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If a customer who does not speak English comes into a DVR office and staff cannot determine the language the customer is speaking or no-one is available at the office to speak in the customer’s language, staff can call the Language Line to request a telephone interpreter.  

Staff may need the use of two telephones- one for the customer, and one for DVR staff. Please follow these steps:  

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Introduction

The Rehabilitation Act was premised on the belief that every individual has the right to work and make choices that affect his or her life. In 2014, Congress amended the Rehabilitation Act, reinforcing the values and principles on which it is based and also establishing a new vision and direction for rehabilitation programs that operate under its authority.

The Rehabilitation Act Amendments establish expectations for assisting individuals with disabilities to achieve employment and make choices, including:

The right of a customer to make informed choices is broadened to all aspects of the rehabilitation program.

- Staff development activities and minimum qualifications are established to ensure that individuals with disabilities receive services from qualified staff.
- Cooperative working relationships are required among a variety of agencies involved in services to provide a seamless service delivery system.

DSHS Mission Statement

The Department of Social and Health Services (DSHS) will improve the safety and health of individuals, families and communities by providing leadership and establishing and participating in partnerships.

DVR Purpose

Revised 07/02/2018

DVR’s purpose is to empower people with disabilities to achieve a greater quality of life by obtaining and maintaining employment. DVR believes employment contributes to a person’s ability to live independently and everyone has a right to work.

Several efforts are under way to integrate the values and principles of the Rehabilitation Act into our own service delivery practices as we carry out the mission of the division. Each of you plays an important role in helping DVR become an agency that demonstrates these values and principles every day. Many of you are in a position to make decisions that affect customers’ lives.
and to make decisions about how to spend state resources. Because customers rely on you for advice and support, you must understand and use the authority of your position and the resources of the state to meet the needs of DVR customers in a fiscally responsible manner.

**WAC 388-891A-0005 What is the purpose of this chapter?**

This chapter explains the types of vocational rehabilitation (VR) services available to individuals who are eligible through the department of social and health services (DSHS), division of vocational rehabilitation (DVR).

VR services are offered to assist individuals with disabilities to prepare for, secure, maintain, advance in, or regain employment that is consistent with their unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

This chapter is consistent with the Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act of 2014 and codified in 34 C.F.R. Sec. 361, 363, and 397, as well as chapter 74.29 RCW, Rehabilitation Services for Individuals with Disabilities, other relevant state laws, and DSHS requirements.

**Explanation of Manual Contents**

**Washington Administrative Code (WAC)**

The Washington Administrative Codes (WACs) are the primary case service guidelines for DVR staff in the provision of services. The WACs are adopted by DVR from federal vocational rehabilitation regulations to define the scope of benefits and services and to identify parameters regarding available services in Washington State. The WACs also provide customers and the general public with information about services available from DVR, as well as any applicable limitations, requirements or restrictions. All DVR services must be provided in compliance with the WAC.

**Standards of Ethical Conduct**

(Revised 10-19-09)

Following are values, attitudes, and standards of ethics DVR staff are expected to demonstrate when carrying out the responsibilities of our positions. By doing so, we can continue the tradition of quality services that has helped thousands of individuals with disabilities achieve employment.

- Perform your job in a legal, ethical, and moral manner. Do not engage in dishonest, deceitful, or fraudulent actions in the performance of your job, nor allow the pursuit of financial gain or other personal benefit to interfere with sound professional judgment and skills.
- Respect the integrity and protect the welfare of people with whom we work, particularly our customers. Strive to place a customer’s interests above your own at all times.
- Honor the rights of customers to make decisions about their rehabilitation services. Inform customers about issues affecting or limiting their choices.
• Serve as advocates for people with disabilities. Ensure programs, facilities, and employment settings are accessible prior to referring customers to them.
• Respect and protect the confidentiality of information provided by customers in the course of their involvement with DVR.
• Practice consistent and equitable application of all DVR policies and procedures in the delivery of services to customers. Treat customers respectfully and equitably regardless of sex, race, creed, color, national origin, religion, sexual orientation, disabled veteran status, Vietnam-Era veteran status, disability, or age.
• Maintain professional relationships that contribute to the customer’s rehabilitation. Ensure the customer-counselor relationship is not used or exploited for financial gain or other personal benefits. Sexual relationships with customers are unethical.
• Provide counseling and guidance about the purpose, selection and use of DVR services to promote a customer’s rehabilitation. Place or assist in the placement of customers in jobs consistent with their abilities and strengths, and not in positions that could damage the interests or welfare of the customer or the employer.
• Recognize personal strengths and limitations and seek supervisory guidance when those limitations may affect appropriate delivery of services to the customer.
• Act with integrity in your relationships with colleagues, other organizations, agencies, institutions, referral sources, and others to facilitate achieving optimum benefits for customers.
• Strive to understand the accessibility issues of individuals with disabilities and to demonstrate this understanding in the performance of your job. Make an effort to keep abreast of developments in rehabilitation practices through reading and attendance at professional meetings and seminars.
• Use state property, equipment, time, and resources only for program purposes.

These standards of conduct are based on DSHS and DVR requirements and they are consistent with the CRC Code of Ethics.

See Also:

DSHS Administrative Policy 18.64 Standards of Ethical Conduct for Employees

Code of Ethics Established by the Commission on Rehabilitation Counselor Certification

In addition to the above standards of ethical conduct, VR Counselors demonstrate an in depth understanding and the ability to use independent judgment consistent with the Code of Ethics established by the Commission on Rehabilitation Counselor Certification.

WAC - Definitions

Revised 07/02/2018

The following definitions are used throughout the WAC and manual. Other definitions that relate to a specific section appear in that section.
WAC 388-891A-0010 What definitions apply to this chapter?

(1) "Comparable services and benefits" means services and benefits, including accommodations and auxiliary aids and services, that are:

(a) Provided for, in whole or in part, by other federal, state, or local public agencies, health insurance, or employee benefits;

(b) Available to you when you need them to ensure your progress toward achieving the desired employment outcome in your individualized plan for employment (IPE); and

(c) Substantially similar to the services that you would otherwise receive from DVR.

(2) "Competitive integrated employment" means:

(a) Part-time or full-time work:

(i) that is performed in an integrated setting;

(ii) for which you are paid at or above the highest applicable minimum wage of those specified in 29 U.S.C. Sec. 206(a)(1), RCW 49.46.020, or local minimum wage laws; and

(iii) Work for which you earn the same wages and benefits as other employees without disabilities in similar occupations or performing similar tasks, who have similar training, experience, and skills; or

(b) Self-employment that yields income comparable to that received by other individuals without disabilities who are self-employed in a similar occupation or performing similar tasks, who have similar training, experience, and skills.

(3) "Division of vocational rehabilitation (DVR)" means the division primarily concerned with the vocational rehabilitation of individuals with disabilities and responsible for the administration of the vocational rehabilitation program of the department of social and health services (DSHS).

(4) "Employment outcome" means competitive integrated employment, supported employment, self-employment, telecommuting, business ownership, or any other type of employment compensated at a competitive wage in an integrated setting that is consistent with your unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

(5) "Extended employment" means work in a nonintegrated or sheltered setting for a public or private nonprofit agency or organization that provides compensation in accordance with section 14(c) of the Fair Labor Standards Act.

(6) "Extreme medical risk" means the probability of substantially increasing your functional impairment or death if medical services, including mental health services, are not provided quickly.

(7) "Family member" means a person who:
(a) Is your relative or legal guardian; or

(b) Lives in the same household as you and has a substantial interest in your well-being.

(8) "Individual with a disability" means an individual:

(a) Who has a physical or mental impairment;

(b) Whose impairment results in a substantial impediment to employment; and

(c) Who can benefit in terms of an employment outcome as a result of receiving VR services.

(9) "Individual with a most significant disability" means an individual with a significant disability who has a severe physical or mental impairment resulting in serious functional limitations in four or more areas (such as mobility, communication, self-care, self-direction, interpersonal skills, work tolerance, or work skills) in terms of an employment outcome.

(10) “Individual with a significant disability" means an individual with a disability:

(a) Who has a severe physical or mental impairment resulting in serious functional limitations in one or more areas (such as mobility, communication, self-care, self-direction, interpersonal skills, work tolerance, or work skills) in terms of an employment outcome;

(b) Whose vocational rehabilitation can be expected to require multiple vocational rehabilitation services over an extended period of time; and

(c) Who has one or more physical or mental disabilities resulting from amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, mental illness, multiple sclerosis, muscular dystrophy, musculo-skeletal disorders, neurological disorders (including stroke and epilepsy), spinal cord conditions (including paraplegia and quadriplegia), sickle cell anemia, intellectual disability, specific learning disability, end-stage renal disease, or another disability or combination of disabilities determined on the basis of an assessment for determining eligibility and vocational rehabilitation needs to cause comparable substantial functional limitation.

(11) “Individualized Plan for Employment (IPE)” means the written plan, approved by your DVR counselor, described in WAC 388-891A-0915 through 388-891A-0951.

(12) “Integrated setting” means one of the following:

(a) The setting in which you receive a VR service is integrated if it is a setting commonly found in the community (such as a store, office, or school) where you come into contact with people without disabilities while you are receiving the service. The people without disabilities who you come into contact with are not the same people providing VR services to you.

(b) The setting in which you work is integrated if it is a setting commonly found in the community where both your immediate co-workers and the public with which you interact include people
without disabilities. The amount of contact you have with people without disabilities is the same that a person without disabilities in the same type of job would experience. 

