participant and the VR Counselor.

Service Requirements:

- The service is available for adult participants with an IPE.
- ES must be listed on IPE.
- There must be a minimum of 30 days of continuous employment with a single employer from the date of placement.
- The service must be in sequence beginning with the first authorized service.
- Only one authorization for this service may be open at a time
- The service cannot have a concurrent Supported Employment service authorization.
- The service can have a concurrent OJT service authorization.
- Must have an MPR case note entry for each month of service beginning with the open authorization issued date.
- Supporting Documentation/Report:
 - Employment verification template attached to the case note
- Evidence of Completion:
- Employment verification with the participant, employer or family member (participant or participant's family member is preferable)
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Addressing accommodations provided and the natural supports;
 - A plan for job retention at the second and fourth quarters;
 - A transportation plan going forward to the second and fourth quarters;
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;

- Information on employers who have been contacted or have received applications;
- All types of contact such as telephone calls, face-to-face meetings and participant advocacy; and
- Names of specific managers to assist with employment verification and expediting Vendor requested payment approval.

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There is one service per service authorization.
- This service is achieved 30 days after Job Placement service (service) date **OR** 30 days after the date of service authorization issued date, if the participant is already employed at the time-of-service authorization issued date.
- Continuous employment has been met when the participant has been actively working in their job duties at the original business location(s) without extended periods of leave as determined by the VR Counselor.
- Provider Type – ES
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment requirements:
 - MPRs are required to be entered.
 - The Employment Verification Template must be attached.
 - Verify employment with the participant, participant's family member, or employer. (The participant or participant's family member is preferable.)
 - The MPRs must provide sufficient information to confirm the participant has worked 30 days in employment that matches the criteria for competitive integrated employment.
 - Placement must continue to meet the agreed-upon conditions of employment as identified in the ES Plan and the IPE.
 - Confirm the service was achieved 30 days after the Job Placement service (service) date OR 30 days after the service authorization issued date, if the participant was already employed at the time of issued service authorization.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:

- MPRs are required to be entered.
- The Employment Verification Template must be attached.
- The MPRs must provide sufficient information to confirm the participant has worked 30 days in employment that matches the criteria for competitive integrated employment.
- Placement must continue to meet the agreed-upon conditions of employment as identified in the ES Plan and the IPE.
- Confirm the service was achieved 30 days after the Job Placement service (service) date OR 30 days after the service authorization issued date, if the participant was already employed at the time of issued service authorization.
- Complete the Provider Summary Invoice.
- The service begin date must be on or after the open authorization Issue date.
- If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: 60-Day Job Retention

Service Definition:

The ES 60-Day Job Retention service is met when one of the following has occurred:

- The participant reaches a minimum of 60 days of continuous competitive integrated employment at one employer from the date of Job Placement.
- If already employed, the participant has worked a minimum of 60 days of continuous competitive integrated employment at one employer from the date of service authorization issued date.

The job must match the stated employment outcome on the IPE, as agreed upon by the participant and the VR Counselor.

Service Requirements:

- The service is available for adult participants with an IPE.
- ES must be listed on IPE.
- There must be a minimum of 60 days of continuous employment with a single employer from the date of placement.
- The service must be in sequence beginning with the first authorized service.
- Only one authorization for this service may be open at a time.
- The service cannot have a concurrent Supported Employment service authorization.
- The service can have a concurrent OJT service authorization.
- Must have an MPR case note entry for each month of service beginning with the open authorization issued date.
- Supporting Documentation/Report:
 - Employment verification template
- Evidence of Completion:

- Employment verification with the participant, employer or family member (participant or participant's family member is preferable).
- **MPRs**
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Addressing accommodations provided and the natural supports;
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information on employers who have been contacted or have received applications;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy; and
 - Names of specific managers to assist with employment verification and expediting Vendor requested payment approval.

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There is one service per service authorization.
- This service is achieved 60 days after Job Placement service (service) date **OR** 60 days after the date of service authorization issued date if the participant is already employed at the time-of-service authorization issued date.
- Continuous employment has been met when the participant has been actively working in their job duties at the original business location(s) without extended periods of leave as determined by the VR Counselor.
- Provider Type – Employment services
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment Requirements:

- MPRs are required to be entered.
- The Employment Verification Template must be attached.
- Verify employment with the participant, participant's family member, or employer. (The participant or participant's family member is preferable.)
- MPRs must provide sufficient information to confirm the participant has worked 60 days in employment that matches the criteria for competitive integrated employment.
- The placement must continue to meet the agreed-upon conditions of employment as identified in the ES Plan and the IPE.
- Confirm the service was achieved 60 days after the Job Placement service (service) date OR 60 days after the service authorization issued date, if the participant was already employed at the time of issued service authorization.
- If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment Requirements:
 - MPRs are required to be entered.
 - The Employment Verification Template must be attached.
 - The MPRs must provide sufficient information to confirm the participant has worked 60 days in employment that matches the criteria for competitive integrated employment.
 - The placement must continue to meet the agreed-upon conditions of employment as identified in the ES Plan and the IPE.
 - Confirm the service was achieved 60 days after the Job Placement service (service) date OR 60 days after the service authorization issued date, if the participant was already employed at the time of issued service authorization.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: 90-Day Job Retention

Service Definition:

The ES 90-Day Job Retention service is met when one of the following has occurred:

- The participant reaches a minimum of 90 days of continuous competitive integrated employment at one employer from the date of Job Placement.
- If already employed, the participant has worked a minimum of 90 days of continuous competitive integrated employment at one employer from the date of issued service authorization.

The job must match the stated employment outcome on the IPE, as agreed upon by the participant and the VR Counselor.

Service Requirements:

- This service is available for adult participants with an IPE.
- ES must be listed on IPE.
- There must be a minimum of 90 days of continuous employment with a single employer from the date of placement.
- The service must be in sequence beginning with the first authorized service.
- Only one authorization for this service may be open at a time.
- The service cannot have a concurrent Supported Employment service authorization.
- The service can have a concurrent OJT service authorization.
- There must be an approved MPR for each month of service since the open authorization issued date.
- Supporting Documentation/Report:
 - Employment verification template
- Evidence of Completion:
- Employment verification with the participant, employer or family member (participant or participant's family member is preferable).
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Address accommodations provided and the natural supports;
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information on employers who have been contacted or have received applications;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy; and
 - Names of specific managers to assist with employment verification and expediting Vendor requested payment approval.

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.

- There is one service per service authorization.
- This service is achieved 90 days after Job Placement service (service) date **OR** 90 days after the date of service authorization issued date, if the participant is already employed at the time-of-service authorization issued date.
- Continuous employment has been met when the participant has been actively working in their job duties at the original business location(s) without extended periods of leave as determined by the VR Counselor.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.
- Provider Type – Employment services

VR-Specific Information

- Vendor requested payment Requirements:
 - MPRs are required to be entered.
 - The Employment Verification Template must be attached.
 - Verify employment with the participant, participant's family member or employer. (The participant or participant's family member is preferable.)
 - The MPRs must provide sufficient information to confirm the participant has worked 90 days in employment that matches the criteria for competitive integrated employment.
 - The placement must continue to meet the agreed-upon conditions of employment as identified in the ES Plan and the IPE.
 - Confirm the service was achieved 90 days after the Job Placement service (service) date OR 90 days after the service authorization issued date, if the participant was already employed at the time of issued service authorization.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment Requirements:
 - MPRs are required to be entered.
 - The Employment Verification Template must be attached.
 - The MPRs must provide sufficient information to confirm the participant has worked 90 days in employment that matches the criteria for competitive integrated employment.
 - The placement must continue to meet the agreed-upon conditions of employment as identified in the ES Plan and the IPE.
 - Confirm the service was achieved 90 days after the Job Placement service (service) date OR 90 days after the service authorization issued date, if the participant was already employed at the time of issued service authorization.
 - Complete the Provider Summary Invoice.

- The service begin date must be on or after the open authorization Issue date.
- If all the above criteria are met, the Vendor requested payment is ready for submission.

Service: On the Job Training

OJT is a time-limited service for the purpose of participant skill acquisition that can be learned on the job. OJT occurs in an integrated community-based employment setting where most of the employees do not have disabilities and the participant with a disability, who is completing the OJT, is paid no less than minimum wage and interacts with participants without disabilities to the same extent that other participants in comparable positions interact with other persons.

Service Description: On the Job Training Plan

Service Definition:

The plan is an inventory of participant's interests, resources and needed accommodations as relates to future possible paid work experience.

Service Requirements:

- One service authorization may be open at a time.
- The OJT Plan must be signed by the participant and Provider.
- The plan must be reviewed by the VRC within 10 business days and submitted by the vendor through Aware within 30 days of the open authorization issued date.
- Must have a MPR case note entry for each month of service beginning with the open authorization issued date.
- Supporting Documentation/Report:
 - OJT Plan
- Evidence of Completion:
 - OJT Plan with signatures
- MPR
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR holds the right to reject a payment request if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
- MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information on employers who have been contacted or have received applications;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;

- Names of specific managers to assist with employment verification and expediting payment request approval; and
- Higher level of support and interaction for Supported Employment services because Supported Employment participants require more intensive support in order to obtain and maintain employment.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Services can include pre-apprenticeship activities.
- There is one service per service authorization.
- When planning for this service, the experience must match the participant's IPE goal.
- The participant's work preferences and identified strengths and capacities must be taken into consideration.
- An ES or Supported Employment authorization may be beneficial to the participant in conjunction with this service as identified by the Counselor and participant.
- Labor market information must be used when identifying OJT experiences related to the preferred job goal.
- The participant must be fully integrated in the work environment to include appropriate clothing. Appropriate clothing is defined as the typical work attire of other employees in a similar work role.
- Provider Type – Employment service, Supported Employment
- The payment request must be submitted in Aware within 30 days of service achievement. If submission occurs beyond the 30 days, justification must be provided as a case note. VR holds the right to approve or reject any payment request submitted after 30 days of service achievement. The service's beginning date must be when the authorization was issued.

VR-Specific Information

- Payment Request Requirements:
 - The plan must be signed by the participant and the Provider.
 - The plan must be completed and submitted within 30 days of authorization issued date or was acceptable justification provided if submitted beyond 30 days (e.g., circumstances beyond control).
 - A copy of the plan must be attached to the payment request.
 - Verify that the OJT has not started yet.
 - MPRs must be submitted for each month of activity and within 30 days following the month services were rendered.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- **Payment Request Requirements:**
 - You and the participant must sign the plan.
 - You must submit the plan prior to the OJT start date.
 - Complete and submit the plan within 30 days of the issued authorization date.
 - If beyond 30 days, please provide acceptable justification in the case note section of Aware (e.g., circumstances beyond control) for the Counselor's review to accept or reject.
 - Attach a copy of the plan to the payment request.
 - Submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - Counselor verification of service completion must be completed prior to submission of payment request.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date. The service end date is the last signature date provided on the OJT Plan Form.
 - If the above criteria are met, the payment request is ready for submission with a completed Provider Summary Invoice.

Service Description: On the Job Training Agreement

Service Definition:

OJT is a time-limited service for the purpose of participant skill acquisition that can be learned on the job. OJT occurs in an integrated community-based employment setting where most of the employees do not have disabilities and the participant with a disability, who is completing the OJT, is paid no less than minimum wage and interacts with participants without disabilities to the same extent that other participants in comparable positions interact with other persons.

Service Requirements:

- One service authorization may be open at a time.
- The OJT Plan must be submitted and approved prior to the OJT worksite agreement.
- The OJT Agreement must be signed by the participant, parent/guardian (if applicable), Provider, OJT employer of record, worksite representative and Counselor.
- The Counselor must review the agreement within 10 business days from the date of submission to approve or reject the OJT Agreement.
- All signatures must be completed prior to the start of the OJT.
- The work experience job duties must match the participant's IPE goal.
- The participant must be paid at least minimum wage and cannot be classified as an independent contractor.
- The Approval to Hire a VR Participant form is required for any OJT in which the Provider has an ownership interest. The Provider must submit the Approval to Hire a VR Participant form to the VR Counselor for review and approval **prior to the OJT**. The VR Counselor, unit Supervisor, and area Supervisor must all review and approve this form prior to the OJT. Please keep in mind that this is a request for an exception/special

permission and the OJT may not be approved. Failure to complete this process prior to the OJT start date will result in the service payments being denied.

- Must have an MPR case note entry for each month of service beginning with the open authorization issued date.
- Supporting Documentation/Report:
 - OJT Agreement
- Evidence of Completion:
 - OJT Agreement with signatures
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR holds the right to approve or reject any payment request if MPRs do not reflect an adequate level of documentation to verify Provider interaction with participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information on employers who have been contacted or have received applications;
 - All types of contact such as telephone calls, face to face meetings and participant advocacy;
 - Names of specific managers approached will help with employment verification and expediting the payment request approval; and
 - Any need of higher level of support and interaction.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There is one service per service authorization.
- The Counselor must enter details in the VR Workers Compensation Log prior to the start of the experience.
- When establishing an OJT Agreement, the U.S. Department of Labor standard must be followed.
- OJT experiences typically last three to six months or are based around the needs of the participant.
- The participant's wages must be aligned with industry standards for the work experience position.

- All virtual work experiences must be approved on a case-by-case basis by the VR Counselor and are allowable only when the following criteria are met:
 - The company presently offers virtual or telework positions;
 - The job position is available to any employee to be done virtually or via telework;
 - Work experience can be documented and reported; and
 - Appropriate accommodations can be provided.
 - Guidance regarding virtual work experiences can be found on the Rehabilitation service Administration (RSA) website or by clicking [here](#).
- Provider Type – ES Providers, On the Job Training
- The payment request must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR holds the discretion to approve or reject any payment request submitted after 30 days of service achievement.
- The service's beginning date must be when the authorization was issued. The service end date must be the VR Counselor signature date, which must be the last signature obtained.

VR-Specific Information

- Payment Request Requirements:
 - The proposed timeframe for the OJT must be appropriate.
 - The OJT Agreement must be signed by the participant, parent/guardian (if applicable), Provider, OJT employer of record, worksite representative, and Counselor.
 - All signatures must be completed prior to the start of the OJT.
 - A copy of the OJT Agreement must be attached to the payment request.
 - Enter the details in the VR Workers Compensation Log.
 - The work experience job duties must match the participant's IPE goal.
 - The participant must be paid at least minimum wage.
 - The Approval to Hire a VR Participant form must be completed prior to the start of the OJT (if applicable).
 - An approved MPR must be submitted for each month of service and were submitted within 30 days following the month services were rendered.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Payment Request Requirements:
 - The OJT Agreement must be signed by the participant, parent/guardian (if applicable), Provider, OJT employer of record, worksite representative and Counselor.
 - All signatures must be completed prior to the start of the OJT.
 - The work experience job duties must match the participant's IPE goal.
 - The participant must be paid at least minimum wage.
 - Attach a copy of the Agreement to the payment request.

- Complete the Approval to Hire a VR Participant form prior to the start of the OJT (if applicable).
- Submit MPRs for each month of activity and within 30 days following the month services were rendered.
- Complete the Provider Summary Invoice.
- The service begin date must be on or after the open authorization Issue date. The service end date is the last signature date provided on the OJT Agreement Form.
- If all the above criteria are met, the payment request is ready for submission.

Service Description: On the Job Training Final Report

Service Definition:

The final report is a narrative for each of the selected skills to document progress made or explanation for lack of progress as well as possible job openings being pursued.

Service Requirements:

- One service authorization may be open at a time.
- The OJT Plan and OJT Agreement must be approved prior to the Final Report.
- OJT Final Report must be signed by the participant, parent/guardian (if applicable) and the Provider.
- An MPR case note entry for each month of service beginning with the open authorization issued date.
- Supporting Documentation/Report:
 - OJT Final Report
 - OJT Request for Modification (if applicable)
- Evidence of Completion:
 - OJT Final Report with all signatures
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a payment request if MPRs do not reflect an adequate level of documentation to verify Provider interaction with participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information on employers who have been contacted or have received applications;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;

- Names of specific managers approached will help with employment verification and expediting the payment request approval; and
- Any need of higher level of support and interaction.

Guidance:

- There is one service per service authorization.
- The OJT Final Report must be comprehensively completed to the Counselor's satisfaction.
- Any modifications to the agreement during the work experience need to be documented in an OJT Request for Modification. Addendums must be approved by the Counselor prior to the end of the work experience.
 - Any extension requests must be completed at least 10 business days prior the end of the OJT Agreement.
 - If the OJT does not take place, the Final Report service is not billable.
 - If the participant did not complete the full amount of hours as described in the OJT Agreement, due to no fault of the Provider, the information must be comprehensively documented in the Final Report for submission. VR holds the right to accept or reject the Final Report for payment.
 - The OJT Request for Modification (if applicable) must be attached to the request for payment.
- The payment request must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note.
 - VR staff has discretion in approving or rejecting any payment request submitted after 30 days of service achievement.

VR-Specific Information

- Payment Request Requirements:
 - The OJT must take place. If not, the service is not billable.
 - The OJT Final Report must be comprehensively completed to the Counselor's satisfaction.
 - The OJT Final Report must be signed by the participant, parent/guardian (if applicable) and the Provider.
 - A copy of the final report must be attached to the payment request.
 - A copy of the approved OJT Request for Modification (if applicable) must be attached to the payment request.
 - If there were any requests for modification, enter those details in the VR Workers Compensation Log.
 - An MPR must be submitted for each month of service since the authorization acceptance date.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- **Payment Request Requirements:**
 - You must submit a comprehensive complete the OJT Final Report to the Counselor's satisfaction.
 - The participant, parent/guardian (if applicable) and you must sign the OJT Final Report.
 - Attach a copy of the Final Report to the payment request.
 - Attach a copy of the OJT Request for Modification (if applicable) to the payment request.
 - Submit an MPR for each month of service since the authorization acceptance date.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date. The service end date is the last date the participant worked at the worksite.
 - If all the above criteria are met, the payment request is ready for submission.

Service: On the Job Training Wage Reimbursement

Service Description:

OJT is a time-limited participant skill acquisition that can be learned on the job. The participant completing the OJT is paid no less than minimum wage and interacts with peers without disabilities to the same extent that other peers in comparable positions interact with other persons.

Service Requirements:

- The OJT – Worksite Agreement, with corresponding service date range, must be signed by all parties in order to receive wage reimbursement payments.
- Minimum documentation must include the Wage Reimbursement Request Form, paycheck stub and Provider Summary Invoice.
- A service Request for wages paid to the participant must be submitted in the Vendor Portal within 30 days following the month the wages were paid to the participant.
- All wage reimbursement requests must be received prior to submitting the On-the-Job Training (OJT) – Final Report.
- **Supporting Documentation/Report:**
 - OJT Wage Reimbursement Request form, fully completed with accurate math.
 - Provider Summary Invoice
 - Paycheck stubs showing pay period, total hours worked, and all payroll deductions including Federal income tax (copy of paycheck not acceptable)
- **Evidence of Completion:**
 - Copy of documents (For paid OJT: OJT Wage Reimbursement Request form, Provider Summary Invoice, paycheck stub and any documentation that supports the WBLE Reimbursement Request)

Guidance:

- The Wage Reimbursement Request must align with the anticipated date range and hourly rate on the approved OJT – Worksite Agreement.
- Provider Type – Employment service, Supported Employment
- The participant cannot be an independent contractor.
- Federal and other taxes must be paid on behalf of the participant.
- The participant must be paid at least minimum wage if participating.
- Overtime, paid holidays and bonuses will not be reimbursed.
- Corresponding timesheets are required for each Wage Reimbursement Request.
 - Timesheets must be signed by the participant.
 - The employer signature is not required.
 - Timesheets must be kept with the participant’s related files and documentation.
 - These documents are subject to VR inspection at any time per the Confidentiality and Protected Information section of the ES Manual.