(13) “Most recent tax year” means the most recent calendar year for which you:

(a) Filed or were required to file an income tax return with the United States Internal Revenue Service (IRS); or 

(b) Were claimed as a dependent on an income tax return with the United States IRS. 

(14) “Physical or mental impairment” means:

(a) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculo-skeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or 

(b) Any mental or psychological disorder such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities. 

(15) “Representative” means any person chosen by an applicant or eligible individual, including a parent, family member, or advocate, unless a representative has been appointed by a court to represent the individual, in which case the court-appointed representative is the individual's representative. 

(16) “Student with a disability” means an individual with a disability who is:

(a) Currently enrolled in a secondary, postsecondary, or other recognized educational program; 

(b) Not younger than fourteen years of age and not older than the maximum age established for the receipt of services under part B of the Individuals with Disabilities Education Act (IDEA) in the state of Washington, as described in WAC 392-172A-02000; and 

(c) Receiving special education or related services under part B of IDEA or is a student with a disability for the purposes of section 504 of the Rehabilitation Act of 1973, as amended. 

(17) “Substantial impediment to employment” means the limitations or barriers you experience as a result of a physical or mental impairment that hinder your ability to prepare for, secure, maintain, advance in, or regain employment that matches your abilities and capabilities. 

(18) “Vocational rehabilitation (VR) services” means those services described in WAC 388-891A-0700 through 388-891A-0890. 

(19) “Youth with a disability” means an individual with a disability who is not younger than fourteen years of age and not older than twenty-four years of age.
How to Find Things in the Manual

(Updated 11/1/17)

When you open the manual in Word, there are two quick methods for finding the content you want to access. The first of these is to use the table of contents. The second of these is to use the navigation pane.

**Table of Contents**

If you have a general idea about where to find the content you are seeking, the table of contents is probably the quickest route to get there. The manual is broken into chapters, which are sorted according to phase of the VR process, the scope and provision of services, and a variety of administrative tasks.

The table of contents for the manual is generated automatically by Word, which scans through the document to find “headings,” and then produces a table of contents with hyperlinks for each section. Each chapter of the manual has an entry on the table of contents, and these chapters are broken down further according to the manual’s heading ‘levels’.

This means that any line in the table of contents can be selected, and will take you to the section of the manual with the “heading” included.

For example, if you wanted to learn about the 90 day requirement for IPEs, you could scroll down through the table of contents to the section on “IPE Development / Implementation,” and select “Individualized Plans for Employment (IPEs) in 90 Days.” That would take you to the section in the manual that had this heading:

<table>
<thead>
<tr>
<th><strong>IPE Development / Implementation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>IPE Development Index Page</td>
</tr>
<tr>
<td>IPE Development / Implementation</td>
</tr>
<tr>
<td>Individualized Plans for Employment (IPEs) in 90 Days</td>
</tr>
<tr>
<td>Customer Driven Development of the IPE</td>
</tr>
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<td>Customer Option for Developing the IPE</td>
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<td>90 Day IPE Development Extension</td>
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<tr>
<td>Employment Goal on the IPE</td>
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<td>VR Services on the IPE</td>
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<td>Assessment after IPE is Underway</td>
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<td>Selecting Services and/or Service Providers</td>
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<td>Information Provided to the Customer</td>
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<tr>
<td>Using Existing Information to Select an Employment Goal and Determine VR Needs</td>
</tr>
<tr>
<td>Purchasing Assessment Services</td>
</tr>
</tbody>
</table>

Selecting this link will take you to the section pictured below:
**Individualized Plans for Employment (IPEs) in 90 Days**

DVR must develop an individualized Plan for Employment (IPE) for each eligible customer as soon as possible, but no later than 90 days following determination of eligibility, unless DVR and the individual agree to a specific extension of that timeframe.

The intent is to move all eligible individuals through the VR process with minimal delay in order to efficiently and effectively serve these individuals, resulting in the achievement of employment outcomes in competitive integrated employment.

**Customer Driven Development of the IPE**

The 90-day timeline for plan development re-emphasizes the critical role customers play in their IPE development. DVR has developed a comprehensive tool, the Customer Handbook, to facilitate independent and informed plan development for customers. Increased transparency regarding the multifaceted vocational assessment conducted by VR professionals, services available, resources for career exploration, and customer rights creates an opportunity for customers to actively participate in analyzing the primary items that influence career choice.

DVR staff should provide the Customer Handbook to customers at the earliest point of engagement with DVR and must be readily available. It provides information that will influence

**Navigation Pane**

If you need to search the document by a key word or phrase, then the table of contents may not be the fastest method for finding your information. Instead, you should use what Word calls the "Navigation Pane." This provides both a search box and an outline format for every heading in the manual.

You can access the “Navigation Pane” in Word in two ways. First, you can select “View” from the Ribbon at the top of the screen, and ensure that the checkbox for “Navigation Pane” has been selected:

You can also press “ctrl + f” at the same time, which will bring up a search box to the left of the manual:
Searching from the navigation pane will bring up a list of each instance for the search term in the manual. Keep in mind that unlike the smart search results found using internet search engines, the search function in word will look only for the exact phrase that you’ve entered:

**Navigation Pane**

You can access the “Navigation Pane” at the top of the screen, and it has been selected:

If you need to search the document by a specific term, the fastest method for finding your information is the “Navigation Pane.” This provides both an index and a list of the manual.

You can access the “Navigation Pane” in the Ribbon at the top of the screen, and it has been selected:
Appeal Options

Appeal Options Index Page

In this section of the manual:

Appeal Rights
Client Assistance Program (CAP)
Fair Hearing
Mediation
WAC - Appeal Options
  WAC - Fair Hearings
  WAC - Mediation
**Appeal Rights**

**Notification of Appeal Rights**

If a customer disagrees with a decision, it is the responsibility of the VR counselor to provide the customer with information, both verbally and in writing, describing the customer’s appeal rights, including:

- Discussing the decision with a VR supervisor or Area Manager;
- Contacting the Client Assistance Program;
- Requesting mediation; and/or
- Requesting a formal hearing.

DVR’s goal is to resolve a customer’s issue with the least disruption to his or her progress in the rehabilitation process as possible. A customer may use any one or a combination of the options above to resolve the disagreement. For example, a customer may request mediation and a fair hearing. If mediation resolves the issue, then the fair hearing is canceled, or a customer may request mediation, and still ask to speak to a VR supervisor prior to the scheduled mediation. If the issue is resolved, the mediation is canceled.

If a customer is trying to decide whether to select assistance from the Client Assistance Program (CAP) or mediation, VR counselor should explain that either option is available. The customer should be made aware however, that CAP representatives are familiar with the Rehabilitation Act and the VR process. Although dispute resolution centers and mediators have an understanding of conflict resolution, they may not be knowledgeable about the Rehab Act or the VR process. For this reason, the customer may want to give preference to requesting assistance from CAP rather than, or in addition to, mediation.

**Note:** A customer’s planned VR services continue while the issue is under review.

**VR Supervisor/Area Manager/ Field Services Administrator Review**

A customer or counselor may request a VR supervisor, Area Manager or Field Services Administrator review a VR counselor’s decision. The VR supervisor, Area Manager or Field Services Administrator may review the case file, talk to the VR supervisor, VR counselor, customer, or others involved in the case to gather information, if necessary.

The supervisor/Area Manager/Field Services Administrator discusses his or her findings and reviews relevant WACs with the VR counselor and customer. The supervisor/ Area Manager or Field Services Administrator gives both the VR counselor and customer an opportunity to discuss the issues and present relevant information.

If the issue is not resolved, the supervisor/Area Manager or Field Services Administrator ensures that the customer’s appeal rights have been fully explained.
Client Assistance Program (CAP)

(Revised 4-14-17)

If a customer needs assistance to contact CAP, the VR counselor or other DVR staff person provides assistance to make initial contact with a CAP representative.

Contact Information for the Client Assistance Program

Jerry Johnsen, Director
Client Assistance Program
2531 Rainier Avenue South
Seattle, WA 98144
(206) 721-5999; (206) 482-7265 (Cell)
(800) 544-2121 (in WA)
(888) 721-6072 (TTY)
Email for Jerry Johnsen: capjerry@gmail.com
Web: www.washingtoncap.org

Fair Hearing

(Revised 11-21-11)

A customer may skip the informal options and request a fair hearing at any time a VR counselor makes a decision and the customer disagrees with the decision. A customer needs to ask for a fair hearing in writing within 45 calendar days of the decision. The fair hearing is conducted as outlined under WAC 388-02.

If a customer requests help to put the request for a fair hearing in writing, the VR supervisor ensures a VR staff person is available to assist the customer to complete the written request. The request must include:

- Customer’s name, address and telephone number;
- Written statement describing the decision and the reasons the customer disagrees with the decision; and
- Any other information that supports the customer’s position.

If a customer requests a fair hearing DVR staff:

- Provides the customer with the Request for Fair Hearing form (see link below)
- Assists the customer in completing the form, if needed
- Documents in a STARS case narrative that the customer was provided the Request for Fair Hearing form and whether the customer was provided assistance completing the form.
If the form is completed by DVR staff, send a copy of the form to the DVR Fair Hearing Representative/Coordinator, Mail Stop 45340 or Fax (360) 407-3946.

See Also:

DVR Request for Fair Hearing form (DSHS 05-247).

The request is mailed to the Office of Administrative Hearings, PO Box 42489, Olympia, Washington 98504-2489.

Fair Hearing Coordinator Role

Once the State Office DVR fair hearing coordinator receives notification from the Office of Administrative Hearings or a VR supervisor that a customer has requested a formal hearing, the fair hearing coordinator is responsible to:

- Contact the customer to clarify the issue, if necessary.
- Explain WACs that apply to the decision, and offer to provide copies.
- Resolve the issue, if an agreement can be reached that is within the WAC.
- Offer the customer the option to participate in a pre-hearing meeting.

A Fair Hearing Coordinator assists the customer, VR counselor, VR supervisor and/or other parties to resolve the disagreement that is consistent with the federal and state laws. If an agreement is reached the Fair Hearing Coordinator asks the customer to contact the Office of Administrative Hearings (OAH) to withdraw the request for the fair hearing. The Fair Hearing Coordinator documents the agreement and notifies OAH that the matter has been resolved.

Pre-Hearing Meeting

A pre-hearing meeting is offered to all customers requesting a fair hearing. Ideally, this occurs as early in the process as possible. The pre-hearing meeting is voluntary for customers. The purpose of the pre-hearing meeting is to:

- Inform the customer about informal options available to resolve the issue;
- Educate the customer about fair hearing procedures;
- Clarify the issue(s), if necessary;
- Review the WACs that apply to the decision; and
- Exchange documents to be presented at the fair hearing; and
- Resolve the issue, if possible.

The pre-hearing meeting may be conducted by telephone, by mail or in person as agreed upon between the fair hearing coordinator or designee and the customer. The pre-hearing meeting is not limited to one contact. Additional contacts may be made to address the elements of the pre-hearing meeting, if needed. If the pre-hearing meeting does not result in a resolution, the fair hearing coordinator or designee represents DVR at the fair hearing.

Mediation
In mediation, a trained mediator conducts a meeting with the customer and a representative from DVR (usually the VR counselor) to settle a disagreement. Mediation may be requested anytime a customer disagrees with a decision but DVR is not required to enter into mediation. Mediation is voluntary for both parties. Please see WAC 388-891A-0225(1)(c).

Customers may request both mediation and a fair hearing at the same time. However, requesting mediation at the same time does not change the time lines for the fair hearing. A fair hearing must be held within 60 days from the date the customer submits a request for a fair hearing. Please see WAC 388-891A-0260. If an agreement is reached during mediation, the fair hearing is cancelled. Please see WAC 388-891A-0230.

Discussions during mediation are confidential and may not be used later in a fair hearing or civil proceeding. Before beginning a mediation session, all parties must sign a confidentiality statement. Please see WAC 388-891A-0240.

When a customer requests mediation, consultation with the VR supervisor is recommended.

When a customer requests mediation, consult with your supervisor about procedures for requesting mediation services.

Mediation services are available through dispute resolution centers (link below). The names of certified mediators can also be found on the Washington Mediation Association web site (link below). If mediation is used from an outside area, DVR is required to pay travel expenses. The service provider must be set up as a vendor so DVR can issue payment.

Washington State Dispute Resolution Centers (Listed by County)

Dispute Resolution Centers (Alphabetical Listing):

Link to Washington State Dispute Resolution Centers

Washington Mediation Association:

Link to Washington Mediation Association Web Site

Upon completion of mediation, if an agreement is reached, the mediation service provider develops a written statement of the agreement. The written statement is filed in the customer’s case service record. The mediation agreement is not legally binding. Please see WAC 388-891A-0225(4). If the customer changes his or her mind and/or decides to request a fair hearing, the mediation agreement may not be introduced or presented at the fair hearing.

Upon completion of mediation, the service provider submits an invoice to the DVR office that requested the service. The office reviews the billing invoice for accuracy and forwards the original invoice along with a signed A-19 to the DVR State Office fiscal unit for payment.

WAC - Appeal Options

(Revised 07/02/2018)
388-891A-0205, How do I ask for an exception to a rule in this chapter?

388-891A-0210, What happens after I submit a request for an exception?

388-891A-0215, What if a DVR counselor makes a decision about my VR services that I don't agree with?

388-891A-0220, What is the client assistance program (CAP)?

**WAC - Fair Hearings**

388-891A-0250, What is a fair hearing?

388-891A-0255, How do I request a fair hearing?

388-891A-0260, After I submit a request for a fair hearing, when is it held?

388-891A-0265, What is a prehearing meeting?

388-891A-0270, Do I receive a written fair hearing decision?

388-891A-0275, Is the fair hearing decision final?

388-891A-0295, Can DVR suspend, reduce or terminate my services if I request a fair hearing?

**WAC - Mediation**

388-891A-0225, What is mediation?

388-891A-0230, When can I ask for mediation?

388-891A-0235, Who arranges and pays for mediation?

388-891A-0240, Is information discussed during mediation confidential?

388-891A-0245, If the mediation session results in an agreement, do I receive a written statement of the results?
Application

Application Index Page

In this section of the manual:

Applying for VR Services

Application Procedures
Referrals For Application
Voter Registration
WAC - Applying for VR Services

Application Documentation

Application Documentation (for Case Narrative)

Identity and Citizenship

Conditions for Receiving VR Services under U.S. Citizenship and Immigration Services, (USCIS)
WAC- Identity and Citizenship

Applying for VR Services

Application Procedures
Referrals for Application
Voter Registration
WAC - Applying for VR Services

Application Procedures

(Revised 11/1/17)

Information Provided to Individuals Seeking Application for Services

Provide enough information for an individual to understand the services DVR offers and to decide whether to apply. Explain the following program areas and assist the individual, if needed, to complete the Application and/or Vocational Information (VI) form.

1. General Orientation to DVR Programs and Services
• The DVR process and the services available, including the right to make informed choices throughout the process.
• Eligibility requirements and process for determining eligibility.
• Priority of service categories and the process for assigning a priority category.
• Procedures and timeframes for determining eligibility.
• Information about the order of selection for services, including the estimated amount that an individual may wait for services after being assigned to a closed priority category, when DVR is operating under an order of selection.
• Information appearing in the DSHS Client Registry.
• Appeal rights and the Client Assistance Program (CAP).
• Voter Registration.
• Documentation requirements for individuals who are not U.S. citizens, if appropriate.
• Notification that DVR may obtain personal information from state and federal agencies to verify a customer’s benefits, earnings and income from employment or self-employment.

2. Information and Referral

Application/Intake under an Order of Selection

In addition to the basic elements of eligibility and VR services, a VR staff person explains the order of selection process to all new applicants, so that any individual making the decision to apply for VR services can have the opportunity for informed choice about the timing of their application. The DVR staff person explains the priority categories, which category and application dates are currently being served, and the importance of the application date in determining the order of selection for services.

DVR staff advise individuals of the opportunity to get information about other programs that offer services that may meet their needs, and to get a formal referral from DVR to those programs. Individuals may choose to receive information and referral services whether or not they decide to continue with the application and eligibility process. A DVR staff member should not discourage an individual who wants to apply for services from doing so, and in no case may a DVR staff member refuse to accept an application.

Importance of the Application Date under an Order of Selection

Since individuals are selected for services by priority category and date of application when DVR is operating under an order of selection, VR staff must explain the importance of the application date to potential applicants and offer an opportunity to apply at the time of initial contact with DVR. The VR staff member should ensure that individuals applying for services are able to exercise informed choice by informing them of the current order of selection, and a current estimate for releases from closed priority categories.

After being fully informed of the significance of the application date, an individual may prefer to discuss his or her situation with a VR Counselor before making a decision to apply. In that case, the individual is scheduled for a follow-up appointment with a VR Counselor or provided with the name and telephone number of a VR Counselor to contact for a follow-up appointment.
**Information and Referral at Application**

Individuals may choose to receive information and referral services whether or not they decide to continue with the application and eligibility process. A DVR staff member should not discourage an individual who wants to apply for services from doing so, and in no case may a DVR staff member refuse to accept an application.

See Also:

- Access to DVR Programs and Services
- Interpreter and Translation Services

**Applicants who are Social Security Recipients**

1. **Intent to Achieve Employment**

   Individuals who apply for DVR services must intend to work as a result of receiving services. During the intake/application process, DVR counseling staff need to explain to individuals who receive SSI/SSDI the purpose and outcome of DVR services and confirm their intent to achieve employment. Completion of the application process is sufficient evidence of an individual’s intent to achieve an employment outcome, and no additional demonstration on the part of the individual is required.

2. **Verification of SSI/SSDI - Presumed Eligible designation**

   When a new application is entered, STARS runs an automated process to check for a match with SSI/SSDI. If benefits are confirmed, STARS automatically enters the date of verification on the eligibility screen. The VR Counselor may also enter this date manually on the eligibility screen any time after the application is entered.

   Once the date is entered either automatically or manually, the case will appear on the caseload browse screen in application status with a designation of "PE" (presumed eligible). The case designation will not reflect “eligible” status until the VR Counselor completes the eligibility screens.

3. **Documentation of Social Security Benefits**

   Documents that can be used for verification include, but are not limited to, an award letter issued by the Social Security Administration, a payment document or service voucher that states the type of benefits, a Benefits Planning Query or a STARS verification. The documentation must establish the individual's own eligibility for social security benefits based on a disability. An individual who receives benefits because of the disability of a family member is not presumed eligible for DVR services. If a VR counselor is uncertain whether a document establishes the individual's status as a social security recipient, consult with a VR supervisor for guidance.