VR-Specific Information

- OJT – Wage Reimbursement Request requirements:
 - The date range of the Wage Reimbursement Request must align with the anticipated date range on the approved OJT – Worksite Agreement.
 - The hourly wage must match the anticipated pay rate on the approved OJT – Worksite Agreement.
 - The supporting documentation must be attached to the service request and/or request for payment.
 - The service request must support the service delivery and correspond to the hours requested.
 - The OJT Wage Reimbursement Request form must be fully completed with accurate math.
 - The Provider must include the Provider Summary Invoice.
 - The paycheck stubs must show pay period, total hours worked and all payroll deductions including Federal income tax.
 - If the above criteria are met, the OJT Wage Reimbursement is ready for approval.

Provider-Specific Information

- Wage Reimbursement requirements for payment:
 - The service request must support the service delivery and correspond to the hours requested.
 - Attach the required supported documentation to the service request and /or request for payment.
 - Complete the OJT Wage Reimbursement Request form.
 - The total amount requested include the additional 10% fee with accurate math.
 - The paycheck stubs must show pay period, total hours worked and all payroll deductions including Federal income tax. (Copy of paycheck not acceptable)
 - Complete the Provider Summary Invoice.

- If the above criteria are met, the OJT Wage Reimbursement is ready for submission.

Service: Postsecondary Educational Counseling

Postsecondary Educational Counseling increases the participant's awareness of the wide range of career pathways, the demand for careers in their local labor market and potential growth of jobs in that field. This service is designed to assist participants with disabilities to explore enrollment options in comprehensive transition programs as well as Postsecondary educational programs, such as college/university, career and technical education, registered apprenticeships and other Postsecondary training programs.

Participants must meet the definition of a Student with a Disability as defined in Part B of the Individual with Disabilities Act, 34 C.F.R. 361.5(c)(51) and s. 413.301, F.S., The criteria are to:

- be between the ages of 14 and 21 years old;
- be enrolled in a formal education program (secondary or Postsecondary); and
- have a documented disability (IEP, IPE, Section 504, or other acceptable documentation).

Service Description: Postsecondary Education Counseling

Service Definition:

This service assists participants in gaining an awareness of the wide range of Postsecondary education pathway options as well as labor market realities and projections. This service may also include assistance in completing school applications, financial aid applications and registrations, as well as exploring registered apprenticeship options. This service is based on an hourly rate.

Acceptable Delivery Methods, Capacities and Duration:

- In-Person (up to 5 individuals)
- Virtual (up to 5 individuals)
 - Platforms must have meeting features that include webcam access and microphone or voice capabilities. Some examples of virtual platforms may include Microsoft Teams, ZOOM, Go-to-Meeting, Google Classroom, etc.
- Sessions lasting more than four hours must include a non-billable 30-minute break.
- Sessions can last no more than five hours plus a non-billable 30-minute break per day for any delivery method.

Service Requirements:

- This service is available to Potentially Eligible Students and Eligible Students with a Disability with Postsecondary Educational Counseling listed on the IPE.
- Must have an MPR case note entry for each month.
- Sessions lasting more than four hours must include a non-billable 30-minute break.
- Supporting Documentation/Report:
 - Training and support services log
- Evidence of Completion:

- Training and support services log
- MPRs
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant; and
 - Clear and concise entries with sufficient detail to document provision of service.

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Provider Type – Pre-ETS Providers, ES Providers
- service is billed at an hourly rate, with a maximum of 40 hours.
- This is an optional service and has no prerequisite service(s).
- This service must include alternative learning tools/strategies such as discussions, videos, photos, easy reading materials and manipulatives to maximize training content understanding.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond the 30 days, justification must be provided as a case note.
- VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.
- The service begin date must be on or after the open authorization date. The service end date must be the last day of the Postsecondary Educational Counseling.

VR-Specific Information

- Vendor requested payment requirements:
 - The training and support services log must be attached to the Vendor requested payment.
 - The training and support services log must include the following:
 - Dates and times of training;
 - Name and title of the trainer;
 - Documentation of the activities completed; and
 - Any additional supports or needs of the student.
 - The student, parent/guardian (if applicable) and Provider must sign the training and support services log.

- If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- VR reserves the right to reject a Vendor requested payment if they do not reflect an adequate level of documentation to verify Provider interaction with student.
- Vendor requested payment requirements:
 - Was the training and support services log attached to Vendor requested payment.
 - The training and support services log must include the following:
 - Dates and times of training;
 - Name and title of the trainer;
 - Documentation of the activities completed; and
 - Any additional supports or needs of the student.
 - The student, parent/guardian (if applicable) and Provider must sign the training and support services log.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Service Description: Postsecondary Education Campus Tours

Service Definition:

Assists participants in gaining an awareness of the wide range of Postsecondary education pathway options. service includes campus tours of Postsecondary education institutions including an introduction to the disability services office.

Acceptable Delivery Methods, Capacities and Duration:

- In-Person (up to 5 individuals)
- Campus tours lasting more than four hours must include a 30-minute non-billable break.

Service Requirements:

- Up to three Postsecondary Campus Tour service Authorizations can be open at one time.
- This service is available to potentially eligible participants and eligible participants with a disability with Postsecondary Educational Counseling listed on the IPE.
- Must have a MPR case note entry for each month.
- Supporting Documentation/Report:
- Postsecondary Campus Worksheet
- Evidence of Completion:
 - Postsecondary Campus Worksheet signed by the student, parent/guardian (if Applicable), Provider and VR staff.
- MPRs
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.

- MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
- MPR entries must be entered as case notes in Aware and include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries; and
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy.

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Provider Type – Pre-ETS Providers, ES Providers
- This is an optional service. It is not required and has no prerequisite service(s).
- The Postsecondary Campus Worksheet must be completed.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond the 30 days, justification must be provided by the Provider as a case note.
- VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.
- The service begin date must be on or after the open authorization date. The service end date must be the last day of the campus visit.

VR-Specific Information

- Vendor requested payment requirements:
 - The Postsecondary Campus Worksheet must be attached to the Vendor requested payment.
 - The Postsecondary Campus Worksheet must include the following:
 - Date, time and location of campus tour;
 - Departments and offices visited on campus;
 - Reflection on activities completed, in the participant's own words;
 - Any additional supports or needs of the participant; and
 - Participant, parent/guardian (if applicable), Provider and VR staff signatures

Provider-Specific Information

- VR reserves the right to reject a Vendor requested payment if they do not reflect an adequate level of documentation to verify Provider interaction with student.
- Vendor requested payment requirements:

- The Postsecondary Campus Worksheet must be attached to the Vendor requested payment.
- The service begin date must be on or after the open authorization Issue date.
- The Postsecondary Campus Worksheet must be completed accurately and to the satisfaction of the VR staff including:
 - Date, time and location of campus tour;
 - Departments and offices visited on campus;
 - Documentation of the activities completed;
 - Reflection on activities completed, in the participant's own words;
 - Any additional supports or needs of the participant;
 - Participant, parent/guardian (if applicable), Provider and VR staff signatures;
- If all the above criteria are met, the Vendor requested payment is ready for approval.

Service: Adult Project SEARCH

Adult Project SEARCH (PS) is a nationally recognized internship program that delivers employment, training and education for adults with disabilities. This hands-on training model is business-driven and provides participants with the opportunity to engage in various work experiences in different career fields. The purpose of this program model is primarily designed for participants to develop the work and social skills needed for meaningful careers. This allows interns to identify the opportunity that best matches their strengths, aptitude and interests. Participants will develop marketable skills acquired through total immersion in occupations at a host business site. PS participant success will be demonstrated by the intern transitioning into year-round, competitive integrated employment.

Service Description: Project SEARCH Initial Skills Assessment

Service Definition:

The employment Providers will conduct a pre-assessment using the Vocational Fit Assessment evaluation tool.¹ This assessment will be updated quarterly and after the completion of the program. The Vocational Fit Assessment is a valid and reliable assessment of student abilities and internship demands which can be used to measure a student's, intern's or worker's skills and a job's demands.

Service Requirements:

- One service authorization may be open at a time.
- The participant must be a Supported Employment participant.
- This service is available for PS participants enrolled in secondary or Postsecondary education.
- The Vocational Fit Assessment tool must be used to conduct the assessment.
- There must be an open authorization issued in order to be paid for this service.
- There must be MPR case note entry for each month of service since the open authorization issued date.
- Supporting Document/Report:
 - Initial Skills Assessment
- Evidence of Completion:
 - Copy of the assessment
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.

- MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
- MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
 - Evidence of higher level of support and interaction for supported Employment Services, as supported employment participants require more intensive support to obtain and maintain employment; and
 - VR Counselor's signature for approval.

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There is one service per open authorization.
- The participant's work preferences and identified strengths and capacities must be taken into consideration.
- Provider Type – Supported Employment, On the Job training
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note.
- The VR Counselor has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.
- The service's beginning date must be when the authorization was issued.

VR-Specific Information

- Vendor requested payment Requirements:
 - The Initial Skills Assessment must be completed within 30 days of authorization issued date or was acceptable justification provided if submitted beyond 30 days (e.g., circumstances beyond control);
 - A copy of the Initial Skills Assessment must be attached to the Vendor requested payment;
 - The MPRs are submitted for each month of activity and must be submitted within 30 days following the month services were rendered; and
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment Requirements:
 - Complete the Initial Skills Assessment within 30 days of authorization issued date or was acceptable justification provided if submitted beyond 30 days (e.g., circumstances beyond control);
 - Attach a copy of the Initial Skills Assessment to the Vendor requested payment.
 - Submit MPRs for each month of activity and submit within 30 days following the month services were rendered;
 - Complete the Provider Summary Invoice;
 - The service begin date must be on or after the open authorization Issue date; and
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Project SEARCH Worksite Agreement

Service Definition:

The PS Worksite agreement outlines and documents the responsibilities of all parties, anticipated rotations, anticipated number of hours for completion and skills to be developed.

Service Requirements:

- One service authorization may be open at a time.
- The participant must be a Supported Employment participant.
- This service is available for PS participants enrolled in Postsecondary education.
- There must be an open authorization issued to be paid for this service.
- The PS Worksite Agreement must be signed by the participant, parent/guardian (if applicable), Provider, worksite representative and Counselor.
- The Counselor must review the agreement within 10 business days from the date of submission to approve or reject the PS Worksite Agreement.
- All signatures must be completed prior to the start of the first PS rotation.
 - The VR Counselor's signature must be the last signature obtained.
- There must be an MPR case note entry for each month of service beginning with the open authorization issued date.
- Supporting Document/reports:
 - PS Worksite Agreement
- Evidence of Completion:
 - PS Worksite Agreement with signatures
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:

- Dates and details of all activities performed;
- Multiple entries per month, typically four or five entries;
- At least one to two face-to-face interactions with the participant;
- Clear and concise entries;
- All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
- Evidence of higher level of support and interaction for supported Employment Services, as supported employment participants require more intensive support to obtain and maintain employment; and
- VR Counselor's signature for approval.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There is one service per open authorization.
- The Counselor must enter details in the VR Workers Compensation Log prior to the start of the experience.
- When establishing a PS Worksite Agreement, the Department of Labor standard must be.
- PS rotations typically last 10-12 weeks.
- Provider Type – Supported Employment/On the Job Training
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note.
- The VR Counselor has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.
- The service begin date must be on or after the open authorization date. The service end date must be the VR Counselor signature date, which must be the last signature obtained.

VR-Specific Information

- Vendor requested payment requirements:
 - The proposed timeframes for the anticipated rotations must be appropriate.
 - The PS Worksite Agreement must be signed by the participant, parent/guardian (if applicable), Provider, worksite representative and Counselor.
 - All signatures must be completed prior to the start of the first rotation.
 - A copy of the PS Worksite Agreement must be attached to the Vendor requested payment.
 - Enter the details in the VR Workers Compensation Log.
 - An approved MPR must be submitted for each month of service and within 30 days following the month services were rendered.

- If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor Request for Payment requirements:
 - The PS Worksite Agreement must be signed by the participant, parent/guardian (if applicable), Provider, worksite representative and Counselor.
 - All signatures must be completed prior to the start of the first rotation.
 - Attach a copy of the PS Worksite Agreement to the Vendor requested payment.
 - Submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Project SEARCH End of Rotation Report

Service Definition:

This is a narrative report supporting the progress toward the skills the participant is working on as it relates back to the assessment. A narrative for each of the selected skills to document progress made or an explanation for lack of progress.

An **End of Rotation Report** is a required supporting document/report for **each** PS Rotation, for which there is a specific corresponding fee code. This report must be signed and dated by the participant, Rotation Site Supervisor and Employment Specialist.

Service Requirements:

- There must be an MPR case note entry for each month of service beginning with the open authorization issued date.
- Supporting Document/reports:
 - End of Rotation Report
- Evidence of Completion:
 - End of Rotation Report with all signatures
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;

- Multiple entries per month, typically four or five entries;
- At least one to two face-to-face interactions with the participant;
- Clear and concise entries;
- All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
- Evidence of higher level of support and interaction for supported Employment Services, as supported employment participants require more intensive support to obtain and maintain employment; and
- VR Counselor's signature for approval.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There is one service per open authorization.
- The PS End of Rotation Report must be comprehensively completed to the Counselor's satisfaction.
- Provider Type – Supported Employment/ OJT
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note.
- The VR Counselor has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment Requirements:
 - If the PS Rotation does not take place, the service is not billable.
 - The PS End of Rotation Report must be comprehensively completed to the Counselor's satisfaction.
 - The PS End of Rotation Report must be signed by you, the participant, rotation Supervisor and the Provider.
 - A copy of the PS End of Rotation report must be attached to the Vendor requested payment.
 - An MPR must be submitted for each month of service since the service authorization issued date.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment Requirements:
 - The PS Rotation must take place. If not, the service is not billable.

- The PS End of Rotation Report must be comprehensively completed to the Counselor's satisfaction.
- The PS End of Rotation Report must be signed by you, the participant, rotation Supervisor and the VR Counselor.
- The PS End of Rotation report must be attached to the Vendor requested payment.
- An MPR must be submitted for each month of service since the service authorization issued date.
- Complete the Provider Summary Invoice.
- The service begin date must be on or after the open authorization Issue date.
- If all the above criteria are met, the Vendor requested payment is ready for approval.

Service Description: Project SEARCH Final Skills Summary

Service Definition:

The PS final skills summary report is a narrative for each of the selected skills to document progress made or explanation for lack of progress directly linking the initial assessment to final performance. The assessment contains a report on the three rotations, measurable skill gains, comparison of initial assessment and final detailed report.

Service Requirements:

- One PS Final Skills Summary open authorization can be open at a time.
- End of Rotation Reports for each rotation must be submitted and approved by VR Counselor.
- PS final skills summary report must be signed by the participant, VR Counselor and the Provider.
- There must be an MPR case note entry for each month of service since the open authorization date.
- Supporting Documentation/Report:
 - PS final skills summary report
- Evidence of Completion:
 - PS final skills summary report with signatures
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;

- All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
- Evidence of higher level of support and interaction for supported Employment Services, as supported employment participants require more intensive support to obtain and maintain employment; and
- VR Counselor's signature for approval.

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There is one service per open authorization.
- PS final skills summary report must be comprehensive and completed to VR Counselor's satisfaction.
- The VR Counselor has the discretion to accept or reject the PS Final Skills Summary.
- Provider Type – Supported Employment, OJT
- The Vendor requested payment must be submitted in Aware within 30 days of service completion. If submission occurs beyond 30 days, justification must be provided as a case note.
- VR Counselor has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service completion.

VR-Specific Information

- Vendor requested payment requirements:
 - If the participant did not complete all 3 rotations as outlined in the PS Worksite Agreement, due to circumstances beyond the Provider's control, the Provider must document comprehensive information in the PS final skills summary report to the VR Counselor's satisfaction.
 - The PS final skills summary report must be comprehensive and completed to the VR Counselor's satisfaction.
 - The PS final skills summary report must be signed by the participant, Provider, and the VR Counselor.
 - A copy of the PS final skills summary report must be attached to the Vendor requested payment.
 - An approved MPR must be submitted for each month of service since the open authorization date.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - If the participant did not complete all 3 rotations as outlined in the PS Worksite Agreement, due to circumstances beyond the Provider's control, the Provider must

document comprehensive information in the PS final skills summary report to the VR Counselor's satisfaction.

- The PS final skills summary report must be completed to the VR Counselor's satisfaction.
- The PS final skills summary report must be signed by the participant, Provider and the VR Counselor.
- A copy of the PS final skills summary report must be attached to the Vendor requested payment.
- An approved MPR must be submitted for each month of service since the open authorization date.
- Complete the Provider Summary Invoice.
- The service begin date must be on or after the open authorization Issue date.
- If all the above criteria are met, the Vendor requested payment is ready for approval.

Service: Youth Project SEARCH

Pursuant to Title 34, section 361.48, C.F.R., the following service falls within the scope of Vocational Rehabilitation services for individuals with disabilities.

Participants must meet the definition of a Student with a Disability as defined in Part B of the Individual with Disabilities Act, 34 C.F.R. 361.5(c)(51) and the Workforce Innovation and Opportunities Act (WIOA). The criteria are to:

- Be between the ages of 14 and 21 years old;
- Be enrolled in a formal education program (secondary or Postsecondary); and
- Have a documented disability (individual education plan (IEP), IPE, Section 504 or other acceptable documentation).

Project SEARCH (PS) is a one-year school-to-work transition program designed for participants with intellectual and developmental disabilities who are in their last year of high school. The Project SEARCH model involves real-life work experience combined with training in employability and independent-living skills to help young people with most significant disabilities make successful transitions to productive adult life. At the training program's completion, Project SEARCH participants are employed in complex and rewarding jobs in a competitive and integrated environment.

Service Description: Project SEARCH Initial Skills Assessment

Service Definition:

The employment Providers will conduct a pre-assessment using the Vocational Fit Assessment evaluation tool. This assessment will be updated quarterly and after the completion of the program. The Vocational Fit Assessment is a valid and reliable assessment of student abilities and internship demands, which can be used to measure a student's, intern's, or worker's skills and a job's demands.

*Since this is an assessment, the corresponding adult fee code will be used to support participant involvement in project SEARCH.