   If an applicant is unable to provide appropriate evidence, such as an award letter, to verify receipt of SSI/SSDI, the VR Counselor must verify receipt within the 60 day eligibility period.
**Completion of the Vocational Information (VI) Form:**
(Revised 4-25-14)

1. A potential applicant may complete the Vocational Information (VI) form before, after, or at the same time he or she completes the Application form. The VR staff person needs to ensure the individual understands that the VI form is a tool to gather information and is not the application.

If the individual cannot provide the VI form at the time the application is completed, the VR counselor may collect minimum information required to process an application.

2. The VI form provides a lot of useful information about the customer such as their contact information, medical and psychological conditions, work history, race and ethnicity data and what they want from DVR and their immediate job interests. A thorough intake and a completed VI form are some of the best ways that we have to learn about a customer and why s/he is applying for DVR services. Good counseling and guidance is used to conduct the intake and complete the form.

3. Counseling staff enters information from the form into the VI Screen in STARS. This is the way that DVR has to tracks data that is reported to the Rehabilitation Services Administration (RSA).

4. All agencies that receive federal funds must report race/ethnicity data either by a customer’s self-report or staff observations. This requirement is based on the federal Office of Management and Budget (OMB) Statistical Policy Directive Number 15, Race and Ethnicity Standards for Federal Statistics and Administrative Reporting. If a customer chooses not to make a selection, it is mandatory that DVR staff make a selection based on their observations and best professional judgment. If observations are not sufficient, look through the case service record to see if there is a reference to the customer’s race/ethnicity in medical records, the Client Registry, or in Barcode. If there is, this will help DVR staff to make a selection. Note on the VI form and in a case note in STARS that DVR staff made a selection. There is no consequence to a customer for not self-identifying race/ethnicity. If a customer chooses not to report race/ethnicity, continue with the application procedures. If a customer disagrees with a selection don’t argue with the customer. Go ahead and change it to the race/ethnicity that the customer prefers. If a customer does not self-identify their race/ethnicity and DVR staff chooses not to make a selection based on their observations, the VR Supervisor determines an appropriate course of action.

**Sixty-Day Eligibility Period**
The VR Counselor explains the 60-day eligibility period and what information is needed to make an eligibility decision.

**DSHS Client Registry**
At the time of application, the VR staff person needs to inform the applicant about the DSHS Client Registry. The Client Registry is an electronic directory for authorized DSHS staff to look up information about individuals receiving services from DSHS.

The information contained in the Client Registry includes the program name, customer name, birth date, sex, social security number, and ethnicity. If the customer agrees to have their DVR
information disclosed to the DSHS Client Registry system, the customer indicates his or her agreement by checking the Client Registry authorization section of the application.

The VR staff person must indicate the customer's wishes regarding Client Registry in STARS by selecting Yes or No on the appropriate screen. If the customer changes his or her decision to appear in the Client Registry, the VR staff person must make the necessary change in STARS.

**Social Security Number**
If an applicant does not wish to provide a Social Security number, contact the [DVR Helpdesk](#) to request an alternate case number be assigned.

**Social Security Card**
Applicants who do not want to provide a copy of their Social Security card can provide DVR with other documentation that shows their legal work status. See list of documents that can be used to establish identity and employment authorization (work status) in [Conditions for Receiving VR Services under USCIS (formerly called INS) Laws](#).

If an individual has never been issued a Social Security Number and card, the VR counselor provides counseling and guidance to apply for one. Link to the [Social Security Administration Website - Number and Card](#)

Most employers require a Social Security card as a condition for employment. Employers are required to obtain documents and complete an Employment Eligibility Verification form (Form I-9) for all employees (including U.S. citizens).

**Data Entry for Application and VI forms**
Enter required data from the Application and VI forms in STARS within 30 days. Remember, however, the 60-day eligibility period begins on the date the application form is signed by the customer, not the date the information is entered in STARS.

**Referrals For Application**

**Self-Referral for Application**
DVR is responsible for the prompt and equitable completion of the application requirements listed in [WAC 388-891A-0410](#). Individuals may seek information about VR services and apply for services in several ways including self-referral by:

- An unscheduled visit to a DVR Office;
- A telephone call; or
- Submitting a written request to DVR with the following information:
  1. Name, address and county
  2. The nature of the disability
  3. Birth date and gender
  4. Date of application; and
  5. Social Security number (optional)

**See:** Information Provided at Application, Social Security Number
Self-Referral by Unscheduled Visit to DVR Office
An individual who drops by a DVR Office to apply for VR services should be provided an opportunity to receive orientation information and to complete an application at the time of the visit.

Self-Referral by Telephone Call
If an individual requests an application appointment by telephone and it is not feasible or practical to complete the application appointment the same day, the individual is offered an application appointment to be conducted within five working days.

Self-Referral and Application by Written Request
If an individual applies for VR services by submitting a written request including the information required by WAC 388-891A-0410 (3), the date of application is the date the written request is received by DVR.

Written or Verbal Referral by Others
If the individual is referred from another source by telephone, in writing, or in person, and it is not feasible or practical to complete the application appointment the same day, the individual is offered an application appointment to be conducted within five working days.

Application Documentation

Application Documentation (for Case Narrative)

See Also:

Identity and Citizenship

Application Documentation (for Case Narrative)
The following are minimum requirements for documentation in the case service narrative of the customer’s case service record at application:

- **Initial interview** - A summary (brief paragraph or two) to include an objective description of the customer and what he or she is requesting from DVR. The interviewer’s observations and discussion, and a plan of action/to-do list.
- **Information & Referral** - If provided, a description of the information and referral sources offered to the customer.

WAC - Applying for VR Services
(Revised 07/02/2018)

WAC 388-891A-0400 Who may apply for vocational rehabilitation services?
WAC 388-891A-0405 May a guardian or another representative act on my behalf with DVR?
WAC 388-891A-0410 How do I apply for VR services?

WAC 388-891A-0420 If I do not speak English, how do I communicate with DVR throughout the VR process, beginning at application?

WAC 388-891A-0421 What accommodations are available to help me communicate with DVR throughout the VR process, beginning at application?

WAC 388-891A-0425 Does DVR translate written communication for me if I do not speak English?

WAC 388-891A-0430 If I do not live in Washington, may I receive VR services?

WAC 388-891A-0431 May a case be open at the same time in more than one VR services program?

WAC 388-891A-0440 May I apply for VR services if I am currently receiving or am eligible to receive VR services from the department of services for the blind?

WAC 388-891A-0450 May I apply for VR services if I am currently receiving or am eligible to receive VR services from a tribal VR program?

WAC 388-891A-0490 Why does DVR offer me the opportunity to register to vote when I apply for services?
Standard Operating Procedure: Offering Voter Registration Assistance to DVR Applicants and Customers

Purpose: To provide a standard practice for providing, and recording the provision of, voter registration assistance to customers. This will assist DVR in fulfilling the reporting requirements that ensure we meet our obligations under the National Voter Registration Act of 1993.

References:

National Voter Registration Act of 1993
Executive Order 07-04 Voter Registration Assistance
DSHS Administrative Policy 8.12, Voter Registration Assistance
RCW 29A.08 - Voters and Registration

Forms and Materials:

Secretary of State Agency Voter Registration Forms
DSHS 02-541, Voter Registration Assistance
DVR IF-02541, Voter Registration Forms Completed (Internal Link)
DSHS 02-095, Request for Mailroom Distribution
DSHS 17-115, Zip Copy Request
DVR form letter, Voter Registration Form Letter (Internal Link)

Additional Guidance:

Reference - Voter Registration Assistance

<table>
<thead>
<tr>
<th>Action by:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehabilitation Technician (or Vocational Rehabilitation Counselor During a</td>
<td>1. Provides DSHS 02-541, “Voter Registration Assistance” to customer at orientation or intake (depending on office best practice) and asks the customer to complete the form. 2. If the customer would like to take a voter registration form home or complete one with assistance (either in the form of</td>
</tr>
<tr>
<td><strong>One-on-One Meeting)</strong></td>
<td>postage/mailing or help in the completion of the form), provides the most current version of the Secretary of State’s Voter Registration form.</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>3.</strong> At the completion of orientation, collects DSHS 02-541, “Voter Registration Assistance” and any completed Secretary of State Voter Registration forms.</td>
<td></td>
</tr>
<tr>
<td><strong>4.</strong> For each customer, checks the appropriate box in Question 1 in the “DVR STAFF ONLY” section of DSHS 02-541, “Voter Registration Assistance,” “Did you provide assistance to this customer in registering to vote?”</td>
<td></td>
</tr>
<tr>
<td><strong>5.</strong> If appropriate, specifies the assistance provided in the checkboxes provided for Section 2, Question 2 of DSHS 02-541, “Voter Registration Assistance.”</td>
<td></td>
</tr>
<tr>
<td><strong>6.</strong> Keeps completed DSHS 02-541, “Voter Registration Assistance” and Secretary of State Voter Registration forms with customer’s orientation/intake materials until entered into STARS.</td>
<td></td>
</tr>
<tr>
<td><strong>7.</strong> Once customer’s orientation/intake materials are entered into STARS, checks the “Registered to Vote” box if the customer has completed a Secretary of State Voter Registration form for postage and mailing, or if the customer has checked “Yes” in Section 1, Question 1 of DSHS 02-541, “Voter Registration Assistance.”</td>
<td></td>
</tr>
<tr>
<td><strong>8.</strong> Pulls completed DSHS 02-541, “Voter Registration Assistance” and Secretary of State Voter Registration forms from the customer’s file and provides both forms to the Office Assistant or other office staff responsible for Voter Registration Assistance Coordination.</td>
<td></td>
</tr>
<tr>
<td><strong>9.</strong> Upon receipt of Secretary of State Voter Registration forms and completed DSHS 02-541, “Voter Registration Assistance”, separates and mails Secretary of State Voter Registration forms.</td>
<td></td>
</tr>
<tr>
<td><strong>10.</strong> Enters tally on internal DVR form IF-02541, “Completed Voter Registration Forms,” for every “yes” response to Section 2, Question 1 on DSHS 02-541, “Voter Registration Assistance.”</td>
<td></td>
</tr>
<tr>
<td><strong>11.</strong> Files completed DSHS 02-541, “Voter Registration Assistance,” forms in a secure location for later mailing to DVR State Office Voter Registration Assistance Coordinator.</td>
<td></td>
</tr>
<tr>
<td><strong>12.</strong> At the end of each calendar month, prepares a packet for mailing to the DVR State Office Voter Registration Assistance Coordinator, specifying both Originating Office and Reporting Period, that includes:</td>
<td></td>
</tr>
<tr>
<td>a. Completed tally sheet for the month</td>
<td></td>
</tr>
</tbody>
</table>

**Field Office Voter Registration Assistance Coordinator** *(typically duties completed by an Office Assistant or a designated RT)*

<p>| <strong>9.</strong> Upon receipt of Secretary of State Voter Registration forms and completed DSHS 02-541, “Voter Registration Assistance”, separates and mails Secretary of State Voter Registration forms. |
| <strong>10.</strong> Enters tally on internal DVR form IF-02541, “Completed Voter Registration Forms,” for every “yes” response to Section 2, Question 1 on DSHS 02-541, “Voter Registration Assistance.” |
| <strong>11.</strong> Files completed DSHS 02-541, “Voter Registration Assistance,” forms in a secure location for later mailing to DVR State Office Voter Registration Assistance Coordinator. |
| <strong>12.</strong> At the end of each calendar month, prepares a packet for mailing to the DVR State Office Voter Registration Assistance Coordinator, specifying both Originating Office and Reporting Period, that includes: |
| a. Completed tally sheet for the month |</p>
<table>
<thead>
<tr>
<th>DVR State Office Voter Registration Assistance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. All completed DSHS 02-541, “Voter Registration Assistance,” forms.</td>
</tr>
</tbody>
</table>

| 13. Receives packet of Voter Registration Assistance materials from originating field office. |

| 14. Enters both tallied and qualified Voter Registration Assistance information from the field office in the spreadsheet, “Voter Registration Totals - [YEAR],” found in the S:\Voter Registration folder. |

| 15. Separates the forms by office, and within each office, by: already registered, given assistance to register, declined to register (if the form is blank, assume not interested) and count each category. Notes the counts in appropriate cells within the spreadsheet, “Voter Registration Totals - [YEAR].” |

| 16. Finds each client’s name STARS, and ensures that for those applicants who are already registered, the “Registered to Vote” button is checked. If it is not checked, checks it. |

| a. The “registered to vote” button helps IT generate the list of customers who have not registered and must be contacted again by DVR with an offer to register. |

| 17. Files the voter registration assistance forms by office. |

| 18. If an individual office’s forms are not received by the end of the first week of the month, contacts the Voter Registration Assistance Coordinator to determine whether they have been sent. Entry needs to be completed by the 15th of the month in order to report tallies to DSHS ERMO for Enterprise Risk Management analysis and evaluation. |

| 19. Tallies are due to DSHS ERMO by the 15th of each month. After entering all of the Voter Registration Assistance data for the previous month, prepares the report to DSHS ERMO. |

| 20. Using the data in the “Totals” tab on the spreadsheet, “Voter Registration Totals – [YEAR],” describes to DSHS in an e-mail the totals for the following fields: |

| b. 1a – total provided registration assistance |

| c. 1b – total offers (total number of clients plus total letters sent by State Office) |

| d. 2a – total clients already registered |

| e. 2b – total clients declining (subtract the already registered and provided assistance figures to get the number declining) |

* DVR also Generates Periodic Reminders for Customers about the Opportunity to Register to Vote*
21. Generates weekly report of individuals who have no current voter registration identified in STARS, and updates on shared drive under “S:\Voter Registration.”
   a. Updates or replaces the spreadsheets titled “VoterRegistration (non-Spanish) [date]” and “VoterRegistration (Spanish) [date]” contained in “S:\Voter Registration” with this information.

22. Notifies DVR State Office Voter Registration Assistance Coordinator of the updated list.

23. Accesses the spreadsheets titled “VoterRegistration (non-Spanish) [date]” contained in “S:\Voter Registration,” and determines the total number of individuals listed in the spreadsheet.

24. Gathers a number of envelopes with DVR return addresses that matches the number of individuals identified in step 23.

   a. For “Organization,” specify “DVR;” for Mailstop, use “45340.”
   b. For “Title of Material…” include, “Voter Registration.”
   c. In “Special Instructions” section, specifies “z—fold letter and form, stuff envelope, label, and mail.”
   d. In “Distribution Quantity” section, writes the number from step 23.

   a. For “Number of Pages:” specify “1” for the “Voter Registration Form Letter;” specify “2” for “Secretary of State Voter Registration Form.”
   b. For “Copies Per Page,” include the number identified in step 23 for both requests.
   c. Print “Voter Registration Form Letter” as “1 sided;” print “Secretary of State Voter Registration Form” as “2 sided.”
   d. For “Paper Type,” both requests should use “8 ½ x 11.”
   e. For “Line of Account Coding,” on both requests, use “001” for “Fund,” use “ER” for “Sub Obj,” and use “9100” for “Sub Obj Object.”
   f. In “Ordered By,” include requesters name, phone number, and MS 45340. Be sure to include the “Date
27. Opens DVR form letter, “Voter Registration Form Letter,” and ensures that the date at the top of the letter is current.

28. Prints and signs a copy of “Voter Registration Form Letter.”

29. Prints a copy of the “Secretary of State Agency Voter Registration” form (using the agency form for DVR).

30. Gathers a packet that includes:
   a. completed DSHS forms 02-095 and 17-115;
   b. envelopes;
   c. printed and signed “Voter Registration Form Letter;”
   d. printed “Secretary of State Agency Voter Registration” form.

31. Places packet in campus mail, addressed to DSHS Mailroom (follow instructions on DSHS 02-095, “Request for Mailroom Distribution” form).

32. Sends an email to OSSD mail processing lead with notice that a packet is on its way, and attaches the spreadsheet titled “VoterRegistration (non-Spanish) [date]” to the message.

33. Opens the “VoterRegistration (Spanish) [date]” spreadsheet. Creates labels and prints the Spanish version of the Voter Registration letter. Attaches the letter to the Spanish version of the voter registration form and mails from the state office.

34. Mailroom staff make copies of signed “Voter Registration Form Letter,” and the “Secretary of State Agency Voter Registration” form.

35. All envelopes are stuffed with copies of signed “Voter Registration Form Letter,” and the “Secretary of State Agency Voter Registration” form, addressed with the names and addresses found in the spreadsheets titled “VoterRegistration (non-Spanish) [date]” and placed in the mail.

36. OSSD staff send forms for the completed job back to DVR State Office Voter Registration Assistance Coordinator to confirm completion.
Voter Registration Assistance

DSHS/DVR is a Voter Registration Agency

DSHS/DVR is a designated voter registration assistance agency in Washington State. DVR staff are required to provide an opportunity to register to vote and assistance with voter registration to both the general public and to DVR customers.

DVR staff must not:

- Attempt to influence an individual's political preference or party affiliation;
- Display any political or party preference; or
- Attempt to discourage anyone from registering to vote.

Voter Registration – Minimum Requirements

Registering to vote is not a requirement in order to receive DVR services.

To register to vote in the state of Washington, an individual must be:

- A citizen of the United States;
- A legal resident of Washington State; and
- At least 18 years old by Election Day

Responsibility for Determining Voter Eligibility

If a client accepts our offer to assist them to register to vote, it is the responsibility of the Secretary of State's Office to determine whether the client is eligible to vote. The Secretary of State's Office screens a list of registered voters 3 times a year to identify individuals who are ineligible to vote.

1. An individual convicted of a felony loses the right to vote until the right is restored. An individual's right to vote is restored as long as the individual is:
   - Not in prison; and
   - No longer under the community custody authority of the Department of Corrections (DOC).

2. An individual judicially declared mentally incompetent loses the right to vote until the right is restored.

For more information refer to the Washington Secretary of State - Felons and Voting Rights page.

DVR Customer Voter Registration

Opportunity to Register – Customer Choice
DVR is required to offer DVR customers the opportunity to register to vote. There is no requirement for a customer to register in order to apply for or receive DVR services. The DVR customer makes a choice whether or not to register to vote. If requested, DVR staff provide privacy to the customer to decide about registering and completing the form. If the customer wants help to complete the form, DVR staff assist with form completion.

**Points in the VR Process When Voter Registration is Offered**

DVR customers who are or will be at least 18 years old by Election Day are offered the opportunity to register to vote at the following points in the rehabilitation process:

- Application;
- Eligibility;
- Annual Review; and
- Address or name change.

**Voter Registration When DVR Customer Applies for VR Services**

When a DVR customer applies for vocational rehabilitation services, DVR staff provide information about voter registration and determine the appropriate course of action. There are two forms relevant to voter registration.