Service Requirements:

- One service authorization may be open at a time.
- The participant must be a Supported Employment participant
- This service is available for Project SEARCH participants enrolled in secondary education.
- The Vocational Fit Assessment tool must be used to conduct the assessment.
- There must be an open authorization issued in order to be paid for this service.
 - School districts are excluded from this service if done during the school day, during the school year.
- These services use an adult service code to support participant involvement.

- There must be a MPR case note entry for each month of service since the open authorization issued date.
- Supporting Document/Report:
 - Initial Skills Assessment
- Evidence of Completion:
 - Copy of the assessment
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
 - Evidence of higher level of support and interaction for supported Employment Services, as supported employment participants require more intensive support to obtain and maintain employment; and
 - VR Counselor's signature for approval.

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There is one service per open authorization.
- The participant's work preferences and identified strengths and capacities must be taken into consideration.
- Provider Type – Supported Employment, On-the-Job Training
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.
- The service begin date must be on or after the open authorization date.

VR-Specific Information

- Vendor requested payment requirements:

- The Initial Skills Assessment must be completed within 30 days of authorization issued date or was acceptable justification provided if submitted beyond 30 days (e.g., circumstances beyond control).
- A copy of the Initial Skills Assessment must be attached to the Vendor requested payment.
- MPRs must be submitted for each month of activity and submitted within 30 days following the month services were rendered.
- If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - Complete the Initial Skills Assessment within 30 days of authorization issued date or was acceptable justification provided if submitted beyond 30 days (e.g., circumstances beyond control).
 - Attach a copy of the Initial Skills Assessment to the Vendor requested payment.
 - Submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Project SEARCH Worksite Agreement

Service Definition:

The PS Worksite agreement outlines and documents the responsibilities of all parties, anticipated rotations, anticipated number of hours for completion and skills to be developed.

Service Requirements:

- One service authorization may be open at a time.
- The participant must be a Supported Employment participant.
- This service is available for Project SEARCH participants enrolled in secondary education.
- There must be an open authorization issued to be paid for this service.
- The PS Worksite Agreement must be signed by the participant, parent/guardian (if applicable), Provider, worksite representative and Counselor.
- The Counselor must review the agreement within 10 business days from the date of submission to approve or reject the PS Worksite Agreement.
- All signatures must be completed prior to the start of the first PS rotation.
 - The VR Counselor's signature must be the last signature obtained.
- There must be an MPR case note entry for each month of service beginning with the open authorization issued date.

- Supporting Document/reports:
 - PS Worksite Agreement
- Evidence of Completion:
 - PS Worksite Agreement with signatures
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
 - Evidence of higher level of support and interaction for supported Employment Services, as supported employment participants require more intensive support to obtain and maintain employment; and
 - VR Counselor's signature for approval.

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There is one service per open authorization.
- The Counselor must enter details in the VR Workers Compensation Log prior to the start of the experience.
- When establishing a PS Worksite Agreement, the Department of Labor standard must be.
- PS rotations typically last 10-12 weeks.
- Provider Type – Supported Employment/On-the-Job Training
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note.
- VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

- The service begin date must be on or after the open authorization date. The service end date must be the VR Counselor signature date, which must be the last signature obtained.

VR-Specific Information

- Vendor requested payment requirements:
 - The proposed timeframes for the anticipated rotations must be appropriate.
 - The PS Worksite Agreement must be signed by the participant, parent/guardian (if applicable), Provider, worksite representative and Counselor.
 - All signatures must be completed prior to the start of the first rotation.
 - A copy of the PS Worksite Agreement must be attached to the Vendor requested payment.
 - Enter the details in the VR Workers Compensation Log.
 - An approved MPR must be submitted for each month of service and submitted within 30 days following the month services were rendered.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - The PS Worksite Agreement must be signed by the participant, parent/guardian (if applicable), Provider, worksite representative and Counselor.
 - All signatures must be completed prior to the start of the first rotation.
 - Attach a copy of the PS Worksite Agreement to the Vendor requested payment.
 - Submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Project SEARCH End of Rotation Report

Service Definition:

This is a narrative report supporting the progress toward the skills the participant is working on as it relates back to the assessment. A narrative for each of the selected skills to document progress made or an explanation for lack of progress.

An **End of Rotation Report** is a required supporting document/report for **each** PS Rotation, for which there is a specific corresponding fee code. This report must be signed and dated by the participant, rotation site Supervisor and employment specialist.

Service Requirements:

- One PS Final Skills Summary open authorization can be open at a time.
- End of Rotation Reports for each rotation must be submitted and approved by the VR Counselor.
- The PS final skills summary report must be signed by the participant, VR Counselor and the Provider.
- There must be an MPR case note entry for each month of service since the open authorization date.
- Supporting Document/reports:
 - End of Rotation Report
- Evidence of Completion:
 - End of Rotation Report with all signatures
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
 - Evidence of higher level of support and interaction for supported Employment Services, as supported employment participants require more intensive support to obtain and maintain employment; and
 - VR Counselor's signature for approval.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There is one service per open authorization.
- The PS End of Rotation Report must be comprehensively completed to the Counselor's satisfaction.
- Provider Type – Supported Employment/ OJT
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note.

- VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment requirements:
 - The PS Rotation must take place. If not, the service is not billable.
 - The PS End of Rotation Report must be comprehensively completed to the Counselor's satisfaction.
 - The PS End of Rotation Report must be signed by you, the participant, rotation Supervisor and the Provider.
 - A copy of the PS End of Rotation report must be attached to the Vendor requested payment.
 - An MPR must be submitted for each month of service since the service authorization issued date.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - The PS Rotation must take place. If not, the service is not billable.
 - The PS End of Rotation Report must be comprehensively completed to the Counselor's satisfaction.
 - The PS End of Rotation Report must be signed by you, the participant, rotation Supervisor and the VR Counselor.
 - A copy of the PS End of Rotation report must be attached to the Vendor requested payment.
 - Was an MPR submitted for each month of service since the service authorization issued date.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Service Description: Project SEARCH Final Skills Summary

Service Definition:

The PS final skills summary report is a narrative for each of the selected skills to document progress made or explanation for lack of progress directly linking the initial assessment to final performance. The assessment contains a report of the three rotations, measurable skill gains, comparison of initial assessment and final detailed report.

Service Requirements:

- One PS Final Skills Summary open authorization can open at a time.

- End of Rotation Reports for each rotation must be submitted and approved by the VR Counselor.
- The PS final skills summary report must be signed by the participant, VR staff and the Provider.
- There must be an MPR case note entry for each month of service since the open authorization date.
- Supporting Documentation/Report:
 - PS final skills summary report
- Evidence of Completion:
 - PS final skills summary report with signatures
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
 - Evidence of higher level of support and interaction for supported Employment Services, as supported employment participants require more intensive support to obtain and maintain employment; and
 - VR Counselor's signature for approval.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There is one service per open authorization.
- The PS final skills summary report must be comprehensive and completed to the VR Counselor's satisfaction.
- VR staff has the discretion to accept or reject the PS Final Skills Summary.
- Provider Type – Supported Employment/OJT
- Service Description – Youth Project Search Final Skills Assessment
- The Vendor requested payment must be submitted in Aware within 30 days of service completion. If submission occurs beyond 30 days, justification must be provided as a case note.

- VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service completion.

VR-Specific Information

- Vendor requested payment requirements:
 - If the participant did not complete all 3 rotations as outlined in the PS Worksite Agreement, due to circumstances beyond the Provider's control, the Provider must document comprehensive information in the PS final skills summary report to the VR Counselor's satisfaction.
 - The PS final skills summary report must be comprehensive and completed to the VR Counselor's satisfaction.
 - The PS final skills summary report must be signed by the participant, Provider and the VR Counselor.
 - A copy of the PS final skills summary report must be attached to the Vendor requested payment.
 - An MPR must be submitted for each month of service since the open authorization date.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - If the participant did not complete all 3 rotations as outlined in the PS Worksite Agreement, due to circumstances beyond the Provider's control, comprehensively document information in the PS final skills summary report to the VR Counselor's satisfaction.
 - The PS final skills summary report must be completed to the VR Counselor's satisfaction.
 - The PS final skills summary report must be signed by you, the participant, and the VR Counselor.
 - A copy of the PS final skills summary report must be attached to the Vendor requested payment.
 - An MPR must be submitted for each month of service since the open authorization date.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Service: Self-advocacy Training services

Pursuant to Title 34, section 361.48, C.F.R., the following service falls within the scope of Vocational Rehabilitation services for individuals with disabilities.

Participants must meet the definition of a Student with a Disability in alignment with s. 413.301, F.S., The criteria are to:

- Be between the ages of 14 and 21 years old;
- Be enrolled in a formal education program (secondary or Postsecondary); and
- Have a documented disability (IEP, IPE, Section 504, or other acceptable documentation).

Pursuant to 34 C.F.R. § 361.5(c)(58), “Youth with a Disability” means an individual with a disability who is not:

- Younger than 14 years of age; and
- Older than 24 years of age.

Self-advocacy refers to a participant’s ability to effectively communicate, convey, negotiate, or assert his or her own interests and desires. Self-advocacy Training services are designed to prepare participants to communicate their strengths, goals, and needs effectively when applying to Postsecondary institutions or potential employers.

Providers are required to complete additional training and certification prior to delivering any Self-advocacy Training. The required standard curriculum, as outlined in the Self-advocacy Curriculum Expectations document, is provided as part of this training.

Self-advocacy Training services involve a series of stand-alone courses covering three distinct topic areas. It is recommended that these courses be taken in order of Self-awareness, Self-efficacy, and Self-determination. However, the courses may be taken in any order according to the participants’ needs. Providers are no longer required to document the number of hours spent on each course, provided that all curriculum topics are covered, and services are completed. However, guidelines are provided regarding the number of hours anticipated for each course. Course fees are paid at a flat rate, regardless of the number of hours required to complete the course.

Service Description: Self-advocacy Training: Self-Awareness

Service Definition:

The goal of this course is to increase the participants’ understanding of their strengths, skills and disability-related needs pertaining to employment and education. Course topics include the following:

- Disability disclosure
- Intrinsic motivation
- Self-reflection
- Knowledge of rights and responsibilities

Acceptable Delivery Methods, Capacities and Duration:

- Virtual: up to 10 participants per certified instructor
- In-Person: up to 10 participants per certified instructor
- It is anticipated that participants will take 10-15 hours to complete the topics and services required for this course.
- All Providers are required to follow a standard curriculum using the approved curriculum resources outlined in the self-advocacy training Curriculum Expectations document provided by VR Vendor Registration.

Service Requirements:

- Available to potentially eligible participants (ages 14-21) and eligible youth up to age 24.
- Any training session exceeding four hours requires a 30-minutes minimum break and breaks cannot be counted as service hours.
- Supporting Documentation/Report:
 - Summary reflection journal
 - Self-awareness profile
- Evidence of Completion:
 - Copy of signed Summary reflection journal

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There can be one Self-Awareness service per service authorization.
- There is no limit on Self-advocacy training: Self-Awareness service requests per case.
- There can only be one open Self-advocacy training: Self-Awareness service request at a time.
- This course may be provided as a stand-alone course or with other Self-advocacy training courses.
- It is recommended that the Self-advocacy training courses be taken in order of Self-Awareness, Self-efficacy and Self-determination. However, the courses may be taken in any order according to the participants' needs.
- Providers are not required to document the number of hours spent on each course, provided that all curriculum topics are covered, and services are completed.
- Course fees are paid at a flat rate, regardless of the number of hours required to complete the course.
- Provider Type – Self-Advocacy approved Pre-ETS Providers, ES Providers
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment requirements:
 - The Summary reflection journal must be attached to the Vendor requested payment.
 - The Summary reflection journal must include the following.
 - Dates of training sessions;
 - Units/topics covered for each training session;
 - Reflection on activities completed and skills learned, in the customer's own words;
 - Summary statement of how the skills learned in the course will be useful in the future; and
 - Participant and Provider signatures,
 - The Self-awareness profile must be attached to the Vendor requested payment.
 - The Self-awareness profile must include the following information:
 - Participant's personal strengths and assets, relationships, technology, community-based resources and identified needs related to their disability or disabilities.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment Requirements:
 - Attach the summary reflection journal to the Vendor requested payment.
 - The Summary reflection journal must include the following.
 - Dates of training sessions;
 - Units/topics covered for each training session;
 - Reflection on activities completed and skills learned, in the customer's own words;
 - Summary statement of how the skills learned in the course will be useful in the future; and
 - Participant and Provider signatures.
 - Attach the Self-awareness portfolio to the Vendor requested payment.
 - The Self-awareness portfolio must include the following:
 - Participant's personal strengths and assets, relationships, technology, community-based resources, and identified needs related to their disability or disabilities.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Self-advocacy Training: Self-efficacy

Service Definition:

The goal of this course is to build the participants' skills in communicating with employers and educational institutions about their strengths and needs. Course topics include the following:

- Effective communication
- Requesting help
- Assertiveness
- Listening
- Identifying and requesting accommodations
- Problem-solving

Acceptable Delivery Methods, Capacities and Duration:

- Virtual: up to 10 participants per certified instructor
- In-Person: up to 10 participants per certified instructor
- It is anticipated that participants will take 10-15 hours to complete the topics and services required for this course.
- All Providers are required to follow a standard curriculum using the approved curriculum resources outlined in the Self-advocacy training Curriculum Expectations document provided by VR Vendor Registration.

Service Requirements:

- Available to potentially eligible participants (ages 14-21) and eligible youth up to age 24.
- Any training session exceeding four hours requires a 30-minute minimum break and breaks cannot be counted as service hours.
- Supporting Documentation/Report:
 - Summary reflection journal
 - Summative Assessment/Mock Interview Rubric
- Evidence of Completion:
 - Copy of signed Reflection Journal

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There can be one Self-efficacy service per service authorization.
- There is no limit on Self-advocacy Training: Self-efficacy service requests per case.
- The course may be provided as a stand-alone course or with other Self-advocacy Training courses.
- There can be only one open Self-advocacy Training: Self-efficacy service request at a time.
- It is recommended that the Self-advocacy training courses be taken in order of Self-Awareness, Self-efficacy and Self-determination. However, the courses may be taken in any order according to the participant's needs.

- Providers are not required to document the number of hours spent on each course, provided that all curriculum topics are covered, and services are completed.
- Course fees are paid at a flat rate, regardless of the number of hours required to complete the course.
- Provider Type – Self-Advocacy approved Pre-ETS Providers, ES Providers
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment Requirements:
 - The Summary reflection journal must be attached to the Vendor requested payment.
 - The Summary reflection journal must include the following.
 - Dates of training sessions;
 - Units/topics covered for each training session;
 - Reflection on activities completed and skills learned, in the customer's own words;
 - Summary statement of how the skills learned in the course will be useful in the future; and
 - Participant and Provider signatures.
 - The Summative assessment/mock interview rubric must be attached to the Vendor requested payment.
 - The Summative assessment/mock interview rubric must include the following:
 - Mock interview evaluator's name and comments, and participants score for each competency.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment Requirements:
 - Attach the Summary reflection journal to the Vendor requested payment.
 - Summary reflection journal must include the following.
 - Dates of training sessions;
 - Units/topics covered for each training session;
 - Reflection on activities completed and skills learned, in the customer's own words;
 - Summary statement of how the skills learned in the course will be useful in the future; and
 - Participant and Provider signatures.
 - Attach the Summative assessment/mock interview rubric to the Vendor requested payment.

- The Summative assessment/mock interview rubric must include the following:
 - Mock interview evaluator's name and comments, and participants score for each competency.
- Complete the Provider Summary Invoice.
- The service begin date must be on or after the open authorization Issue date.
- If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Self-advocacy training: Self-determination

Service Definition:

The goal of this course is to increase the participant's skill in identifying and achieving goals, including goals related to education, employment and personal fulfillment. Course topics include the following:

- Decision-making
- Goal setting and attainment
- Leadership
- Progress monitoring

Acceptable Delivery Methods, Capacities and Duration:

- Virtual: up to 10 participants per certified instructor
- In-Person: up to 10 participants per certified instructor
- It is anticipated that participants will take 10-15 hours to complete the topics and services required for this course.
- All Providers are required to follow a standard curriculum using the approved curriculum resources outlined in the Self-advocacy training Curriculum Expectations document provided by VR Vendor Registration.

Service Requirements:

- Available to potentially eligible youth (ages 14-21) and eligible youth up to age 24.
- Any training session exceeding four hours requires a 30-minutes minimum break and breaks cannot be counted as service hours.
- Supporting Documentation/Report:
 - Summary reflection journal
- Pre- and post assessment (As indicated in the approved Self-Advocacy Curriculum)
 - Evidence of Completion:
 - Copy of signed Summary Reflection Journal

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.

- There is only one Self-advocacy training: Self-determination service per service authorization.
- There is no limit on Self-advocacy training: Self-determination service requests per case.
- There can be only open Self-advocacy training: Self-determination service request at a time.
- The course may be provided as a stand-alone course or in conjunction with other Self-advocacy training courses.
- It is recommended that the Self-advocacy training courses be taken in order of Self-Awareness, Self-efficacy, and Self-determination. However, the courses may be taken in any order according to the participant's need.
- Providers are not required to document the number of hours spent on each course, provided that all curriculum topics are covered, and services are completed. Course fees are paid at a flat rate, regardless of the number of hours required to complete the course.
- Provider Type – Self-Advocacy approved Pre-ETS Providers, ES Providers
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment Requirements:
 - The Summary reflection journal must be attached to the Vendor requested payment.
 - The Summary reflection journal must include the following.
 - Dates of training sessions;
 - Units/topics covered for each training session;
 - Reflection on activities completed and skills learned, in the customer's own words;
 - Summary statement of how the skills learned in the course will be useful in the future; and
 - Participant and Provider signatures.
 - The Pre- and post-assessment must be attached to the Vendor requested payment.
 - The Pre- and post-assessment must include the following.
 - Scored AIR Self-determination scale completed by the customer at the beginning of the course; and
 - Scored AIR Self-determination scale completed by the customer at the end of the course.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment Requirements:

- Attach the Summary reflection journal to the Vendor requested payment.
- The Summary reflection journal must include the following.
 - Dates of training sessions;
 - Units/topics covered for each training session;
 - Reflection on activities completed and skills learned, in the customer's own words;
 - Summary statement of how the skills learned in the course will be useful in the future; and
 - Participant and Provider signatures.
- Attach the Pre- and post-assessment to the Vendor requested payment.
- The Pre- and post-assessment must include the following.
 - Scored AIR Self-determination scale completed by the customer at the beginning of the course; and
 - Scored AIR Self-determination scale completed by the customer at the end of the course.
- Complete the Provider Summary Invoice.
- The service begin date must be on or after the open authorization Issue date.
- If all the above criteria are met, the Vendor requested payment is ready for approval.

Service: Self-Employment and Supported Self-Employment

Self-Employment services provide an opportunity for participants with disabilities to own a business with appropriate resources and supports. The program is a systematic process that starts with the person and uses discussions and personal interactions to learn about the participant and his/her ideal conditions of employment. From that information, business ideas that fit the participant's unique capabilities are identified. Information is then gathered on the feasibility of the business idea(s) and a business plan is developed for only the most promising business concepts.