1. **DSHS 02-541, Voter Registration Assistance Form (VRA Form)**
   - This form ensures that DVR is providing Voter Registration Service to DVR customers and the general public and is an important record in the event of an audit.

2. **Agency Voter Registration Form (AVR Form)**
   - This form registers an individual to vote and is available on the Secretary of State’s website. Forms are available in English, Spanish, Chinese, Russian, Vietnamese, Laotian, Cambodian, and Korean.

The following table shows a series of questions to ask, the appropriate DVR action and the forms to complete and distribute.

**Questions and Actions at Application for VR Services**

<table>
<thead>
<tr>
<th>Question</th>
<th>Customer's Response</th>
<th>DVR Action</th>
<th>Form Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are you registered to vote where you live now?</td>
<td>Yes</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>No;</td>
<td>Question 2</td>
<td>Bundle DSHS Voter Registration Assistance (DSHS VRA) Form to send to SO at end of month</td>
</tr>
<tr>
<td></td>
<td>I don't know;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. If you are not registered to vote where you live now, would you like to register to vote</td>
<td>No;</td>
<td>DVR completes <strong>DSHS Voter Registration Assistance (VRA) Form</strong> &amp;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>I don't know;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No response</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Question</th>
<th>Customer’s Response</th>
<th>DVR Action</th>
<th>Form Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are you here today?</td>
<td>Yes</td>
<td>Provide customer with AVR Form to take home</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Do you require address confidentiality due to domestic violence or sexual assault?</td>
<td>Yes; I don't know</td>
<td>Refer to Secretary of State’s Office Address Confidentially Program (ACP)</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td></td>
<td>Question 4</td>
</tr>
<tr>
<td>4. Would you like assistance with voter registration?</td>
<td>No, but would like to register</td>
<td>Provide customer with DSHS VRA Form &amp; Agency Voter Registration (AVR) Form</td>
<td>Bundle DSHS VRA Form to send to SO at end of month; Either customer or DVR mails AVR Form to Secty of State Office</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Assist with both forms by phone or in person</td>
<td>DVR mails the AVR Form to Secty of State Office; Bundle DSHS VRA Form to send to SO at end of month</td>
</tr>
<tr>
<td></td>
<td>I don't know; No response</td>
<td>DVR completes DSHS VRA Form &amp; provides customer with AVR Form to take home</td>
<td>Bundle DSHS VRA Form to send to SO at end of month</td>
</tr>
<tr>
<td>5. If you are already registered to vote, would you like assistance with address or name change for voter registration?</td>
<td>No, but would like to change address or name</td>
<td>At application only, provide customer with DSHS VRA Form &amp;</td>
<td>Bundle DSHS VRA Form to send to SO at end of month; Either customer or DVR mails AVR Form to Secty of State Office</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Asssit with both forms by phone or in person</td>
<td>Bundle DSHS VRA Form to send to SO at end of month.</td>
</tr>
<tr>
<td>Question</td>
<td>Customer’s Response</td>
<td>DVR Action</td>
<td>Form Distribution</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------</td>
<td>------------</td>
<td>------------------</td>
</tr>
<tr>
<td></td>
<td>I don't know;</td>
<td>At application only, DVR completes DSHS VRA Form</td>
<td>Bundle DSHS VRA Form to send to SO at end of month</td>
</tr>
<tr>
<td></td>
<td>No response</td>
<td>Provide customer with AVR Form to take home</td>
<td></td>
</tr>
</tbody>
</table>

**Instructions – Forms Completion & Distribution**

**Agency Voter Registration Form (AVR Form)**

Forms and complete instructions are available on the Office of the Secretary of State Voter Registration web page.

1. In the rectangular shaped box under the return address on the Voter Registration form, enter the name of the agency (DSHS) instead of the DVR office.
2. Tell the person they can either mail the form on their own, or have us mail the form for them;
3. Give the person the form or mail the completed form to the Secretary of State based on the person's choice.
4. Completed Agency Voter Registration Forms are sent within three business days (by mail or campus mail) to:

   **Elections and Voting**
   Secretary of State’s Office
   P.O. Box 40229
   Olympia, WA 98504-0229

   **Campus Mail:**
   Office of the Secretary of State
   Voter Registration Mail Stop: 40229
   Olympia

**Address Confidentiality Program for Victims of Domestic Violence or Sexual Assault**
Voter Registration information including the name and address of voters is normally considered public information. If someone has been a victim of domestic violence or sexual assault and requests confidentiality, refer them to the Secretary of State to register under a special program called the Address Confidentiality Program (ACP).

This allows someone in the ACP to register to vote without having this record available to the public.

**Helping the General Public with Voter Registration**

If the individual requires address confidentiality due to domestic violence or sexual assault, refer her or him to the Secretary of State's Office Address Confidentiality Program (ACP).

If the individual does not require address confidentiality, use the above table, Questions and Actions at Application for VR Services as a guide to determine what action to take, the forms to complete and the distribution of forms.

1. Give the individual privacy when they ask for it to decide if they want to register to vote and to help them complete the form, as needed.
2. Complete the form, DSHS 02-541, Voter Registration Assistance, and include it in the bundle to be sent to the State Office at the end of each month.
3. Assist or have the individual fill out the Agency Voter Registration Form.

Inform the individual that the completed form has to be sent to the Secretary of State’s Office within 3 business days of the date of signature and provide the address. If the individual requests that DVR mail the form, send the completed form within 3 business days to the address for the Secretary of State's Office listed above.
Identity and Citizenship

Last revised: 02/06/2018

Conditions for Receiving VR Services under U.S. Citizenship and Immigration Services, USCIS Laws (Formerly called INS)

DVR only provides services, including assessment services for the purpose of determining eligibility, to an applicant who provides documentation of one or more of the following:

- United States Citizenship.
- Permanent residency status in the United States.
- A valid work permit.

Identity

DVR must obtain documentation of an applicant's identity before paying for services. Documentation that meets this requirement is outlined in List A and List B (below).

Citizenship and Work Status

An individual who is not a U.S. citizen has the right to apply for VR services.

Upon receiving an application from an individual who reports he/she is not a U.S. citizen:

- DVR requests the documentation necessary to establish the individual's legal work status. Documentation that meets this requirement is outlined in List A and List C (below).
- DVR initiates requests and pays for records needed to establish eligibility.
- DVR may only pay for existing records needed to establish eligibility without documentation of identity and work status.

The eligibility determination period may be extended beyond 60 days if necessary for the individual to provide documentation of legal work status, but under the above circumstances the extension must be approved by the VR supervisor.

Verification of USCIS Status Prior to Eligibility

The VR counselor must verify the applicant's USCIS identity and employment status prior to providing assessment services to determine eligibility for an applicant who is not a U.S. citizen.
If the applicant presents an employment authorization issued by the USCIS, the VR counselor ensures the expiration date is far enough in the future to enable the individual to achieve an employment outcome.

**USCIS Compliant Identity/Work Status Verification Procedures**

The VR counselor is responsible for establishing and documenting identity and employability consistent with USCIS laws. To comply with this requirement, DVR staff must obtain one document from List A below, or a combination of one item from List B and one item from List C. The copies of the document(s) are filed in the case service record.

**List A**

Any one of the following documents establish both identity and employment authorization under INS laws. See [the USCIS I-9 Acceptable Documents website](http://www.uscis.gov/i-9-acceptable-documents) for examples of appropriate List A documents.

- U.S. Passport or U.S. Passport Card (unexpired or expired).
- Unexpired Foreign Passport with I-551 stamp.
- Alien Registration Receipt Card or Permanent Resident Card (INS Form I-551).
- Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form 766).
- For aliens authorized by the INS to work only for a specific employer: Unexpired Foreign Passport with Form I-94 containing an endorsement of the alien's nonimmigrant status.

**List B**

Any one of the following original documents is acceptable to establish identity only, and must be provided with any one of documents in Section C below. See [the USCIS I-9 Acceptable Documents website](http://www.uscis.gov/i-9-acceptable-documents) for examples of appropriate List B documents (use the tabs on the page to select the appropriate list).

- Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address.
- ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address.
- School ID card with photograph.
- Voter's registration card.
- U.S. military card or draft record.
- Military dependent's ID card.
- U.S. Coast Guard Merchant Mariner card.
• Native American Tribal document.
• Driver's license issued by a Canadian government authority.
• For persons under age 18, school record or report card, clinic, doctor or hospital record, day-care or nursery school record.

**List C**
Any one of the following original documents is acceptable to establish employment authorization only, and must be provided with any one of the documents in Section B above. See the [USCIS I-9 Acceptable Documents website](https://www.uscis.gov/identity-and-citizenship/i-9-acceptable-documents) for examples of appropriate List B documents (use the tabs on the page to select the appropriate list).

• U.S. Social Security card issued by the Social Security Administration (except when the card specifies on the face that the issuance of the card does not authorize employment in the United States).
• Consular Report of Birth Abroad (Form FS-240).
• Certificate of Birth Abroad issued by the Department of State (Form FS-545).
• Original or certified copy of birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.
• Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350).
• Native American tribal document.
• U.S. Citizen ID card (INS Form 1-197).
• ID Card for use of Resident Citizen in the United States (INS Form 1-179).
• Unexpired employment authorization document issued by the Department of Homeland Security (DHS) (other than those listed under List A).
• Some employment authorization documents issued by DHS include but are not limited to the Form I-94 Arrival-Departure Record issued to asylees or work-authorized nonimmigrants (for example, H-1B nonimmigrants) because of their immigration status, the unexpired Reentry Permit (Form I-327), the Certificate of U.S. Citizenship (Form N-560) or Replacement Certificate of Citizenship (Form N-561) (PDF, 40 KB), or the Certificate of Naturalization (Form N-550) or N-570 (PDF, 488 KB). A Form I-797 issued to a conditional resident may be an acceptable List C document in combination with his or her expired Form I-551.

**See Also:**
[U.S. Citizenship and Immigration Services](https://www.uscis.gov) web site (formerly called the Immigration and Naturalization Service, INS)

**WAC - Identity and Citizenship**
WAC 388-891A-0507 Am I required to provide proof of my identity and work status?
Assessments

Assessments Index Page

In this section of the manual:

Assessment of VR Needs

Criminal History / Violent or Predatory Acts
Assessment of VR Needs

Examples of Assessment Services
Community Based Assessment
DVR Staff Supervising a CBA
Paid On-the-Job Evaluation
Training as an Assessment
Applicable WAC

See Also:
Assessment after IPE is Underway
Clear and Convincing Evidence
CRP - Vocational Evaluation Services
CRP - Trial Work Experience / Community Based Assessment

Examples of Assessment Services
Listed below are a variety of assessment methods or assessment questions for use in collecting more information from a customer to determine eligibility or the customer’s VR service needs. A customer’s self-reported information is also considered in each of the types of examples listed below.

1. Examples of Disability-Related Assessments
   - Performance Based Physical Capacities Evaluation
   - Psychological/Medical Evaluations
     - Psychiatric
     - Physiatrist
     - Alcohol and Drug

2. Examples of Methods to Assess Strengths
   - Transferable skills analysis
   - Past work history and performance evaluations
• Job references
• Community based assessment
• On-the-job evaluation
• Past achievements
• Military service
• Success in training

3. Examples of Considerations in Assessing Resources
• Financial resources.
• Family support.
• Medical insurance.
• Support groups.

4. Examples of Considerations in Assessing Priorities
• Personal work preferences.
• Work style.
• Opportunities for advancement.
• Health and other insurance benefits needs.

5. Examples of Methods to Assess Abilities
• Examine what a customer can do well or what they’ve been successful at in the past.
• GATB.
• SATs.
• Review school/college transcripts.
• Use commercial assessment systems through a Community Rehabilitation Program (CRP).
• Work/school history.

6. Examples of Methods to Assess Capabilities
• How do you handle stress/work pressure?
• Do you have the ability to qualify for and obtain commercial driver license?
• Do you have the ability to meet various entry level and/or professional license standards?

7. Examples of Methods to Assess Interests
• Interest inventories.
• Interview/discussion.
• Job shadowing.
• Informational interviewing.
• Community based assessment.
• Assessment in a sheltered workshop.

8. Examples of Methods to Assess Needs
• Minimum acceptable salary.
• Need for ongoing support to maintain job performance.
• Assistive technology assessment.
• Conduct an independent living evaluation to look broadly at all of the customer’s concerns that may impact their employment decisions.

9. Examples of Methods to Assess Other Customer Concerns

• Can be provided by customer self-report:
  - "I do not want to make my disability get worse."
  - "I want to keep my Medicare benefits."
  - "I don’t want others to think I’m lazy, even though I can’t do certain things."

**Community Based Assessment**

The purpose of the Community Based Assessment (CBA) is to:

- Identify barriers to employment
  - Obtain information needed for the DVR Customer to select a suitable vocational goal; or
  - Determine the nature and scope of Vocational Rehabilitation (VR) services an individual needs to achieve an employment outcome.

Community Based Assessment (CBA) can be provided at any point in the vocational rehabilitation process.

Generally a CBA is conducted after the individual is determined eligible for services.

A CBA may be conducted before eligibility is determined only under the following circumstances when information is needed to determine if an applicant requires vocational rehabilitation services:

- The individual is employed and seeking services to advance in employment; or
- The individual is seeking services to maintain employment.

Individuals receiving Supplemental Security Income or Social Security Disability Insurance are presumed to require VR services and shall not participate in a CBA before their eligibility is determined. However, if the individual cannot be presumed to benefit from services due to the significance of their disability, a TWE shall be conducted.

A trial work experience is done prior to the determination of eligibility or at any later point in the VR process before determining that the individual is not eligible or no longer eligible for VR services due to the significance of the individual’s disabilities.

See Also:

[CRP Trial Work Experience Services](#)
Supervising the Customer in a Community Based Assessment

If a community based assessment is conducted by a CRP, the CRP needs to supervise the assessment throughout its duration. The CRP does not need to be on-site at all times, but must ensure everything is working well before leaving. The CRP must be available to return to the work site if needed.

The employer is not to provide day-to-day supervision, but may provide general work instructions to assess the customer's ability to work with others, follow directions, etc.

DVR staff can conduct a community based assessment (CBA) without a CRP. DVR staff then assumes responsibility for supervision and assessment of the individual’s work. This could be done in a DVR office, WorkSource center, partner agency or other setting.

DVR Staff Supervising a CBA

DVR staff can conduct a community based assessment (CBA) without a CRP. DVR staff then assumes responsibility for supervision and assessment of the individual’s work. This could be done in a DVR office, WorkSource center, partner agency or other setting.

If DVR staff conducts the CBA, the staff member must:

- Understand the requirements and essential functions of the job and work environment in which the assessment is being conducted. (This may require the staff member to do a work site evaluation or job analysis).
- Supervise the assessment throughout its duration. The staff member does not need to be on-site at all times, but must ensure everything is working well before leaving. The staff member must be available to return to the work site if needed. Some worksites operate 24 hours a day, 7 days a week.
- Address the needs of customers who require extensive supervision.
- Have on-the-job assessment tools to measure the customer's skills, work habits and behaviors.
- Have on-the-job assessment and behavior remediation skills.
- Understand the business culture.
- Have business relationship skills.
- Be able to deal with confidentiality issues at the worksite.

By law, the arrangement cannot continue once assessment activities are complete. If the employer wishes to retain the individual at the work site to perform work, an employer-employee relationship must be established.

Paid Community Based Assessment

If the CBA pays wages to the customer, benefits planning is recommended as the earned income could impact the individual’s Social Security benefits.

Paid On-the-Job Evaluation
**Purpose**
A paid on-the-job evaluation (OJE) may be a useful tool for the customer and VR counselor to utilize as part of the vocational assessment process. It may be used alone or in combination with more formal assessment tools, such as interest or aptitude tests.

A paid OJE provides a customer an opportunity to collect information needed to establish an employment goal. The paid OJE may also be used to assess a customer’s need for accommodations, basic readiness for work or other issues, such as attendance, punctuality, personal hygiene, learning style, interaction with other employees, physical tolerances, ability to perform essential job functions, work independently, accept supervision, etc. A paid OJE may also be used when conducting a trial work experience to determine an individual’s eligibility.

The paid OJE is always an actual job. The customer becomes a “temporary employee” of the host employer and is paid by the employer during the OJE period. A fee is paid to the employer as compensation for expenses incurred hosting the paid OJE.

Because the paid OJE involves wages being paid to a customer, some individuals may not be able to take advantage of this evaluation method, because the earned income will jeopardize benefits they are receiving from other programs. Be sure to consider whether your customer will be negatively affected by a temporary wage.

**General Guidelines**
A VR counselor may arrange a paid OJE with any employer. Approach the employer and ask whether the employer would evaluate a DVR customer for a specified number of hours on the job. The employer needs to agree to pay the customer as a temporary employee during the evaluation period.

The employer pays the customer the usual wage paid to other employees for the work the customer is performing and not less than minimum wage. DVR reimburses the employer for wages paid to the customer, payroll costs such as FICA, L&I industrial insurance, etc. and a negotiated fee to perform the evaluation. The employer covers the customer under workers’ compensation.

There is no time limit. The evaluation period is determined on a case-by-case basis depending on the areas to be evaluated regarding the customer’s employment readiness.

**Developing and Managing an OJE**
A VR counselor usually has responsibility, along with the customer, to develop the OJE. A VR supervisor may be consulted for advice and support.

The VR counselor, customer, and host employer jointly develop a written OJE agreement to identify:

- Specific questions to be answered through the paid OJE.
- Overall length of the paid OJE and number of paid hours involved in the customer’s OJE activity.
- Agreement by the host business to legally register the customer as a paid, temporary employee.
- Hourly wages to be paid to the customer (not less than minimum wage).
• Individual responsibilities of the customer, DVR counselor, and employer.
• Copies of the evaluation plan are given to the VR counselor, customer, and employer.

**Costs of Paid OJE**

The customer’s OJE occurs as a temporary employment relationship with the host employer. As a temporary employee, the customer must be paid wages for his or her work. The host employer is also responsible for paying federal and state payroll taxes on these wages and the customer’s state industrial insurance premiums.

The host employer may also incur additional personnel costs to provide for supervision of the customer, observing the customer’s performance on the job, completing the OJE report, and staffing the OJE with the VR counselor and customer. An employer may be compensated for these costs, to be negotiated on a case-by-case basis by the VR counselor with the host employer as a flat fee for assessment services.

To establish a fair and reasonable flat fee for the assessment, begin with the customer’s total payroll expenses to the host employer, including the customer’s hourly wages and payroll taxes for the total number of hours the customer will be paid. Add to this an amount, as agreed to by the host employer, necessary to reasonably cover the additional expenses involved in providing the customer with basic supervision, observing the customer’s performance, and completing an OJE report. The fee is authorized using the service category, "Assessment (Non-CRP)".