Supported Self-Employment provides the opportunity for participants with most significant disabilities to own a business with appropriate resources and support. Participants who meet the criteria for Supported Employment and are interested in Self-Employment may pursue Supported Self-Employment. Supported Self-Employment differs from Self-Employment because the participant requires and receives support and ongoing assistance in the daily running of the business. Supports are not time limited and may be needed for the life of the business.

*Working with a Certified Business Technical Assistant Consultant (CBTAC) is strongly recommended but not required. *

Service Description: Initial Self-Employment Exploration Meeting

Service Definition:

This is a meeting between the CBTAC and a participant for the purpose of discussing the benefits and disadvantages of Self-Employment with the participant. Discussion would include topics such as abilities, interests, capabilities, limitations, and supports and resources available presently to the participant.

Service Requirements:

- This service is available for adult participants with disabilities and most significant disabilities.
- There must be an approved MPR for each month of service since the open authorization issued date.
- CBTACs must receive a service authorization before beginning to work with a participant.
- CBTACs can only bill for completed services and must submit a comprehensive report summarizing the work completed.
 - A Counselor may request additional information after reviewing the documentation and CBTACs must provide the requested information.
- The services that **may not** be included for self-employment and supported self-employment:
 - Businesses speculative in nature, such as investments in real estate, etc.

- Businesses organized as hobbies, i.e., activities engaged in not for profit (I.R.S. ATG § 183)
- Construction and/or purchase of real estate
- Refinancing of existing debt
- Paying salaries
- Purchase of vehicles
- Businesses that may violate community morality or are unlawful
- Business license renewals on a continuing basis
- Businesses that are not-for-profit corporations
- Business that are franchises
- An expansion of an existing business
- Ongoing support of a business
- Paying taxes
- Supporting Documentation/Report:
 - Self-Employment Exploration Summary
- Evidence of Completion:
 - Self-Employment Exploration Summary
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - All types of contact such as telephone calls, face-to-face or virtual meetings; and
 - Any need of higher level of support and interaction.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Service Description – Initial Self-Employment Exploration Meeting
- Provider Type – CBTAC
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note.

- VR staff has discretion in approving or rejecting any Vendor requested payments submitted after 30 days of service achievement.
- There is one service per service authorization.
- Self-Employment option must be selected in Aware.
- Services do not have to follow a sequential order.

VR-Specific Information

- Vendor requested payment requirements:
 - The CBTAC must submit a comprehensive report summarizing the work completed.
 - The CBTAC must complete the SE Exploration Summary to your satisfaction.
 - The CBTAC must attach a copy of the SE Exploration Summary to the Vendor requested payments.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - Submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - Submit a comprehensive report summarizing the work completed.
 - The SE Exploration Summary must be completed to the Counselor's satisfaction.
 - Attach the SE Exploration Summary to the Vendor requested payment.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Business Concept Development

Service Definition:

This service requires the CBTAC and the participant to explore possible business concept(s) and vocational themes to be explored. This process will include developing a Business Owner Profile including the potential business owner's skills, capacities, interests, support needs and anticipated accommodations, as well as anticipated contributions.

Service Requirements:

- This service is available for adult participants with disabilities and most significant disabilities.
- CBTACs can only bill for completed services and must submit a comprehensive report summarizing the work completed.
 - A Counselor may request additional information after reviewing the documentation and CBTACs must provide the requested information.

- There must be an approved MPR for each month of service since the open authorization issued date.
- Supporting Documentation/Report:
 - Business Concept Development Report
- Evidence of Completion:
 - Business Concept Development Report
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - All types of contact such as telephone calls, face-to-face or virtual meetings; and
 - Any need of higher level of support and interaction.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Provider Type – CBTAC
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond the 30 days, justification must be provided as a case note.
- VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.
- There is one service per service authorization.
- Self-Employment option must be selected in Aware.
- Services do not have to follow a sequential order.

VR-Specific Information

- Vendor requested payment requirements:
 - The CBTAC must submit a comprehensive report summarizing the work completed.
 - The CBTAC must complete the Business Concept Development Report to your satisfaction.

- The CBTAC must attach a copy of the Business Concept Development Report to the Vendor requested payment.
- If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - Submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - Submit a comprehensive report summarizing the work completed.
 - The Business Concept Development Report must be completed to the Counselor's satisfaction.
 - Attach the Business Concept Development Report to the Vendor requested payment.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Market Research and Benefit Analysis

Service Definition:

This service includes deciding on the actual business concept as well as related market research and the benefits analysis associated with the final business concept decision.

Service Requirements:

- This service is available for adult participants with disabilities and most significant disabilities.
- CBTACs can only bill for completed services and must submit a comprehensive report summarizing the work completed.
 - A Counselor may request additional information after reviewing the documentation and CBTACs must provide the requested information.
- There must be an MPR entry for each month of service since the open authorization issued date.
- Supporting Documentation/Report:
 - Market Research Summary
 - Benefit Analysis Summary
- Evidence of Completion:
 - Market Research Summary
 - Benefit Analysis Summary
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.

- VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
- MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
- MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - All types of contact such as telephone calls, face-to-face or virtual meetings; and
 - Any need of higher level of support and interaction.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Provider Type – CBTAC
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond the 30 days, justification must be provided as a case note.
- VR staff has discretion in approving or rejecting any Vendor requested payments submitted after 30 days of service achievement.
- There is one service per service authorization.
- Self-Employment option must be selected in Aware.
- Services do not have to follow a sequential order.

VR-Specific Information

- Vendor requested payment requirements:
 - MPRs must be submitted for each month of activity and within 30 days following the month services were rendered.
 - The CBTAC must submit a comprehensive report summarizing the work completed.
 - The Market Research and Benefit Analysis Summaries must be completed to your satisfaction.
 - The Market Research and Benefit Analysis Summaries must be attached to the Vendor requested payment.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:

- Submit MPRs for each month of activity and within 30 days following the month services were rendered.
- Submit a comprehensive report summarizing the work completed.
- Complete the Market Research and the Benefit Analysis summaries to the Counselor's satisfaction.
- Attach the Market Research and the Benefit Analysis summaries to the Vendor requested payments.
- Complete the Provider Summary Invoice.
- The service begin date must be on or after the open authorization Issue date.
- If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Business Financials and Marketing Plan

Service Definition:

This service includes the development of two plans, the Financial Plan and the Marketing Plan. The Financial Plan is a comprehensive overview of the financial projections of the proposed business. The Marketing Plan includes a description of the target market(s), the marketing messages, key marketing strategies to be utilized, and the associated projected marketing expenses.

Service Requirements:

- This service is available for adult participants with disabilities and most significant disabilities.
- CBTACs can only bill for completed services and must submit a comprehensive report summarizing the work completed.
 - A Counselor may request additional information after reviewing the documentation and CBTACs must provide the requested information.
- There must be an MPR entry for each month of service since the open authorization issued date.
- Supporting Documentation/Report:
 - Financial Projection Overview Report
 - Marketing Plan Summary
- Evidence of Completion:
 - Financial and Marketing Plans
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:

- Dates and details of all activities performed;
- Multiple entries per month, typically four or five entries;
- At least one to two face-to-face interactions with the participant;
- Clear and concise entries;
- All types of contact such as telephone calls, face-to-face or virtual meetings; and
- Any need of higher level of support and interaction.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Provider Type – CBTAC
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond the 30 days, justification must be provided as a case note.
- VR staff has discretion in approving or rejecting any Vendor requested payments submitted after 30 days of service achievement.
- There is one service per service authorization.
- Self-Employment option must be selected in Aware.
- Services do not have to follow a sequential order.

VR-Specific Information

- Vendor requested payment requirements:
 - MPRs must be submitted for each month of activity and within 30 days following the month services were rendered.
 - The CBTAC must submit a comprehensive report summarizing the work completed.
 - The Financial Projection Overview Report and the Marketing Plan Summary must be completed to your satisfaction.
 - The Financial Projection Overview Report and the Marketing Plan Summary must be attached to the Vendor requested payment.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - Submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - Submit a comprehensive report summarizing the work completed.
 - Complete the Financial Projection Overview Report and the Marketing Plan Summary to the Counselor's satisfaction.
 - Attach the Financial Projection Overview Report and the Marketing Plan Summary to the Vendor requested payment.
 - Complete the Provider Summary Invoice.

- The service begin date must be on or after the open authorization Issue date.
- If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Business Plan Development

Service Definition:

This service involves the development of an Operations Plan and the Management Plan, both of which will include associated supports identified. This service includes any revisions or updates to the Business Financials, Benefits Analysis and/or any other adjustments to previous Reports.

Service Requirements:

- This service is available for adult participants with disabilities and most significant disabilities.
- CBTACs can only bill for completed services and must submit a comprehensive report summarizing the work completed.
 - A Counselor may request additional information after reviewing the documentation and CBTACs must provide the requested information.
- There must be an MPR entry for each month of service since the open authorization issued date.
- Supporting Documentation/Report:
 - Operations Plan
 - Management Plan
- Evidence of Completion:
 - Operation and Management Plans
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face, virtual interactions with the participant;
 - Clear and concise entries;
 - All types of contact such as telephone calls, face-to-face, or virtual meetings and participant advocacy; and
 - Any need of higher level of support and interaction.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Provider Type – CBTAC
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond the 30 days, justification must be provided as a case note.
- VR staff has discretion in approving or rejecting any Vendor requested payments submitted after 30 days of service achievement.
- There is one service per service authorization.
- Self-Employment option must be selected in Aware.
- Services do not have to follow a sequential order.

VR-Specific Information

- Vendor requested payment requirements:
 - MPRs must be submitted for each month of activity and within 30 days following the month services were rendered.
 - The CBTAC must submit a comprehensive report summarizing the work completed.
 - The Operation and Management Plans must be completed to your satisfaction.
 - The Operation and Management Plans must be attached to the Vendor requested payments.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - Submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - Submit a comprehensive report summarizing the work completed.
 - Complete the Operation and Management Plan to the Counselor's satisfaction.
 - Attach the Operation and Management Plan to the Vendor requested payment.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Completed Business Plan

Service Definition:

This service will include the compilation and finalization of the previous services as well as list of all funding requested from VR and other sources, a list of case closure criteria and any **projected implementation hours**.

Service Requirements:

- This service is available for adult participants with disabilities and most significant disabilities.
- CBTACs can only bill for completed services and must submit a comprehensive report summarizing the work completed.
 - A Counselor may request additional information after reviewing the documentation and CBTACs must provide the requested information.
- There must be an entry MPR for each month of service since the open authorization issued date.
- Supporting Documentation/Report:
 - Completed Business Plan
- Evidence of Completion:
 - Completed Business Plan
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face, virtual interactions with the participant;
 - Clear and concise entries;
 - All types of contact such as telephone calls, face-to-face, or virtual meetings and participant advocacy; and
 - Any need of higher level of support and interaction.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Provider Type – CBTAC
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond the 30 days, justification must be provided as a case note.
- VR staff has discretion in approving or rejecting any Vendor requested payments submitted after 30 days of service achievement.
- There is one service per service authorization.
- Self-Employment option must be selected in Aware.
- Services do not have to follow a sequential order.

VR-Specific Information

- Vendor requested payment requirements:
 - MPRs must be submitted for each month of activity and within 30 days following the month services were rendered.
 - The CBTAC must submit a comprehensive report summarizing the work completed.
 - The Completed Business Plan must be finalized to your satisfaction.
 - The Completed Business Plan must be attached to the Vendor requested payment.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - Submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - Submit a comprehensive report summarizing the work completed.
 - Complete the Completed Business Plan to the Counselor's satisfaction.
 - Attach the Completed Business Plan to the Vendor requested payment.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Implementation Hours

Service Definition:

This is an hourly fee service related to the implementation and support for the initial launch of the business. The Implementation Hours Log is used to document the dates, times and descriptions of implementation activities.

***Implementation hours are only applicable once the Completed Business Plan has been approved.**

Service Requirements:

- This service is available for adult participants with disabilities and most significant disabilities.
- An approved Completed Business Plan is required.
- The CBTAC must identify the implementation hours based on the need of the participant during the initial launch of the business.
 - Hours must be adjusted every month based on the need of the participant.
 - Hours must gradually decrease periodically to promote the independence of the business.
 - The VR Counselor must approve the hours prior to implementation
- CBTACs can only bill for completed services and must submit a comprehensive report summarizing the work completed.
 - A Counselor may request additional information after reviewing the documentation and CBTACs must provide the requested information.

- There must be an MPR entry for each month of service since the open authorization issued date.
- Supporting Documentation/Report:
 - Implementation Hours Log
- Evidence of Completion:
 - Implementation Hours Log
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face, virtual interactions with the participant;
 - Clear and concise entries;
 - All types of contact such as telephone calls, face-to-face, or virtual meetings and participant advocacy; and
 - Any need of higher level of support and interaction.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Provider Type – CBTAC
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond the 30 days, justification must be provided as a case note.
- VR staff has discretion in approving or rejecting any Vendor requested payments submitted after 30 days of service achievement.
- There is one service per service authorization.
- Self-Employment option must be selected in Aware.

VR-Specific Information

- Vendor requested payment requirements:
 - MPRs must be submitted for each month of activity and within 30 days following the month services were rendered.
 - The CBTAC must submit a comprehensive report summarizing the work completed.
 - The Implementation Hours Log must be completed to your satisfaction.

- The Implementation Hours Log must be attached to the Vendor requested payment.
- If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - Submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - Submit a comprehensive report summarizing the work completed.
 - Complete the Implementation Hours Log to the Counselor's satisfaction.
 - Attach the Implementation Hours Log to the Vendor requested payment.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service: Supported Employment services

Pursuant to 34 C.F.R. 361.5(c)(53) Supported Employment means competitive integrated employment, including customized employment, or employment in an integrated work setting in which an individual with a most significant disability, including a youth with a most significant disability, is working on a short-term basis toward competitive integrated employment that is individualized and customized consistent with the unique strengths, abilities, interests and informed choice of the individual, including with ongoing support services for individuals with the most significant disabilities:

1. For whom competitive integrated employment has not historically occurred, or for whom competitive integrated employment has been interrupted or intermittent because of a significant disability; and
2. Who, because of the nature and severity of their disabilities, needs intensive Supported Employment services and extended services after the transition from support provided by the designated State unit, in order to perform this work.

Extended services are a required component of Supported Employment. They are ongoing support services and other appropriate services that are needed to support and maintain a participant with a most significant disability in Supported Employment. Extended services are:

- Based on the needs of the participant, as specified in a Supported Employment IPE;
- Provided by a private nonprofit organization, employer or any other appropriate resource paid by sources other than VR; and
- Delivered after a participant with a most significant disability has made the transition from support provided by VR.

Service Description: Supported Pre-Placement Training

Service Definition:

Supported Pre-Placement Training is an optional service for **adults** that may be delivered in conjunction with providing other Supported Employment services. This training is formal, structured, interactive and must be completed prior to Placement. The training curriculum must consist of both lectures and hands-on activity delivered face-to-face or virtually for a minimum duration of 20 hours.

Training must include, at a minimum:

- Resume writing or virtual portfolio;
- Instruction on interviewing skills;
- Searching for and applying for jobs online;
- Finding and completing job applications;
- Managing employer initial contacts;
- Handling conflicts;
- Navigating public transportation; and
- A review of participant employment benefits, if needed.

Training must also include specific topics based on the participant's needs as identified through discussions with the participant, the VR Counselor and other support systems identified by the participant.

Training lasting more than four hours in one day must include a non-billable 30-minute lunch break. No more than five hours per day may be delivered for any method.

Acceptable Delivery Methods, Capacities and Duration:

- Virtual (up to 10 individuals)
- In-Person (up to 10 individuals)
- Hybrid (up to 10 individuals)
- No more than 20 percent of work must be completed independently. Activities conducted during the Pre-Placement Training that require the individual to work independently must be limited to 20 percent of the total training time (e.g., no more than four hours of the 20 required hours). Any training exceeding four hours requires a 30-minute break and breaks cannot be counted as service hours.

Service Requirements:

- There can be only one service authorization at a time.
- The service is available to participants with a Supported Employment IPE.
- The service is not available to participants who are actively employed.
- The VR Counselor may authorize an additional 20 hours of training on a case-by-case basis, for a maximum of 40 hours per case.
- There can be a concurrent service authorization for Career Support Inventory.
- Must have a MPR case note entry for each month of service beginning with the open authorization issued date
- Any training exceeding four hours in one day requires a 30-minute break and breaks cannot be counted as service hours.
- Supporting Documentation/Report:
 - Pre-Placement Training Report
 - Pre-Placement Training Survey
- Evidence of Completion:
 - Copy of signed documents
- MPRs
 - Individual MPRs are required for each month of service beginning with the date of the open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;

- Multiple entries, typically four to five entries per month;
- At least 1 to 2 face-to-face interactions with the participant;
- Clear and concise entries;
- Information about employer(s) who have been contacted or that applications have been submitted to;
- All types of contact such as telephone calls, face to face meetings and participant advocacy;
- Names of specific managers approached will help with employment verification and expediting Vendor requested payment approval; and
- Any need of higher level of support and interaction.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There is one service per service authorization.
- This is an optional service and is not required.
- This service must include alternative training tools/strategies such as discussion, videos, photos, easy read materials and manipulatives to maximize training content understanding.
- Provider Type – ES (must be certified in Supported Employment)
- The Provider must be certified for Supported Employment services.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. All DOE/DVR services are provided through contractual agreements with registered, approved and certified vendors who are then authorized to become VR service Providers, therefore, VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.
- The service beginning date must be when the authorization was issued. The service end date must match the last date of training.

VR-Specific Information

- Vendor requested payment Requirements:
 - The Provider must document a minimum of 20 hours of training time completed by the participant.
 - The Pre-Placement Training Report must be attached to the Vendor requested payment.
 - The Pre-Placement Training Report must include the following:
 - Dates and times of training;
 - Name and title of the trainer; and
 - Documentation of the required topics and any specific to the needs of the participant.

- The participant must sign the survey, and it must be attached to the Vendor requested payment.
- If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment Requirements:
 - Document a minimum of 20 hours of training time completed by the participant.
 - Attach the Pre-Placement Training Report to the Vendor requested payment.
 - The Pre-Placement Training Report must include the following:
 - Dates and times of training;
 - Name and title of the trainer; and documentation of the required topics and any specific to the needs of the participant.
 - The participant must sign the survey, and you must attach it to the Vendor requested payment.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Career Support Inventory

Service Definition:

The Career Support Inventory (CSI) provides detailed documentation of the participant's support structure (needed and presently in place), identified strengths and capacities and available resources relevant to the desired employment outcome.

Service Requirements:

- This service is available for eligible participants with a Supported Employment IPE.
- This service is not available for Potentially Eligible Students.
- Supported Employment must be listed on the Supported Employment IPE.
- Only one authorization for this service may be open at a time.
- This service must be completed prior to service-E, if the CSI is indicated on the service authorization.
- This must be completed and submitted in a case note to the Counselor through Aware within 60 days of the open authorization issued date.
- The CSI must be signed by the participant and the Provider.
- Must have an MPR case note entry for each month of service beginning with the open authorization issued date Authorization issue date.
- The Career Support Inventory will include:

- A description of the targeted employment outcome, including the participant's preference for work schedule, potential employers and positions and availability of relevant employment opportunities in the local job market;
- A description of participant's current support system, including paid supports, natural supports, financial supports, and transportation plan;
- A description of participant's strengths and capacities in relation to the employment outcome identified in the Supported Employment IPE;
- A description of all the anticipated supports and the role of each in supporting the participant's employment goals;
- Plan for ES and implementation of supports; and
- The names of all individuals interviewed during the development of the Career Support Inventory and their relationship to the participant.
- All information must be based on a minimum of two visits which can include home or community visits (face-to-face, virtual, or a combination of both).
- The service must be delivered one-on-one with the participant.
- Supporting Documentation/Report:
 - Career Support Inventory Form
- Evidence of Completion:
 - Completed Career Support Inventory with signatures.
- MPRs
 - Individual MPRs are required for each month of service beginning with the date of the open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries, typically four to five entries per month;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information about employer(s) who have been contacted or that applications have been submitted to;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
 - Names of specific managers approached will help with employment verification and expediting Vendor requested payment approval; and
 - Higher level of support and interaction for Supported Employment services because Supported Employment participants require more intensive support in order to obtain and maintain employment.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There is one service per service authorization.
- This is an optional service.
- The service must not be provided more than once within a six-month period, unless the VR Counselor deems it necessary.
- Face-to-face interactions are the preferred service delivery method.
- Provider Type – ES (must be certified in Supported Employment)
- The Provider must have at least one Employment Specialist certified for Supported Employment.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond the 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.
- The service beginning date must be when the authorization was issued. The service end date must be the final discussion date of the CSI.

VR-Specific Information

- Vendor requested payment Requirements:
 - MPRs must be submitted for each month of activity and within 30 days following the month services were rendered.
 - The Career Support Inventory must contain the required elements.
 - The Career Support Inventory must be comprehensively completed to the VR Counselor's satisfaction.
 - The Career Support Inventory must be completed and submitted within 60 days of authorization issued date or acceptable justification must be provided beyond 60 days (e.g., circumstances beyond control).
 - The Career Support Inventory must be completed and submitted prior to Placement.
 - The Career Support Inventory must be signed by participant and the Provider.
 - The Career Support Inventory must be attached to the Vendor requested payment.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment Requirements:
 - Submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - The Career Support Inventory must be comprehensive and contain all required elements.

- Complete and submit the Career Support Inventory within 60 days of authorization issued date.
 - If beyond 60 days, please provide acceptable justification in the case note section of Aware for the VR Counselor's review to accept or reject.
- Complete and submit the Career Support Inventory prior to Placement.
- You and the participant must sign the Career Support Inventory.
- Attach the Career Support Inventory to the Vendor requested payment.
- Complete the Provider Summary Invoice.
- The service begin date must be on or after the open authorization Issue date.
- If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Supported Employment Job Placement

Service Definition:

The Supported Employment Placement service is met when the participant reaches employment with a single employer in an integrated setting for competitive compensation. The job must match the stated employment outcome on the Supported Employment IPE, as agreed upon by the participant and the VR Counselor.

Job Placement date is the day the participant begins competitive integrated paid employment, meeting their vocational goal. Additionally, both the Job Analysis and CIE Determination forms must be fully completed on or before the Placement date.

Service Requirements:

- This service is available for eligible participants with a Supported Employment IPE.
- The service is only available for high school students within five months prior to graduation date.
- This service is not available for potentially eligible participants.
- Supported Employment must be listed on the Supported Employment IPE.
- Only one authorization for this service may be open at a time.
- The participant must have achieved the Career Supported Inventory service, if submitted as a service authorization.
- Must have a MPR case note entry for each month of service beginning with the open authorization issued date
- Supporting Documentation/Report:
 - Job Analysis Form
 - Competitive Integrated Employment Evaluation Form
 - Employment Verification Template
- Evidence of Completion:
 - Completed Job Analysis Form
 - Completed CIE Evaluation Form
 - Employment Verification with the participant, employer or family member (participant or participant's family member is preferable)

- MPRs
 - Individual MPRs are required for each month of service beginning with the date of open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information on employers who have been contacted or have received applications;
 - All types of contact such as telephone calls, face to face meetings and participant advocacy;
 - Names of specific managers approached will help with employment verification and expediting Vendor requested payment approval; and
 - Any need of higher level of support and interaction.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There is one service per service authorization.
- A Provider is not eligible to receive a new service authorization for the same participant if a previous Employment service or Supported Employment service authorization, in which the Provider received service payments, was closed within the past six months. Any exception to this must be requested by the Counselor, approved by the unit Supervisor and area Supervisor.
 - Providers are only eligible to receive one payment for the service selected on the service authorization. Duplicate service payments are not allowable.
 - Any exception to this must be approved by the Counselor, unit Supervisor, and area Supervisor using the Special Request for New Referral template form.
- Temporary employees hired to assist employers to meet short-term business demands for a period of six months or less is not an acceptable Job Placement.
- Reoccurring seasonal employment is an acceptable Job Placement if it is the participant's vocational goal at the time-of-service authorization and must be evaluated on a case-by-case basis to determine if the position meets the participant's vocational goal. The participant and Counselor must agree to the position prior to placement.

- A temporary-to-permanent position with an employer must be evaluated on a case-by-case basis to determine if the position meets the participant’s vocational goal. The participant and Counselor must agree to the position prior to placement.
- Job Placement date is the day the participant begins competitive integrated paid employment, meeting their vocational goal.
- CIE and Job Analysis forms are required each time a participant is placed with a new Employer or begins working in a new position. The form must be attached to the next MPR or next available service.
- In the case management system, move the case to “service-E” status on the placement date or as soon as possible thereafter.
- The Approval to Hire a VR Participant form is required for any Placement in which the Provider has an ownership interest. The Provider must submit the Approval to Hire a VR Participant form to the VR Counselor for review and approval prior to the Placement. The VR Counselor, unit Supervisor and area Supervisor must all review and approve this form prior to the Placement. Please keep in mind that this is a request for an exception/special permission and the Placement may not be approved. Failure to complete this process prior to the Placement start date, will result in the service payment being denied.
- If the Employer/participant relationship is an Independent Contractor, the Acknowledgement of Independent Contractor Status form must be completed. The VR Counselor and area Supervisor must all review and approve this form prior to the Placement. To be a valid Placement, the Provider must fully explain all implications of independent contractor arrangement (e.g., tax responsibility, Worker’s Compensation coverage, employee benefits, etc.) to the participant in writing, and the VR Counselor must ensure and document in writing that the participant and guardian, if there is one, understand and are providing informed consent to be an independent contractor. Failure to complete this process prior to the Placement start date will result in the service payments being denied.
- Provider Type – ES (must be certified in Supported Employment)
- The Provider must have at least one Employment Specialist certified for Supported Employment.
- In the case management system, move the case to “service-E” status on the placement date or as soon as possible thereafter.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment Requirements:
 - The placement date must be on or after the service open authorization date.

- The CSI must be completed and submitted prior to Placement if indicated on the service authorization.
- MPRs must be submitted for each month of activity and within 30 days following the month services were rendered.
- The Provider must sufficiently document the job development activities (e.g., application, resume, interviews, and researching potential employment options) that took place to assist the participant obtaining Placement in the MPR.
- The employment must match the participant's current IPE goal.
- Verify employment with the participant, participant's family member, or employer (participant or participant's family member is preferable).
- The placement must meet the agreed-upon conditions of employment as identified in CSI and the Supported Employment IPE.
- If the employer/participant relationship is an independent contractor, the completed and approved Acknowledgement of Independent Contractor Status form must be attached to the Vendor requested payment.
- If the participant is employed within a company in which the Provider has ownership interest, the Request for Approval to Hire a VR Participant form must be attached to the Vendor requested payment.
- The CIE and Job Analysis forms must be completed prior to or on the date of Placement.
- If the participant was hired by a Community Rehabilitation Program, ensure the participant is working in an integrated setting. CIE form can be used as a tool when evaluating integrated settings.
- The CIE form must demonstrate the requirements of competitive integrated employment.
- The Job Analysis Form must align with the participant's vocational goal and meet the needs of the participant.
- The Employment Verification Template must be attached.
- If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment Requirements:
 - The placement date must be on or after the service open authorization date.
 - Complete and submit the CSI prior to Placement if indicated on the service authorization.
 - Submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - Sufficiently document the job development activities (e.g., application, resume, interviews, and researching potential employment options) that took place to assist the participant obtaining placement in the MPRs.
 - The employment must match the participant's current IPE goal.

- If the employer/participant relationship is an independent contractor, complete the Acknowledgement of Independent Contractor Status form, receive approval and attach it to the Vendor requested payment.
- If the participant is employed within a company in which you have ownership interest, complete the Requested for Approval to Hire a VR Participant form, receive approval and attach it to the Vendor requested payment.
- If the participant was hired by a Community Rehabilitation Program, the participant must be working in a competitive integrated setting.
- The CIE Form must demonstrate the requirements of competitive integrated employment.
- The Job Analysis Form must align with the participant's vocational goal and meet the needs of the participant.
- The CIE and Job Analysis forms must be completed prior to or on the date of placement.
- The Employment Verification Template must be attached.
- Complete the Provider Summary Invoice.
- The service begin date must be on or after the open authorization Issue date.
- If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Supported Employment 30-Day Job Retention

Service Definition:

The Supported Employment 30-Day Job Retention service is met when one of the following has occurred:

- The participant reaches a minimum of 30 days of continuous competitive integrated employment at one employer from the date of Job Placement.
- If already employed, the participant has worked a minimum of 30 days of continuous competitive integrated employment at one employer from the date of service authorization.

The job must match the stated employment outcome on the Supported Employment IPE, as agreed upon by the participant and the VR Counselor.

Service Requirements:

- This service is available for Supported Employment participants with a Supported Employment IPE.
- Supported Employment must be listed on the Supported Employment IPE.
- Only one authorization for this service may be open at a time.
- This service can only be paid after 30 days of continuous employment starting from the date of Job Placement or service authorization (if employment at the time-of-service authorization), whichever is later.

- Employment must be with a single employer and meet requirements for an integrated setting for competitive compensation.
- The participant must have completed the Career Support Inventory and Placement services if applicable.
- Must have a MPR case note entry for each month of service beginning with the open authorization issued date
- Supporting Documentation/Report:
 - Employment Verification Template
- Evidence of Completion:
 - Employment Verification with the participant, employer or family member (participant or participant's family member is preferable)
- MPRs
 - Individual MPRs are required for each month of service beginning with the date of the open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information on employers who have been contacted or have received applications;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
 - Names of specific managers to assist with employment verification and expediting Vendor requested payment approval; and
 - Higher level of support and interaction for Supported Employment services because Supported Employment participants require more intensive support in order to obtain and maintain employment.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There is one service per service authorization. This service is achieved 30 days after Job Placement service (service) date OR 30 days after the date of service authorization, if the individual is already employed at the time-of-service authorization.

- Continuous employment has been met when the participant has been actively working in their job duties at the original business location(s) without extended periods of leave as determined by the VR Counselor.
- Provider Type – ES (must be certified in Supported Employment)
- The Provider must have at least one Employment Specialist certified for Supported Employment.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment Requirements:
 - MPRs must be submitted for each month of activity and within 30 days following the month services were rendered.
 - Verify employment with the participant, participant's family member, or employer (participant or participant's family member is preferable).
 - MPRs must provide sufficient information to confirm the participant has worked 30 days in employment that matches the criteria for competitive integrated employment.
 - The placement must continue to meet the agreed-upon conditions of employment as identified in the Career Support Inventory and the Supported Employment IPE.
 - Confirm the service was achieved 30 days after the Job Placement service (service) date OR 30 days after the date of service authorization, if the individual is already employed at the time-of-service authorization.
 - The Employment Verification Template must be attached.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment Requirements:
 - Submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - MPRs must provide sufficient information to confirm the participant has worked 30 days in employment that matches the criteria for competitive integrated employment.
 - The placement must continue to meet the agreed-upon conditions of employment as identified in the Career Support Inventory and the Supported Employment IPE.
 - Confirm the service was achieved 30 days after the Job Placement service (service) date OR 30 days after the service authorization.
 - The Employment Verification Template must be attached.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.

- If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Supported Employment Stabilization

Service Definition:

The Supported Employment Stabilization service is met after the criteria for Stabilization has been met after the 30-Day service has been achieved. The criteria for Stabilization must be as follows:

- The participant must satisfactorily perform their job duties in a setting for competitive integrated employment.
- At this stage in the participant's employment, they are secure in understanding the duties and responsibilities indicated in the job description.
- Natural support has been developed and established.
- They require minimal job coaching.

Stabilization may begin when the participant demonstrates acceptable job performance and there is a reasonable expectation that satisfactory job performance will be maintained with the kind and level of support services being provided. The VR Counselor, job coach, employer, and the participant must agree that the participant has reached Stabilization.

Service Requirements:

- This service is available for Supported Employment participants with a Supported Employment IPE.
- Supported Employment must be listed on a Supported Employment IPE.
- Only one authorization for this service may be open at a time.
- This service can only be approved after the criteria for Stabilization has been met.
- This service can only be approved after the 30-Day Job Retention service has been achieved.
- Employment must be with a single employer in a competitive integrated setting.
- The participant must have completed the CSI, Placement and 30-Day Job Retention services if applicable.
- Must have a MPR case note entry for each month of service beginning with the open authorization issued date
- This service is not available for potentially eligible participants.
- Supporting Documentation/Report:
 - Employment Verification template
- Evidence of Completion:
 - Employment Verification with the participant, employer or family member (participant or participant's family member is preferable)
- MPR
 - Individual MPRs are required for each month of service beginning with the date of the open authorization.

- VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
- MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
- MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information on employers who have been contacted or have received applications;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
 - Names of specific managers to assist with employment verification and expediting Vendor requested payment approval; and
 - Higher level of support and interaction for Supported Employment services because Supported Employment participants require more intensive support in order to obtain and maintain employment.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- There is one service per service authorization.
- The participant must satisfactorily perform their job duties in a setting for competitive integrated employment.
- At this stage in the participant’s employment, they must be secure in understanding the duties and responsibilities indicated in the job description.
- Natural support must have been developed and established.
- They must require minimal job coaching.
- In the case management system, move the case to “Employed” status on the stabilization date or as soon as possible thereafter.
- Provider Type – ES (must be certified in Supported Employment)
- The Provider must have at least one Employment Specialist certified for Supported Employment.
- Stabilization begins when the individual demonstrates acceptable job performance and there is a reasonable expectation that satisfactory job performance will be maintained with the kind and level of support services being provided.
- The VR Counselor, job coach, employer, and the participant must agree that the participant has reached stabilization.

- In the case management system, move the case to “Employed” status on the stabilization date or as soon as possible thereafter.
- The VR Counselor enters a correspondence “90 Day Supported Employment Review/Stabilization” case note in Aware to document that Stabilization has been achieved.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond the 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment Requirements:
 - MPRs must be submitted for each month of activity and submitted within 30 days following the month services were rendered.
 - The VR Counselor must enter a correspondence “90 Day Supported Employment Review/Stabilization” case note in Aware to document that Stabilization has been achieved.
 - The Provider must enter an MPR with a “Stabilization” entry documenting that Stabilization has been achieved.
 - The Provider must supply sufficient documentation to verify job retention activities in the MPRs.
 - The 30-Day Job Retention service must be completed.
 - Employment must remain consistent with the same employer.
 - Verify employment with the participant, participant’s family member or Employer (participant or participant’s family member is preferable).
 - The Employment Verification Template must be attached.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment Requirements:
 - Submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - Supply sufficient documentation to verify job retention activities in the MPRs.
 - Enter an MPR with a “Stabilization” entry to document that Stabilization has been achieved.
 - The 30-Day Job Retention service must be completed.
 - Employment remained consistent with the same employer.
 - Verify employment with the participant, participant’s family member or Employer (participant or participant’s family member is preferable).
 - The Employment Verification Template must be attached.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.

- If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Supported Employment Transition

Service Definition:

The Supported Employment Transition service is met when a participant reaches 60 days of continuous, stabilized employment with one employer after the Stabilization service has been met. The criteria for Transition is the following:

- The participant is satisfactorily performing their job duties in a competitive integrated setting at the weekly work-hour goal identified on the Supported Employment IPE.
- At this stage in the participant's employment, both the participant and Supervisor agree that the participant is acceptably performing all assigned job duties.
- Natural supports are actively utilized.
- Extended services have been engaged as identified on the Supported Employment plan.

Service Requirements:

- This service is not available for potentially eligible participants.
- This service is available for adult Supported Employment participants with a Supported Employment IPE.
- Supported Employment must be listed on the Supported Employment IPE.
- Only one authorization for this service may be open at a time.
- This service can only be paid after 60 days of continuous employment after the approved Stabilization service date.
- Employment must be with a single employer in a competitive integrated setting.
- The participant must have completed the Career Support Inventory, Placement, 30-Day Job Retention and Stabilization services if applicable.
- Must have a MPR case note entry for each month of service beginning with the open authorization issued date.
- Supporting Documentation/Report:
 - Employment Verification Template
 - Long Term Employment Plan (Template) must be completed and include: natural supports needed to maintain employment, extended services Provider and how the participant's long-term employment support needs will be met
- Evidence of Completion:
 - Employment Verification Template
 - Long Term Employment Plan signed by the Provider and participant
 - Employment Verification with the participant, employer or family member (participant or participant's family member is preferable)
- MPRs
 - Individual MPRs are required for each month of service beginning with the date of the open authorization.

- VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with participant.
- MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
- MPR entries must be entered as case notes in Aware and include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information on employers who have been contacted or have received applications;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
 - Names of specific managers approached will help with employment verification and expediting Vendor requested payment approval; and
 - Any need of higher level of support and interaction.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Extended services, as identified on the Supported Employment plan, must have been identified on or before the Transition service date.
- Provider Type – ES (must be certified in Supported Employment)
- The Provider must have at least one Employment Specialist certified for Supported Employment.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond the 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor Requested Requirements:
 - An MPR must be submitted for each month of service and within 30 days following the month services were rendered.
 - The Provider must supply sufficient documentation to verify job retention activities in the MPRs.
 - If the participant's employment changed:
 - The Provider must document the new placement date on the Vendor requested payment.
 - The Provider must restart the count for job retention and stabilization from the new placement date to determine the Transition service date.

- Verify employment with the participant, participant's family member or employer (participant or participant's family member is preferable).
- Confirm the information on the MPRs when verifying employment with the participant.
- Complete and attach the Long-Term Employment Plan and include natural support needed to maintain employment, extended service Provider, and how the participant's long-term employment support needs will be met.
- The Employment Verification Template must be attached.
- If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment Requirements:
 - Submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - If the participant's employment changed:
 - Document the new placement date on the Vendor requested payment.
 - Restart the count for job retention and stabilization from the new placement date to determine Transition service date.
 - Supply sufficient documentation to verify job retention activities in the Progress Reports.
 - Complete and attach the Long-Term Employment Plan and include natural support needed to maintain employment, extended services Provider and how the participant's long-term employment support needs will be met.
 - The Employment Verification Template must be attached.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Supported Employment Successful Employment Outcome

Service Definition:

The Successful Outcome service is completed no sooner than 90 days of stabilized employment after Transition to extended services.

The criteria for the Successful Outcome service are the following:

- The participant's employment must be continuous with a single employer for a minimum of:
 - 180 days from the Job Placement to the Successful Outcome service.
 - 150 days from the Stabilization to the Successful Outcome service.
- The service must be in a competitive, integrated work setting.

- Both the participant and Supervisor agree that the participant is acceptable, performing all assigned job duties.
- Natural supports are actively being utilized.
- Extended services are being utilized.
- At this stage in the participant's employment, all VR services have been completed.

Service Requirements:

- This service is available for eligible participants with a Supported Employment IPE.
- This service is not available for potentially eligible participants.
- Supported Employment must be listed on the IPE.
- Only one authorization for this service may be open at a time.
- The participant must have completed the Career Support Inventory, Placement, 30-Day Retention, Stabilization and Transition services if applicable.
- The employment outcome must match the desired goal on the Supported Employment IPE.
- The employment outcome must meet the criteria for competitive integrated employment.
- The Successful Outcome service date must reflect at least 90 days of stabilized employment **after** Transition to extended services and a minimum of 180 days from Job Placement.
- Must have a MPR case note entry for each month of service beginning with the open authorization issued date.
- The MPR must indicate who will provide extended services.
- The Counselor must verify with the participant or family member that they agree with the employment outcome and case closure.
- One service per service authorization.
- Supporting Documentation/Report:
 - Employment Verification template
- Evidence of Completion:
 - Employment Verification with the participant, employer or family member (participant or participant's family member is preferable).
- MPRs
 - Individual MPRs are required for each month of service beginning with the date of the open authorization.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;

- Clear and concise entries;
- Information on employers who have been contacted or have received applications;
- All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
- Names of specific managers approached will help with employment verification and expediting Vendor requested payment approval; and
- Any need of higher level of support and interaction.

Guidance:

- services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Are team members (Counselor, participant, family members, Provider) in agreement that the participant's employment has met all criteria for a successful closure. If not, the VR Counselor needs to coordinate a meeting with the team and the team must develop strategies for addressing any concerns presented.
- Are the necessary supports that were identified on the Long-Term Support Plan available. If the necessary supports are not available, the VR Counselor must review this information with the participant and employment specialist to identify acceptable alternatives.
- Continuous employment has been met when the participant has been actively working in the job duties at the original business location(s) without extended periods of leave as determined by the VR Counselor.
- Provider Type – ES (must be certified in Supported Employment)
- The Provider must have at least one Employment Specialist certified for Supported Employment.
- A case note must indicate who will provide Extended services.
- The VR Counselor must educate participants and their support system on the community resources that are available must difficulties arise on the job site after VR has closed the case.
- The VR Counselor must review the Vendor requested payment, verifying employment information with the participant, participant's representative and/or employer. The VR Counselor must verify with the participant, participant's employer and/or family member that they agree.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

VR-Specific Information

- Vendor requested payment Requirements:

- An MPR must be submitted for each month of service and submitted within 30 days following the month services were rendered.
- The Provider must supply sufficient documentation to verify job retention activities in the Progress Report.
- The placement must continue to meet the agreed-upon condition of employment as identified in the Supported Employment IPE.
- If the participant's employment changed, document the new placement date on the Vendor requested payment and start the count over from the new placement date to determine the service date.
- Verify employment with the participant, participant's family member or Employer (participant or participant's family member is preferable).
- Confirm the information on the MPRs when verifying employment with the participant.
- The Employment Verification Template must be attached.
- If all the above criteria are met, the Vendor requested payment is ready for approval.
- The elements listed below must be in the Case Closure Summary case note in Aware:
 - The employment placement must be in a competitive integrated employment setting and the participant was employed on a full-time or part-time basis.
 - The level of interaction with others (participants, vendors and co-workers) must be the same as for non-disabled persons within the individual's entire worksite and the work unit.
 - The individual must be compensated at or above the minimum wage, but not less than the customary wage; the participant's benefits were paid by the employer and were for the same or similar work performed by individuals who are not disabled.
 - There must be a minimum of 90 days follow-up after the participant began receiving extended services.
- Update participant employment information in the case management system.

Provider-Specific Information

- Vendor requested payment Requirements:
 - Submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - Supply sufficient documentation to verify job retention activities in the Progress Reports.
 - The placement must continue to meet the agreed-upon conditions of employment as identified in the Supported Employment IPE.
 - If the participant's employment changed, document the new placement date on the Vendor requested payment and start the count over from the new placement date to determine the service date.
 - The Employment Verification Template must be attached.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.

- If all the above criteria are met, the Vendor requested payment is ready for submission.

Service: Work-Based Learning Experiences

WBLE is intended to assist participants with disabilities to explore career paths and gain general employability skills needed to obtain and maintain competitive integrated employment. WBLE services use the workplace or real work to provide participants with the knowledge and skills that will help them connect school experiences to real-life work activities and future career opportunities. These opportunities are meant to engage, motivate and augment the learning process.

Participants must meet the definition of a Student with a Disability as defined in s. 413.301, F.S., The criteria are to:

- Be between the ages of 14 and 21 years old;
- Be enrolled in a formal education program (secondary or Postsecondary); and
- Have a documented disability (IEP, IPE, Section 504, or other acceptable documentation)

Service Description: Work-Based Learning Experiences – Informational Interview Service Definition:

This interview is an interactive conversation with someone working in a career area/job of interest to the participant who will give the participant information and advice. The conversation is not a job interview, and the objective is not to find job openings.

The WBLE – Information Interview is an optional and supplemental WBLE service with no prerequisite service(s).

Acceptable Delivery Methods, Capacities and Duration:

- In-Person – no more than 5 participants per interview.
- Virtual – no more than 5 participants per interview.
 - Virtual platforms must have meeting features that include webcam access and microphone or voice capabilities. Some examples of virtual platforms may include: Microsoft Teams®, ZOOM®, Go-to-Meeting®, Google Classroom®, etc.
- It is anticipated that each interview will last between 30-45 minutes.

Service Requirements:

- The WBLE – Interview Questionnaire must be signed by the participant, parent/guardian and Provider.
- The WBLE – Interview Questionnaire must be completed and submitted in a case note to VR staff through Aware within 60 days of the open authorization issued date.
 - If submission occurs beyond the 60 days, justification must be submitted by the Provider as a case note with an additional case note justification monthly until the service is met. VR holds the right to approve or reject any payment request submitted if service is not achieved after 60 days.
- Supporting Documentation/Report:

- WBLE – Interview Questionnaire
- Evidence of Completion:
 - WBLE – Interview Questionnaire completed with participant, parent/guardian (if applicable) and interviewee signatures.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Services can include pre-apprenticeship activities.
- Provider Type – Pre-ETS Providers, ES Providers
- The service authorization can include up to two services.
- The participant’s interests must be taken into consideration.
- Interviews can be done in conjunction with private, for-profit, public or nonprofit businesses in your community and/or through web-based resources.
- Each experience must be with a unique employer.
 - If a WBLE Informational Interview is with the same employer as a previous WBLE Informational Interview, it must be with a different individual covering different subject matter/position description.
 - No more than three experiences can occur with the same employer/location.
- The payment request must be submitted in Aware within 30 days of service completion. If submission occurs beyond 30 days, justification must be provided as a case note. VR holds the right to approve or reject any payment request submitted 30 days after service completion.
- The service begin date must be on or after the open authorization date. The service end date must be the participant signature date on the WBLE – Interview Questionnaire.

VR-Specific Information

- Payment Request requirements:
 - The WBLE – Interview Questionnaire must be signed by the participant, parent/guardian (if applicable) and the interviewee (employee being interviewed).
 - The WBLE – Interview Questionnaire must be completed and submitted within 60 days of open authorization date or was acceptable justification provided if submitted beyond 60 days (e.g., circumstances beyond control).
 - A copy of the WBLE – Interview Questionnaire must be attached to the payment request.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Payment Request requirements:

- The participant, parent/guardian (if applicable) and interviewee (employee being interviewed) must sign the WBLE – Interview Questionnaire.
- Complete and submit the WBLE – Interview Questionnaire within 60 days of open authorization date.
 - If beyond 60 days, please provide acceptable justification in the case note section of Aware (e.g., circumstances beyond control) for the Counselor’s review to accept or reject.
- Attach a copy of the WBLE – Interview Questionnaire to the payment request.
- Complete the Provider Summary Invoice.
- The service begin date must be on or after the open authorization Issue date.
- If all the above criteria are met, the payment request is ready for submission.

Service Description: Work-Based Learning Experiences – Job

Shadowing/Workplace Tour

Service Definition:

Job Shadowing involves working with an employee who can help the participant by shadowing the employee to learn aspects of the job. Workplace Tours involve excursions for the purpose of first-hand observation to specific work sites.

WBLE – Job Shadowing/Workplace Tour is an optional and supplemental WBLE service with no prerequisite service(s).

Acceptable Delivery Methods, Capacities and Duration:

- In-Person – no more than 5 participants per Job Shadowing/Workplace Tour.
- It is anticipated that each Job Shadowing/Workplace Tour will last 1-4 hours.

Service Requirements:

- The WBLE – Observation Worksheet must be signed and dated by the participant and Provider.
- The WBLE – Observation Worksheet be completed and submitted in a case note to VR staff through Aware within 60 days of the open authorization issued date.
 - If submission occurs beyond the 60 days, justification must be submitted by the Provider as a case note with an additional case note justification monthly until service is met. VR holds the right to approve or reject any payment request submitted if service is not achieved after 60 days.
- Supporting Documentation/Report:
 - WBLE – Observation Worksheet
- Evidence of Completion:
 - WBLE – Observation Worksheet completed with participant and parent/guardian (if applicable) signatures.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Provider Type – Pre-ETS Providers, ES Providers
- The service authorization must include only one service.
- The participant’s interests must be taken into consideration.
- Job shadowing/Workplace Tours can be done in conjunction with private, for-profit, public or nonprofit businesses in the community.
- Each experience must be with a unique employer/workplace.
 - If a WBLE – Job Shadowing/Workplace Tour is with the same employer as a previous WBLE – Job Shadowing/Workplace Tour, it must be with a different employee covering different subject matter/position description.
 - No more than three experiences can occur with the same employer/location.
- The payment request must be submitted in Aware within 30 days of service completion. If submission occurs beyond the 30 days, justification must be provided as a case note. VR holds the right to approve or reject any payment request submitted 30 days after service completion.
- The service begin date must be on or after the open authorization date. The service end date must be the participant signature date on the WBLE – Observation Worksheet.

VR-Specific Information

- Payment Request requirements:
 - The WBLE – Observation Worksheet must be signed and dated by the participant, parent/guardian (if applicable).
 - The WBLE – Observation Worksheet must be completed and submitted within 60 days of open authorization date or was acceptable justification provided if submitted beyond 60 days (e.g., circumstances beyond control.)
 - A copy of the WBLE – Observation Worksheet must be attached to the payment request.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Payment Request requirements:
 - The participant, parent/guardian must sign and date the worksheet.
 - Complete and submit the WBLE – Interview Questionnaire within 60 days of the open authorization date.
 - If beyond 60 days, please provide acceptable justification in the case note section of Aware (e.g., circumstances beyond control) for the Counselor’s review to accept or reject.
 - Attach a copy of the WBLE – Observation Worksheet to the payment request.
 - Complete the Provider Summary Invoice.

- The service begin date must be on or after the open authorization Issue date.
- If all the above criteria are met, the payment request is ready for submission.

Service Description: Work-Based Learning Experiences – Work Experience Plan

Service Definition:

The plan is an inventory of individualized interests, resources, and needed accommodations as relates to future possible paid and non-paid work experiences.

Service Requirements:

- The WBLE – Work Experience Plan must be signed by the participant, parent/guardian, and Provider.
- The Counselor must review the plan within 10 business days from the date of submission to approve or reject the WBLE – Work Experience Plan.
- The plan must be completed and submitted in case notes to VR staff through Aware within 30 days of the open authorization issued date.
- Must have a MPR case note entry for each month of service beginning with the open authorization date.
- Supporting Documentation/Report:
 - WBLE – Work Experience Plan
- Evidence of Completion:
 - WBLE – Work Experience Plan with signatures
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR holds the right to approve or reject any payment request if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information on employers who have been contacted or have received applications;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy; and
 - Names of specific managers to assist with employment verification and expediting payment request approval.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Provider Type – Pre-ETS Providers, ES Providers
- The payment request must be submitted in Aware within 30 days of service completion. If submission occurs beyond 30 days, justification must be provided as a case note. VR holds the right to approve or reject any payment request submitted 30 days after service completion.
- The service begin date must be on or after the open authorization date.
- The service authorization must include only one service.
- All virtual work experiences must be approved on a case-by-case basis by the VR staff and are allowable only when the following criteria are met:
 - The company presently offers virtual or telework positions
 - The job position is available to any employee to be done virtually or via telework
 - Work experience can be documented and reported
 - Appropriate accommodations will be provided
 - The full guidance document can be found on RSA’s website or by clicking [here](#).
- The worksite can be done in conjunction with private, for-profit, public or nonprofit businesses in your community and/or through web-based resources.
- The participant’s interests must be taken into consideration.
- The WBLE must be a minimum of 20 hours per agreement.
- An unpaid WBLE is limited to 120 hours per employer, per year with a **minimum** of 20 hours per experience.
- The participant must be fully integrated in the work environment to include appropriate clothing. Appropriate clothing is defined as the typical work attire of other employees in a similar work role.
- service payments must be submitted in sequential order. VR staff reserves the right to reject a payment request if received out of order.

VR-Specific Information

- Payment Request requirements:
 - The plan must be signed by the participant, parent/guardian (if applicable) and Provider.
 - The plan must be completed and submitted within 30 days of authorization issued date or was acceptable justification provided if submitted beyond 30 days (e.g., circumstances beyond control).
 - A copy of the plan must be attached to the payment request.
 - Verify that the WBLE – Work Experience has not started yet.
 - An MPR must be submitted by the Provider for each month of service since the open authorization was issued.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Payment Request requirements:
 - The participant, parent/guardian (if applicable) and you must sign the plan.
 - Submit the plan prior to the WBLE – Work Experience start date.
 - Complete and submit the plan within 30 days of the open authorization date.
 - If beyond 30 days, please provide acceptable justification in the case note section of Aware (e.g., circumstances beyond control) for the Counselor’s review to accept or reject.
 - Attach a copy of the plan to the payment request.
 - Submit MPRs for each month of activity and within 30 days of the open authorization date.
 - The VR staff must verify the Supporting Documentation/Report prior to submission of payment request.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date. The service end date is the last signature date provided on the WBLE Plan Form.
 - If all the above criteria are met, the payment request is ready for submission.

Service Description: Work-Based Learning Experiences – Worksite Agreement

Service Definition:

The worksite agreement outlines and documents the responsibilities of all parties, wages, anticipated number of hours for completion and skills to be developed. WBLE is a time-limited individual skills acquisition that can be learned on the job. WBLE occurs in an integrated community based setting where most of the employees do not have disabilities and the participant receiving the WBLE interacts with individuals without disabilities to the same extent that co-workers in comparable positions interact with other persons.

Service Requirements:

- The WBLE – Work Experience Plan must be submitted and approved prior to the WBLE Worksite Agreement.
- The WBLE – Worksite Agreement must be signed by the participant, parent/guardian (if applicable), Provider, WBLE employer of record, worksite representative and VR staff.
- The agreement must be reviewed by the VR Counselor within 10 business days and submitted by the vendor with the VR Counselor’s signature through Aware within 30 days of the open authorization issued date.
- All signatures must be completed prior to the start of the WBLE.
- The customer must be paid at least the minimum wage and cannot be classified as an independent contractor.
- The Approval to Hire a VR Customer form is required for any WBLE in which the Provider has an ownership interest. The Provider must submit the Approval to Hire a VR Customer form to the VR staff for review and approval **prior to the WBLE – Worksite Agreement**. The VR staff, unit Supervisor and area Supervisor must all review and

approve this form prior to the WBLE Work Experience. Please keep in mind that this is a request for an exception/special permission and the WBLE – Worksite Agreement *may* not be approved. Failure to complete this process prior to the WBLE – Work Experience start date will result in the service payments being denied.

- Must have a case note for each month of service since the open authorization issued date.
- Supporting Documentation/Report:
 - WBLE - Worksite Agreement
- Evidence of Completion:
 - WBLE - Worksite Agreement with signatures
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - VR holds the right to approve or reject any payment request if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information on employers who have been contacted or have received applications;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy; and
 - Names of specific managers to assist with employment verification and expediting payment request approval.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Provider Type – Pre-ETS Providers, ES Providers
- The VR staff may request additional hours if they feel the experience has not adequately covered the Participant’s interests.
- The payment request must be submitted in Aware within 30 days of service completion. If submission occurs beyond the 30 days, justification must be submitted by the Provider. VR holds the right to approve or reject payment request submitted after 30 days of service completion.
- The service begin date must be on or after the open authorization date. The service end date must be the VR staff signature date, which must be the last signature obtained.
- The service authorization must include only one service.

- The Counselor must enter details in the VR Workers Compensation Log prior to the start of the experience.
- When establishing a WBLE - Worksite Agreement, the Department of Labor standard must be followed.
- All virtual work experiences must be approved on a case-by-case basis by the VR staff and are allowable only when the following criteria are met:
 - The company presently offers virtual or telework positions
 - The job position is available to any employee to be done virtually or via telework
 - Work experience can be documented and reported
 - Appropriate accommodation(s) will be provided
 - The full guidance document can be found on RSA's website or by clicking here.
- In reviewing the WBLE Agreement, the VR staff must ensure that the experience is of sufficient duration to foster skills and knowledge related to real-life work experiences.
 - VR staff may request that the proposed number of work experience hours be adjusted, based on the needs of the participant.
 - A minimum of 20 hours is required.
 - Unpaid WBLE Work Experience is limited to 120 hours per employer, per calendar year with a **minimum** of 20 hours per experience.
- Each experience must be at with a different employer or different direct Supervisor.
 - If the WBLE Work Experience is with the same employer as a previous WBLE Work Experience, a detailed description of the new skills to be developed and the way in which this experience differs from the previous experience must be provided on the WBLE – Worksite Agreement.
 - No more than three experiences can occur with the same employer/location within a period of 18 months.

VR-Specific Information

- Payment Request requirements:
 - The proposed timeframe for the WBLE Work Experience must be appropriate.
 - The WBLE - Worksite Agreement must be signed by the participant, parent/guardian (if applicable), Provider, WBLE employer of record, worksite representative and the Counselor.
 - All signatures must be completed prior to the start of the WBLE Work Experience.
 - A copy of the WBLE - Worksite Agreement must be attached to the payment request.
 - Enter the details in the VR Workers Compensation Log.
 - If the WBLE Work Experience is paid, the participant must be paid at least a minimum wage.
 - The approval to hire a VR Customer form must be completed prior to the start of the WBLE Work Experience (if applicable).
 - An MPR must be submitted by the Provider for each month of service since the open authorization was issued.

- If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Payment Request requirements:
 - The WBLE - Worksite Agreement must be signed by the customer, parent/guardian (if applicable), Provider, WBLE employer of record, worksite representative and the Counselor.
 - All signatures must be completed prior to the start of the WBLE – Work Experience.
 - If the WBLE Work Experience is paid, the participant must be paid at least a minimum wage.
 - The Approval to hire a VR Customer form must be completed prior to the start of the WBLE Work Experience (if applicable).
 - Attach a copy of the WBLE – Worksite Agreement to the payment request.
 - An MPR must be submitted for each month of service since the open authorization was issued.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date. The service end date is the last signature date provided on the WBLE Agreement Form.
 - If all the above criteria are met, the payment request is ready for submission.

Service Description: Work-Based Learning Experiences Final Report

Service Definition:

The final report is a narrative for each of the selected skills to document progress made or explanation for lack of progress as well as possible future work experiences. WBLE is a time limited individual skills acquisition that can be learned on the job. WBLE occurs in an integrated community-based setting where most of the employees do not have disabilities and the participant receiving the WBLE interacts with individuals without disabilities to the same extent that co-workers in comparable positions interact with other persons.

- The WBLE - Work Experience Plan and WBLE - Worksite Agreement must be approved prior to the WBLE – Final Report.
- The WBLE – Final Report must be signed by the participant, VR staff, parent/guardian (if applicable) and the Provider.
- There must be a submitted MPR for each month of service since the open authorization date.
- Supporting Documentation/Report:
 - Approved MPRs
 - WBLE Modification Request form (if applicable)
- Evidence of Completion:
 - WBLE Final Report with signatures

- WBLE Request for Modification with signatures (if applicable)

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Provider Type – Pre-ETS Providers, ES Providers
- The service authorization must include only one service.
- The WBLE – Final Report must be comprehensive and completed to VR staff's satisfaction.
- The payment request must be submitted in Aware within 30 days of service completion. If submission occurs beyond 30 days, justification must be provided as a case note.
 - VR staff has discretion in approving or rejecting any payment request submitted after 30 days of service completion.
- Any modifications to the agreement during the work experience need to be documented in a WBLE Request for Modification. Addendums must be approved by VR staff prior to the end of the work experience.
 - Any extension requests must be completed at least 10 business days prior to the end of the WBLE - Worksite Agreement.
 - If the WBLE Work Experience does not take place, the Final Report service is not billable.
 - If the participant did not complete the full amount of hours as described in the WBLE - Worksite Agreement, due to no fault of the Provider, the information must be comprehensively documented in the Final Report.
 - VR staff has the discretion to accept or reject the Final Report.
- The WBLE Request for Modification (if applicable) must be attached to the payment request.

VR-Specific Information

- If the WBLE did not take place, the service is not billable.
- Payment Request requirements:
 - If the Participant did not complete the full amount of hours as described in the WBLE Agreement, due to circumstances beyond the Provider's control, the Provider must document comprehensive information in the Final Report to the VR staff's satisfaction.
 - The WBLE – Final Report must be comprehensive and completed to the VR staff's satisfaction.
 - The WBLE – Final Report must be signed by the participant, parent/guardian (if applicable) and the Provider.
 - A copy of the WBLE – Final Report must be attached to the payment request.
 - If there were any requests for modifications, enter those details in the VR Workers Compensation Log.

- A copy of the approved WBLE Request for Modification (if applicable) must be attached to the payment request.
- An MPR must be submitted for each month of service since the open authorization date.
- If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- The WBLE Work Experience must take place. If not, the service is not billable.
- Payment Request requirements:
 - Complete the WBLE – Final Report to the VR staff’s satisfaction.
 - The participant, parent/guardian (if applicable), and you must sign the WBLE – Final Report.
 - Attach a copy of the WBLE – Final Report to the Vendor Payment Request.
 - .
 - Attach a copy of the WBLE Request for Modification (if applicable) to the payment request.
 - Submit an MPR for each month of service since the authorization acceptance date.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date. The service end date is the last date the participant worked at the worksite.
 - If all the above criteria are met, the payment request is ready for submission.

Service: Work-Based Learning Experiences Wage Reimbursement

Service Requirements:

- The WBLE – Worksite Agreement, with corresponding service date range, must be signed by all parties in order to receive wage reimbursement payments.
- Minimum documentation must include the Wage Reimbursement Request Form, paycheck stub and Provider Summary Invoice.
- A service Request for wages paid to the participant must be submitted in the Vendor Portal within 30 days following the month the wages were paid to the participant.
- All wage reimbursement requests must be received prior to submitting the WBLE – Final Report.
- Supporting Documentation/Report:
 - WBLE Wage Reimbursement Request form, fully completed with accurate math
 - Provider Summary Invoice
 - Paycheck stubs showing pay period, total hours worked, and all payroll deductions including Federal income tax (copy of paycheck not acceptable)
- Evidence of Completion:
 - Copy of documents (WBLE Wage Reimbursement Request form, Provider Summary Invoice, paycheck stub and any documentation that supports the WBLE Reimbursement Request)

Guidance:

This guidance applies to ***paid*** WBLEs:

- The Wage Reimbursement Request must align with the anticipated date range and hourly rate on the approved WBLE – Worksite Agreement.
- Provider Type – Pre-ETS, Employment service
- The Wage Reimbursement Request must align with the anticipated date range and hourly rate on the approved WBLE – Worksite Agreement.
- The participant cannot be an independent contractor.
- Federal and other taxes must be paid on behalf of the participant.
- The participant must be paid at least minimum wage if participating.
- Overtime, paid holidays and bonuses will not be reimbursed.
- Corresponding timesheets are required for each Wage Reimbursement Request.
 - Timesheets must be signed by the participant.
 - Timesheets must be kept with the participant's related files and documentation; these documents are subject to VR inspection at any time per the Confidentiality and Protected Information section of the ES Manual.

VR-Specific Information

- WBLE – Wage Reimbursement Request requirements:
 - The date range of the Wage Reimbursement Request must align with the anticipated date range on the approved WBLE – Worksite Agreement.
 - The hourly wage must match the anticipated pay rate on the approved WBLE – Worksite Agreement.
 - The supported documentation must be attached to the service request and/or request for payment.
 - The service request must support the service delivery and correspond to the hours requested.
 - The WBLE Wage Reimbursement Request form must be fully completed with accurate math.
 - The Provider must include the Provider Summary Invoice
 - The paycheck stubs must show pay period, total hours worked and all payroll deductions including Federal income tax.
 - If the above criteria are met, the WBLE Wage Reimbursement is ready for approval.

Provider-Specific Information

- Wage Reimbursement requirements for payment for paid WBLEs:
 - The service request must support the service delivery and correspond to the hours requested.
 - Attach the required supported documentation to the service request and /or request for payment.
 - Complete the WBLE Wage Reimbursement Request form.

- The total amount requested must include the additional 10% fee with accurate math.
- The paycheck stubs must show pay period, total hours worked and all payroll deductions including Federal income tax. (Copy of paycheck not acceptable)
- Complete the Provider Summary Invoice.
- The service begin date must be on or after the open authorization Issue date.
- If the above criteria are met, the WBLE Wage Reimbursement is ready for submission.

Service: Work Readiness Training

Pursuant to Title 34, section 361.48, C.F.R., the following service falls within the scope of VR services for individuals with disabilities.

Participants must meet the definition of a Student with a Disability as defined in Part B of the Individual with Disabilities Act, 34 C.F.R., § 361.5(c)(51), and s. 413.301, F.S. The criteria are to:

- Be between the ages of 14 and 21 years old;
- Be enrolled in a formal education program (Secondary or Postsecondary); and
- Have a documented disability (IEP, IPE, Section 504, or other acceptable documentation).

Work Readiness Training is one of the five required Pre-ETS. Work Readiness Training is designed to prepare the participant with a set of skills and behaviors that are necessary for any job. Work readiness skills are sometimes called soft skills, employability skills or job readiness skills. Training may include instruction on interviewing, resume writing, problem solving and communication.

Service Description: Youth Work Readiness Training

Youth Work Readiness Training involves 20 hours of formal, interactive and structured in-person or virtual training for **youth**, consisting of both lecture and hands-on activities. Training must include the following topics:

- Resume writing;
- Instruction on interviewing skills;
- Searching for and applying for jobs online;
- Finding and completing job applications;
- Managing Employer initial contacts;
- Effective communication and handling conflicts;
- Various messages associated with body language;
- Characteristics of good hygiene; and
- Personal safety for work, including situational awareness and internet safety.

Acceptable Delivery Methods, Capacities and Duration:

- Virtual (up to 10 individuals).
- In-Person (up to 10 individuals).
- Training lasting more than four hours must include a non-billable 30-minute lunch break.
- Sessions lasting more than five hours plus a non-billable 30-minute lunch break per day for any delivery method.
- No more than 20 percent of work must be completed independently. Activities conducted during the Pre-Placement Training that require the individual to work independently must be limited to 20 percent of the total training time (e.g., no more than four hours of the 20 required hours).

Service Requirements:

- This service is available to potentially eligible participants and eligible participants with a disability with Workplace Readiness Training listed on the IPE.
- There must be a submitted MPR case note entry for each month of service since the open authorization issued date.
- Any training exceeding four hours requires a 30-minute minimum break and breaks cannot be counted as service hours.
- Supporting Documentation/Report:
 - Pre Placement Training report
 - Pre Placement Training Survey
- Evidence of Completion:
 - Copy of signed document
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization and must be entered into Aware as a case note.
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries; and
 - All types of contact such as telephone calls, face-to-face meetings, online calls (virtual meetings) and participant advocacy.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Provider Type – Pre-ETS Providers, ES Providers
- There is one service per service authorization.
- There is a maximum of two experiences per year.
- This is an optional service. It is not required and has no prerequisite service(s).
- This service must include alternative training tools/strategies such as discussions, videos, photos, easy reading materials and manipulatives to maximize training content understanding.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a

case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.

- The service begin date must be on or after the open authorization date. The service end date must be the last day of training.

VR-Specific Information

- Vendor requested payment requirements:
 - The Provider must document a minimum of 20 hours of training time completed by the participant.
 - The Work Readiness Training Report must be attached to Vendor requested payment.
 - The Work Readiness Training Report must include the following:
 - Dates and times of training;
 - Name and title of the trainer;
 - Documentation of the required topics; and
 - Topics specific to the needs of the participant (as applicable).
 - The Work Readiness Training Survey must be attached to the Vendor requested payment.
 - The participant and parent/guardian (if applicable) must sign the survey.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - Document a minimum of 20 hours of training time completed by the participant.
 - Attach the Work Readiness Training Report to the Vendor requested payment.
 - The Work Readiness Training Report must include the following:
 - Dates and times of training
 - Name and title of the trainer
 - Documentation of the required topic, and
 - Topics specific to the needs of the participant (as applicable).
 - The Work Readiness Training Survey must be attached to the Vendor requested payment.
 - The participant and parent/guardian (if applicable) must sign the survey.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date. The service end date is the last date the participant attended the Work Readiness Training.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Travel Training-Youth

This service involves providing training to the youth on how to access and navigate the youth's identified transportation method (e.g., public transportation, paratransit, ridesharing, etc.). Acceptable activities include (but are not limited to) assisting the youth to complete applications for transportation services, identifying bus schedules and routes, demonstrating how to navigate public transportation and teaching safety skills for using transportation services.

Acceptable Delivery Methods, Capacities and Duration:

- One-on-One In-Person Training
- Training lasting more than four hours must include 30-minute lunch break.
- Limited to eight hours of training per day to ensure engagement.

Service Requirements:

- This service is available to potentially eligible participants and eligible participants with a disability with Workplace Readiness Training listed on the IPE.
- Must have an MPR case note entry for each month of service since the open authorization issued date.
- Any training exceeding four hours requires a 30-minute minimum break.
- Supporting Documentation/Report:
 - Training and support services log
- Evidence of Completion:
 - Copy of signed document
- MPRs
 - VR reserves the right to reject a Vendor requested payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries must be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries; and
 - All types of contact such as telephone calls, face-to-face meetings, online calls (virtual meetings) and participant advocacy.

Guidance:

- Services cannot begin to be rendered until the VR Counselor and the VR Supervisor have approved the authorization and the Provider has received an open authorization in the Aware Vendor Portal.
- Provider Type – Pre-ETS Providers, ES Providers

- There is one service per service authorization.
- There is a maximum of two experiences per year.
- This is an optional service. It is not required and has no prerequisite service(s).
- This service must include alternative training tools/strategies such as discussions, videos, photos, easy reading material, and manipulatives to maximize training content understanding.
- The Vendor requested payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. VR staff has discretion in approving or rejecting any Vendor requested payment submitted after 30 days of service achievement.
- The service begin date must be on or after the open authorization date. The service end date must be the last day of training.

VR-Specific Information

- Vendor requested payment requirements:
 - The Provider must document a minimum of 10 hours of training time completed by the participant.
 - The Training and support services log must be attached to the Vendor requested payment.
 - The Training and support services log must include the following:
 - Dates and times of training;
 - Name and title of the trainer;
 - Documentation of the activities completed; and
 - Any additional support or needs of the participant.
 - The participant and parent/guardian (if applicable) must sign the Training and support services log.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor requested payment requirements:
 - Document a minimum of 10 hours of training time completed by the participant.
 - Attach the Training and support services log to the Vendor requested payment.
 - The Training and support services log must include the following:
 - Dates and times of training;
 - Name and title of the trainer;
 - Documentation of the activities completed; and
 - Any additional supports or needs of the participant.
 - The participant and parent/guardian (if applicable) must sign the Training and support services log.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.

- If all the above criteria are met, the Vendor requested payment is ready for submission.

Service: Employment services “A la Carte”

Pursuant to Title 34, section 361.48, C.F.R., the following service falls within the scope of VR services for individuals with disabilities.

“A la Carte” ES are non-sequential job-related services available to support a VR participant to obtain or maintain employment. These services are intended to supplement ES and are provided by employment specialist Providers. Each of the services may be delivered independently or in conjunction with other VR services, such as ES or Supported Employment.

Service Description: Travel Training

Service Definition:

This service involves providing training to the participant on how to access and safely navigate the participant’s identified transportation method (e.g., public transportation, paratransit, ride-sharing service, etc.) in alignment with Title 34 section 361.5(56).

Service Requirements:

- The service is available for adult participants with disabilities and most significant disabilities.
- There is one service per service authorization.
- Participant can have multiple “A la Carte services” authorizations open at a time.
- Must have a MPR case note entry for each month of service beginning with the open authorization date.
- The Provider must receive a service authorization before beginning to work with a participant.
- The Provider can only bill for completed services.
- Supporting Documentation/Report:
 - Training and Support services Log
- Evidence of Completion:
 - Training and Support services Log
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - All DOE/DVR services are provided through contractual agreements with registered, approved and certified vendors who are then authorized to become VR service Providers, therefore, VR reserves the right to reject a Vendor Requested Payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.

- MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
- MPR entries should be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information on employers who have been contacted or have received applications;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
 - Names of specific managers to assist with employment verification and expediting Vendor Requested Payment approval; and
 - Higher level of support and interaction for Supported Employment services because Supported Employment participants require more intensive support in order to obtain and maintain employment.

Guidance:

- There is one service per service authorization.
- Workplace Readiness Training must be listed on the IPE.
- This is a non-sequential job-related service.
- This service is available for adults with disabilities and most significant disabilities, including those in need of Supported Employment or Customized Employment.
- An Employment Services, Supported Employment or Customized Employment authorization may be beneficial to the participant in conjunction with this service as identified by the Counselor and the participant.
- Provider Type – Employment service, Supported Employment
- The Vendor Requested Payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. All DOE/DVR services are provided through contractual agreements with registered, approved, certified vendors who are then authorized to become VR service Providers, therefore, VR staff has discretion in approving or rejecting any Vendor Requested Payment submitted after 30 days of service achievement.
- The service beginning date must be on or after the open authorization date.

VR-Specific Information

- Vendor Requested Payment requirements:
 - MPRs must be entered for each month of activity and entered 30 days following the month services were rendered.
 - The vendor must outline the activities completed and method of transportation used for training on the Training and Support services log.

- The vendor must attach a copy of the Training and Support services log to the Vendor Requested Payment.
- The Provider must include the Provider Summary Invoice.
- If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- The service begin date must be on or after the open authorization date.
- Vendor Requested Payment requirements:
 - Enter a MPRs for each month of activity and were they entered within 30 days following the month services were rendered.
 - Outline the activities completed and method of transportation used for training on the Training and Support services log.
 - Attach the Training and Support services log to the Vendor Requested Payment.
 - Include the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Alternative Resume and Portfolio

Service Definition:

This service includes assisting the participant to develop specialty or alternative job-seeking documents such as video resumes, visual resumes and work portfolios.

Service Requirements:

- This service is available for adult participants with disabilities and most significant disabilities.
- There is one service per service authorization.
- The participant can have multiple “A la Carte services” authorizations open at a time.
- Must have an MPR case note entry for each month of service beginning with the open authorization date.
- The Provider must receive a service authorization before beginning to work with a participant.
- The Provider can only bill for completed services.
- Supporting Documentation/Report:
 - Alternative Resume and/or portfolio
- Evidence of Completion:
 - Copy of Alternative Resume or portfolio
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.

- MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
- MPR entries should be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information on employers who have been contacted or have received applications;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
 - Names of specific managers to assist with employment verification and expediting Vendor Requested Payment approval, and
 - Higher level of support and interaction for Supported Employment services because Supported Employment participants require more intensive support to obtain and maintain employment.

Guidance:

- There is one service per service authorization.
- Job Related services must be listed on the IPE.
- This is a non-sequential job-related service.
This service is available for adults with disabilities and most significant disabilities, including those in need of Supported Employment or Customized Employment.
- An Employment Services, Supported Employment or Customized Employment authorization may be beneficial to the participant in conjunction with this service as identified by the Counselor and the participant.
- Provider Type – Employment services, Supported Employment Providers.
- The Vendor Requested Payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond the 30 days, justification must be provided as a case note.
- The service begin date must be on or after the open authorization date.

VR-Specific Information

- Vendor Requested Payment requirements:
 - The vendor must enter MPRs for each month of activity and were they entered within 30 days following the month services were rendered.
 - The vendor must provide you with a copy of the alternative resume and/or portfolio to your satisfaction.
 - The vendor must attach a copy of the alternative resume and/or portfolio to the Vendor Requested Payment.
 - The Provider must include the Provider Summary Invoice.

- If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- The Vendor Requested Payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note. All DOE/DVR services are provided through contractual agreements with registered, approved, certified vendors who are then authorized to become VR service Providers, therefore, VR staff has discretion in approving or rejecting any Vendor Requested Payment submitted after 30 days of service achievement.
- The service begin date must be on or after the open authorization date.
- Vendor Request for Payment Requirements:
 - Submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - Submit a copy of the alternative resume and/or portfolio to the VR Counselor.
 - Attach copies of the required Supporting Documentation/Report to the Vendor Requested Payment
 - Complete Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Personal Identification/Documentation

Service Definition:

This service involves assisting the participant with obtaining required employment documentation, such as a State picture ID, Social Security Card, birth certificate and/or driver's license. It may also include assisting the participant to obtain copies of transcripts, degrees and certificates required to attain the employment goal on the participant's IPE.

This service can be generated for multiple documents. The Counselor will determine which documents are required for this service.

Service Requirements:

- This service is available for adult participants with disabilities and most significant disabilities.
- There is one service per service authorization.
- The participant can have multiple "A la Carte services" authorizations open at a time.
- Must have an MPR case note entry for each month of service beginning with the open authorization date.
- The Provider must receive a service authorization before beginning to work with a participant.

- The Provider can only bill for completed services.
- Supporting Documentation/Report:
 - Copy of documentation
- Evidence of Completion:
 - Copy of documentation
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - All DOE/DVR services are provided through contractual agreements with registered, approved, and certified vendors who are then authorized to become VR service Providers, therefore, VR reserves the right to reject a Vendor Requested Payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries should be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information on employers who have been contacted or have received applications;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
 - Names of specific managers to assist with employment verification and expediting Vendor Requested Payment approval; and
 - Higher level of support and interaction for Supported Employment services because Supported Employment participants require more intensive support in order to obtain and maintain employment.

Guidance:

- There is one service per service authorization.
- Job Related services should be listed on the IPE.
- This is a non-sequential job-related service.
- This service is available for adults with disabilities and most significant disabilities, including those in need of Supported Employment or Customized Employment.
- An Employment Services, Supported Employment or Customized Employment authorization may be beneficial to the participant in conjunction with this service as identified by the Counselor and participant.
- Provider Type – Employment services, Supported Employment

- The Vendor Requested Payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note.
- The service begin date must be on or after the open authorization date.

VR-Specific Information

- Vendor Requested Payment requirements:
 - MPRs must be submitted for each month of activity and were they submitted within 30 days following the month services were rendered.
 - The vendor must provide you with a copy of identification documentation obtained, if applicable.
 - Record in a case note proof that participant received the documentation.
 - The Provider must include the Provider Summary Invoice.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor Requested Payment requirements:
 - Submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - Provide a copy of the identification obtained to the VR Counselor.
 - Verify that the participant received the information.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Job Coaching

Service Definition:

Job coaching may be authorized as a stand-alone service when the participant requires significant on-the-job assistance from a job coach to maintain employment. This service may also be authorized as an enhancement to services such as On-the-Job Training (for eligible participants).

Service Requirements:

- This service is available for adult participants and eligible students with disabilities and most significant disabilities for whom service is indicated on their IPE.
- There is one service per service authorization.
- The participant can have multiple “A la Carte services” authorizations open at a time.
- Must have an MPR case note entry for each month of service beginning with the open authorization date.
- The Provider must receive a service authorization before beginning to work with a participant.

- The Provider can only bill for completed services.
- Supporting Documentation/Report:
 - Training and Support services Log
- Evidence of Completion:
 - Training and Support services Log
- MPRs
 - Participant MPRs are required for each month of service beginning with the date of open authorization.
 - All DOE/DVR services are provided through contractual agreements with registered, approved, and certified vendors who are then authorized to become VR service Providers, therefore, VR reserves the right to reject a Vendor Requested Payment if MPRs do not reflect an adequate level of documentation to verify Provider interaction with the participant.
 - MPRs are due no later than the 30th day of the following month from which activity was documented. For example, the MPR for September activities are due by October 30th.
 - MPR entries should be entered as case notes in Aware and must include:
 - Dates and details of all activities performed;
 - Multiple entries per month, typically four or five entries;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries;
 - Information on employers who have been contacted or have received applications;
 - All types of contact such as telephone calls, face-to-face meetings and participant advocacy;
 - Names of specific managers to assist with employment verification and expediting Vendor Requested Payment approval; and
 - Higher level of support and interaction for Supported Employment services because Supported Employment participants require more intensive support in order to obtain and maintain employment.

Guidance:

- There is one service per service authorization.
- Job Related services should be listed on the IPE.
- This is a non-sequential job-related service.
- This service is available for adults with disabilities and most significant disabilities, including those in need of Supported Employment or Customized Employment.
- An Employment Services, Supported Employment or Customized Employment authorization may be beneficial to the participant in conjunction with this service as identified by the Counselor and participant.
- Provider Type – Employment services, Supported Employment, On the Job Training

- The Vendor Requested Payment must be submitted in Aware within 30 days of service achievement. If submission occurs beyond 30 days, justification must be provided as a case note.
- The service begin date must be on or after the open authorization date.

VR-Specific Information

- Vendor Requested Payment requirements:
 - MPRs must be submitted for each month of activity and were they submitted within 30 days following the month services were rendered.
 - The job coach must provide a description of the significant on-the-job assistance provided to the participant to maintain employment or to succeed on the OJT experience.
 - A copy of the Training and Support services Log must be attached to the Vendor Requested Payment
 - The Provider must include the Provider Summary Invoice.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor Requested Payment requirements:
 - Submit MPRs for each month of activity and within 30 days following the month services were rendered.
 - Provide the VR Counselor with a comprehensive description of the significant on the job assistance provided to the participant to maintain employment or to succeed on the OJT experience.
 - Attach a copy of the Training and Support services Log to the Vendor Requested Payment.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service: Youth Peer Mentoring

Participants must meet the definition of a Student with a Disability as defined in Part B of the Individual with Disabilities Act, Title 34, section 361.5(c)(51), C.F.R., and the Workforce Innovation and Opportunities Act (WIOA). The criteria are to:

- Be between the ages of 14 and 21 years old;
- Be enrolled in a formal education program (secondary or Postsecondary); and
- Have a documented disability (IEP, IPE, Section 504, or other acceptable documentation).

VR Youth Peer Mentoring (Youth Peer Mentoring) is a service that helps participants with disabilities and young adults to apply Self-Advocacy principles in both employment and educational settings. This service is an **intensive, time-limited** service which leverages like-aged peers to engage youth by connecting them to long-term community resources and delivering the initial social support needed to effectively transition into Postsecondary training, education and employment.

Providers are required to complete additional training and certification prior to delivering Youth Peer Mentoring services. Providers must have at least one certified Youth Peer Mentoring Coordinator and one certified Youth Peer Mentor on staff in order to deliver services.

Service Description: Youth Peer Mentoring Plan and Mentor Assignment

Service Definition:

VR staff will consider the level of support in terms of hours needed and services required for the participant to become vocationally and socially engaged. Activities and number of hours of support should be individualized based on the participant's need. VR staff should describe specific needs and areas where mentoring should focus on the Draft Authorization.

Acceptable Delivery Methods, Capacities and Duration:

- In-Person: One-on-One with Mentor and Mentee
- Virtual: One-on-One with Mentor and Mentee
 - Virtual platforms must have meeting features that include webcam access and microphone or voice capabilities. Some examples of virtual platforms may include: Microsoft Teams®, Zoom®, Go-to-Meeting®, Google Classroom®, etc.
- It is anticipated that each mentoring session will last between 30 minutes to 2 hours.
- A minimum of 20 hours is required.

Service Requirements:

- The Youth Peer Mentoring Plan and Assignment and Pre-Assessment must be signed by the participant, parent/guardian, Provider and VR staff.
- The Youth Peer Mentoring Plan and Assignment must be completed and submitted in a case note to VR staff through Aware within 30 days of the open authorization date.

- If submission occurs beyond the 30 days, justification must be submitted by the Provider as a case note with an additional case note justification monthly until service is met. VR staff has discretion in approving or rejecting any Vendor Requested Payment submitted if service is not achieved after 30 days.
- The Counselor must review the plan within 10 business days from the date of submission to approve or reject the Youth Peer Mentoring Plan and Assignment.
- A minimum of 20 hours planned mentoring is required.
- Supporting Documentation/Reports:
 - Youth Peer Mentoring Plan Youth Peer Mentoring Mentor Assignment
- Evidence of Completion:
 - Youth Peer Mentoring and Assignment completed with participant, parent/guardian (if applicable), Provider and VR staff signatures.
 - Youth Peer Mentoring Pre-Assessment completed with participant, parent/guardian (if applicable), Provider and VR staff signatures.

Guidance:

- Vendor Type- Employment services, Supported Employment, Pre-ETS, (Must have Youth Peer Mentoring certification)
- The Vendor Requested Payment must be submitted in Aware within 30 days of service completion. If submission occurs beyond the 30 days, justification must be provided as a case note.
- VR staff has discretion in approving or rejecting any Vendor Requested Payment submitted after 30 days of service completion.
- The service begin date must be on or after the open authorization date. The service end date should match the VR Counselor signature date, which must be the last signature obtained.
- The service authorization should include only one service.
- The participants' interests should be taken into consideration.
- Virtual platforms must have meeting features that include webcam access and microphone or voice capabilities. Some examples of virtual platforms may include: Microsoft Teams®, Zoom®, Go-to-Meeting®, Google Classroom®, etc.
- This is an optional service. It is not required and has no prerequisite service(s).
- It is anticipated that this will take one to two hours to complete with the participant.
- The assigned Mentor must be no more than six years of age of the participant.

VR-Specific Information

- Vendor Requested Payment requirements:
 - The Youth Peer Mentoring Plan and Assignment and Youth Peer Mentoring Pre-Assessment must be signed by the participant, parent/guardian (if applicable), Provider, and VR staff.
 - The Youth Peer Mentoring Plan and Assignment and Youth Peer Mentoring Pre-Assessment must be completed and submitted within 30 days of open

authorization date or an acceptable justification provided if submitted beyond 30 days (e.g., circumstances beyond control).

- Copies of the Youth Peer Mentoring Plan and Assignment and Youth Peer Mentoring Pre-Assessment must be attached to the Vendor Requested Payment.
- Complete the Provider Summary Invoice.
- If all the above criteria are met, the Vendor requested payment is ready for approval.

Provider-Specific Information

- Vendor Requested Payment requirements:
 - The Youth Peer Mentoring Plan and Assignment and Youth Peer Mentoring Pre-Assessment must be signed by you, the participant, parent/guardian (if applicable) and VR staff.
 - Complete and submit the Youth Peer Mentoring Plan and Assignment and Youth Peer Mentoring Pre-Assessment within 30 days of open authorization date.
 - If beyond 30 days, please provide acceptable justification in the case note section of Aware (e.g., circumstances beyond control) for the Counselor's review to accept or reject.
 - Attach a copy of the Youth Peer Mentoring Plan and Assignment and Youth Peer Mentoring Pre-Assessment to the Vendor Requested Payment.
 - Complete the Provider Summary Invoice.
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Service Description: Youth Peer Mentoring Activities Monthly Progress Report

Service Definition:

The Activities Monthly Report will be documented by the Peer Mentor and submitted to VR by the Peer Mentor Coordinator. The log must include:

- Number of face-to-face hours and a description of the activities, difficulties encountered and/or progress;
- Recommendations including additional Peer Mentor Activities;
- Demonstration of a phasing-out approach to services and increased independence;
- Increased engagement by the participant as they become familiar with social supports;
- Location-based activities: identify any location-based activities that were conducted during the reporting period such as community service projects or outings with:
 - Dates and details of all activities performed;
 - Multiple entries, typically four or five entries per month;
 - At least one to two face-to-face interactions with the participant;
 - Clear and concise entries; and

- All types of contact such as telephone calls, face to face meetings and participant advocacy.

Service Requirements:

- The Youth Peer Mentoring Activities Monthly Report:
 - Providers may bill for up to 1.0 hour within one month for planning Self-Advocacy activities when the participant fails to show for an appointment.
 - Direct interaction mentoring time with the participant should be billed in .25-hour increments of time (i.e. .25, .50, .75, 1.0).
- The Youth Peer Mentoring Activities Monthly Report must be signed by the participant, parent/guardian (if applicable), Provider and VR staff.
- VR staff must review the Youth Peer Mentoring Activities Monthly Report within 10 business days from the date of submission to approve or reject the Youth Peer Mentoring Activities Monthly Report.
- Supporting Documentation/Reports:
 - Youth Peer Mentoring Activities Monthly Report
- Evidence of Completion:
 - Youth Peer Mentoring Activities Monthly Report must be signed by the participant, parent/guardian (if applicable), Provider and VR staff.

Guidance:

- Provider Type – Employment services, Supported Employment, Pre-ETS, (Must have Youth Peer Mentoring certification).
- The VR staff may request additional hours if they feel the experience has not adequately covered the participants' interests.
- The Vendor Requested Payment must be submitted in Aware within 30 days of service completion. If submission occurs beyond the 30 days, justification must be submitted by the Provider as a case note.
- VR staff has discretion in approving or rejecting any Vendor Requested Payment submitted after 30 days of service completion.
- The service begin date must be on or after the open authorization date. The service end date should be the VR staff signature date, which must be the last signature obtained.
- In reviewing the Youth Peer Mentoring Activities MPR, the VR staff should ensure that the experience is of sufficient duration to foster skills and knowledge related to real-life work experiences.
 - VR staff may request that the proposed number of mentoring hours be adjusted, based on the needs of the participant.
 - A minimum of 20 hours is required.
 - This is an optional service. It is not required and has no prerequisite service(s).
 - The Counselor will authorize anticipated hours each month included in the plan.

VR-Specific Information

- Vendor Requested Payment requirements:
 - The proposed timeframe for the participant must be appropriate.
 - The Youth Peer Mentoring Activities MPR must be signed by the participant, parent/guardian (if applicable), Provider and VR staff.
 - The Youth Peer Mentoring Plan and Mentor Assignment and Youth Peer Mentoring Pre-Assessment must be completed prior to the start of the first Youth Peer Mentoring Activities MPR.
 - A copy of the Youth Peer Mentoring Activities MPR must be attached to the Vendor Requested Payment.
 - The Provider must complete the Provider Summary Invoice.
 - If all the above criteria are met, the Vendor requested payment is ready for submission.

Provider-Specific Information

- Vendor Requested Payment requirements:
 - The Youth Peer Mentoring Activities MPR must be signed by you, the participant, parent/guardian (if applicable) and VR staff.
 - Attach a copy of the Youth Peer Mentoring Activities MPR to the Vendor Requested Payment.
 - Complete the Provider Summary Invoice
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

Service Description: Youth Peer Mentoring Final Report

Service Definition:

The outcome of Youth Peer Mentoring services should be demonstrated improvement in at least one if not all of the five factors. The Youth Peer Mentoring Final Report from the Provider should indicate how each factor has improved. If no improvement was made, observations and suggestions for improvement should be indicated.

Service Requirements:

- The Final Report must include:
 - The summary of services delivered and benefits to participant, including unresolved issues; and
 - The recommendations for Peer Mentoring services needed for transition to Postsecondary training, education and employment.
- All Youth Peer Mentoring Activities MPRs must be submitted prior to the Youth Peer Mentoring Final Report.
- The Youth Peer Mentoring Final Report must be signed by the participant, parent/guardian (if applicable), Provider and VR staff.

- If the participant did not complete the full amount of hours as described in the Youth Peer Mentoring Plan and Agreement, due to no fault of the Provider, the information must be comprehensively documented in the Youth Peer Mentoring Final Report for submission. VR staff has the discretion to accept or reject the Final Report for payment.
 - A minimum of five hours is required, otherwise the Youth Peer Mentoring Final Report service is not billable.
- Supporting Documentation/Reports:
 - Youth Peer Mentoring Final Report
 - Youth Peer Mentoring Post Survey -
- Evidence of Completion:
 - Youth Peer Mentoring Final Report
 - Youth Peer Mentoring Post-Assessment
 - The Youth Peer Mentoring Post Assessment must be attached to the Vendor Requested Payment. If unavailable, acceptable justification must be included in a case note.

Guidance:

- Provider Type- Employment services, Supported Employment, Pre-ETS (Must have Youth Peer Mentoring certification).
- The service authorization should include only one service.
- The Vendor Requested Payment must be submitted in Aware within 30 days of service completion. If submission occurs beyond the 30 days, justification must be provided as a case note.
- VR staff has discretion in approving or rejecting any Vendor Requested Payment submitted after 30 days of service completion.
- The Youth Peer Mentoring Final Report must be comprehensive and completed to VR staff's satisfaction.
 - If the participant did not complete the full amount of hours as described in the Youth Peer Mentoring Plan and Agreement, due to no fault of the Provider, the information must be comprehensively documented in the Youth Peer Mentoring Final Report for submission. VR staff has the discretion to accept or reject the Final Report for payment.
 - A minimum of five hours is required, otherwise the Youth Peer Mentoring Final Report service is not billable.

VR-Specific Information

- Vendor Requested Payment requirements:
 - At least five hours of “*Youth Peer Mentoring Activities MPR Hours*” must take place, if not, the service is not billable.
 - If the participant did not complete the full amount of hours as described in the Youth Peer Mentoring Plan and Mentor Assignment due to circumstances beyond

the Provider's control, document comprehensive information in the Youth Peer Mentoring Final Report to the VR staff's satisfaction.

- The Youth Peer Mentoring Final Report must be comprehensive and completed to the VR staff's satisfaction.
- The Youth Peer Mentoring Final Report and Youth Peer Mentoring Post-Assessment must be signed by the participant, parent/guardian (if applicable), Provider and VR staff.
- A copy of the Youth Peer Mentoring Final Report and Youth Peer Mentoring Post-Assessment must be attached to the Vendor Requested Payment.
- The Provider must complete the Provider Summary Invoice
- If all the above criteria are met, the Vendor requested payment is ready for submission.

Provider-Specific Information

- At least 5 hours of "*Youth Peer Mentoring Activities MPR Hours*" must take place, the service is not billable.
- Vendor Requested Payment requirements:
 - Complete the Youth Peer Mentoring Final Report and Youth Peer Mentoring Post-Assessment to the VR staff's satisfaction.
 - The participant, parent/guardian (if applicable), VR staff and you must sign the Youth Peer Mentoring Final Report and Youth Peer Mentoring Post-Assessment.
 - Attach a copy of the Youth Peer Mentoring Final Report and Youth Peer Mentoring Post-Assessment to the Vendor Requested Payment.
 - Complete the Provider Summary Invoice
 - The service begin date must be on or after the open authorization Issue date.
 - If all the above criteria are met, the Vendor requested payment is ready for approval.

If you have any difficulty regarding accessibility of this document, contact VR:
VRCommunications@vr.fldoe.org

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