**Reporting and Payment**

At the conclusion of the OJE, the host business completes an OJE Report answering the questions in the original OJE plan. The VR counselor and customer discuss the contents of the report with the host employer.

A checklist of assessment items is provided to the host employer in advance to use during the paid OJE period and submit at the end of the evaluation.

Payment is made when the host employer has completed the paid OJE according to the OJE agreement, submitted the OJE report to the VR counselor, and the customer has been properly paid. Payment to the host employer is made within five working days of receipt of the paid OJE report.

**Training as an Assessment**

Training provided as an assessment service at an institution of higher education is typically limited to one term. Prior to the VR counselor authorizing costs for the customer to begin attending an institution of higher education for assessment purposes, the customer submits a copy of his or her completed application for financial aid. Application for financial aid includes, but is not limited to, the Pell grant.

A copy of the customer’s financial aid award or denial notice must be in the customer's case service record by the end of the initial term to proceed with an IPE involving training services at an institution of higher education.
**Results of Assessment**
VR counselor considers the results of the one-term assessment before agreeing to provide training services as part of the IPE.

If a customer is sent to school for one quarter as an assessment, the VR counselor may be trying to answer some questions about the customer. If these questions have been answered, the VR counselor determines if additional training is required before agreeing to include training services in the IPE.

**Additional Assessment**
If additional assessment in the training setting is needed to develop an IPE, the VR counselor may authorize one additional quarter of training as an assessment. The VR counselor documents the reason(s) additional assessment is required in the STARS case narrative.

Extended training beyond what is necessary for assessment purposes may not be authorized under the assessment service category.

**Applicable WAC**
- **WAC 388-891A-0705 What are assessment services?**
- **WAC 388-891A-0527 What is a trial work experience?**
- **WAC 388-891A-0530 What is involved in a trial work experience?**
- **WAC 388-891A-0535 What if I cannot participate in or decline to participate in a trial work experience?**
Criminal History / Violent or Predatory Acts

Assessing Risk of Offending Behavior

Offender Risk Assessment Evaluations

WAC- Criminal History and Violent or Predatory Acts

Assessing Risk of Offending Behavior

Identify Potential Risks
If a VR counselor receives information that indicates an individual has been charged with or convicted of a sexual offense or has a documented pattern of sexual offending or predatory behavior, the VR counselor takes steps to assess the risk prior to referring the individual to community-based services and/or developing an employment plan.

Requesting Records
Collect adequate documentation with the written consent of the individual. Records that may provide relevant information include:

- Court records;
- Criminal background check;
- Probation/parole records;
- Hospital records;
- Therapist records;
- Mental health or developmental disabilities records;
- School records; and
- Previous employment.

Obtaining Professional Assessments
If a VR counselor obtains information and/or records that reasonably lead the counselor to believe that an individual poses a risk to a service provider, employer, or the community due to violent or predatory behavior, an assessment by a qualified professional is required.

This type of assessment is in addition to the usual vocational assessments necessary to select an employment outcome and VR service needs. The information gained through these assessments provides additional information necessary to more narrowly define the type of employment, employment setting, and conditions necessary for a successful job match. Ensure the assessment results address the level of risk involved in an employment situation, as well as any types of employment or employment settings that represent an increased risk for the individual.

If the individual is a minor or has a legal guardian, the parent or guardian must be notified and provide consent prior to initiating the services.
Sexually-Related or Predatory Offenses or Behavior
If the individual has a history of sex offenses, predatory, or deviant behavior, the assessment of risk must be conducted by a certified Sex Offender Treatment Provider (SOTP). If an assessment report completed within the past two years is available and there are no documented incidents or offenses since the report was completed, the VR counselor and the individual may use the results of the existing report to plan VR services. The VR counselor consults with his or her VR supervisor to decide whether an updated assessment is needed.

Risk Assessment Evaluations for Violent or Predatory Behaviors
(Revised: 12/24/2018)

DVR contracts with certified or licensed professionals to assist in determining whether an individual requires a restricted work environment due to violent or predatory behaviors. These guidelines are intended to describe elements of written reports and recommendations that are useful to the VR counselor and DVR customer in identifying needed services and developing an employment plan.

When selecting a risk assessment provider, it is important to ensure that the evaluator has experience in assessing risk. These assessments, depending on the provider, may or may not provide all of the information required. Therefore, a detailed referral letter describing the requested information, along with copies of relevant documentation, is key.

- For general risk assessments, a licensed, forensic psychologist with risk assessment experience may be used. In addition, each county may have risk assessment evaluators utilized by the courts, such as providers who conduct “safe to be at large” or psychosexual assessments. The court clerk for each county may have information about potential referral resources. To search for a forensic psychologist, the provider locator is available at the American Psychological Association website.

- If conducting a risk assessment due to sexual offending behaviors, a certified sex offender treatment provider (SOTP) must be used. If sexual offending behaviors are documented/known, this type of provider must be used regardless of the status of any legal/criminal charges.

NOTE: When searching for a qualified risk assessment provider, it may be useful to contact psychosexual evaluators to determine if they have experience in conducting non-sexual offending, psychosocial evaluations, including a risk assessment and treatment plan. Many of these providers have extensive experience with the courts in assessing potential risk; using a combination of psychometric testing, clinical interview, and review of supplemental documentation/external reports.

Basic Information
- Name of treatment professional(s) conducting evaluation.
- Date of evaluation.
- Name of person requesting assessment.
- Concern that prompted the request.
- General description of the individual, including gender, age, and nature of disability.
Information Sources
- Interview(s) with individual, including dates, length and setting.
- Interviews with others, including dates, names and relationship to individual, length, and setting.
- Individual records/documents reviewed, including previous assessments, medical, school, policy and court records, and incident reports.
  - Source/author of records.
  - Date of records.
  - Type of records.
- Description of information sources not available or still needed for a comprehensive assessment.

Summary of Findings
- Medical, neurological, and developmental conditions.
- Historical, family, environmental and other conditions, including a chronology of significant events in the individual’s life.
- Psychiatric history and diagnosis, if applicable.
- Offense history:
  - Criminal charges and other offenses or behaviors of concern, listed chronologically with dates.
  - Gender and age of victims (if applicable).
  - Use of weapons.
  - Nature and extent of injuries to victims or property damage (if applicable).
  - Victim empathy.

Assessment of Possible Risk to Self, Others, or Property
- Potential target populations, triggers, and grooming patterns.
- Whether behavior is opportunistic or predatory, acts are planned or spontaneous, and if primary threat is to persons or property.
- Hypothesis about function or purpose of behavior(s) and whether there are multiple risk issues (e.g. sexual deviance, arson, assault).
- Mental health issues contributing to the performance of risk behaviors, including mental states that increase the likelihood of re-offending.
- Likelihood the person will engage in risk behaviors, with and without supervision.
- Supporting rationale for the assessment:
  - Identify risk assessment tools used and results (e.g. low, moderate, high).
  - If a prior risk/SOTP assessment is available, discuss any recommendations that may be in conflict with the recommendations you are making.
- Amenability to treatment.
• Amenability to supervision.

Recommendations
• Description of services currently in place which serve to reduce the potential risks
• Additional supports recommended that are likely to substantially reduce the potential risks. For each recommendation, be as detailed as possible.
  - Are restrictions on activities, social relationships, and/or possession of certain material items indicated (e.g. alcohol, children’s clothing, TV/video)?
  - Is the involvement of a psychiatrist, SOTP or other therapist, mental health agency or neurologist indicated?
  - Is employment indicated?
  - Is a change in residential setting indicated?
  - Are limitations to work or work settings indicated?
  - Are additional supports to family or residential conditions indicated?
  - Are any victim considerations indicated?

NOTE: If the risk assessment is a psychosexual evaluation, the following items should be addressed in the evaluation:
• Chronology of sexual development and all known sexually deviant and/or predatory behavior.
  - Self-reports of sexual interests, fantasies and any sexual abuse.
  - Assessment of the person’s understanding of appropriate and legal sexual behavior.
  - Results of plethysmograph and/or polygraph tests.
• Description of corroborated information which appears dependable and accurate.
• Description of discrepancies, and an assessment of the veracity of conflicting information.
• Goals for individual, group or family therapy, if recommended.

See Also:
Serving Individuals with Sexual Offending Behavior

WAC - Criminal History and Violent or Predatory Acts
WAC 388-891A-0110 What happens if DVR receives information that indicates I have a history of violent or predatory acts?
Authorizing / Issuing / Paying

Purchases Requiring Quotes and Approvals

As with all purchases, Federal and State policy require DVR staff to help a customer access comparable services and benefits before authorizing a purchase, as well as ensuring that the purchase is at the least cost for items and services available and adequate to meet the customer’s needs. DVR policy requires staff to loan a used item from the Inventory of Equipment in STARS if any recovered equipment is available and meets the needs of the customer. For more information, see Loaning, Recovering, and Reassigning Equipment.

In addition to utilizing comparable services and benefits, and ensuring that purchases are at the least cost for items available and adequate to meet the customer’s needs, there are separate procurement laws that govern purchases made by the state of Washington. For equipment not obtained through a state contract or using the Medicaid Fee Schedule, there are additional requirements for staff making purchases in excess of $1,000.

The kinds of purchases requiring additional documentation include:

- Tools and Equipment;
- Computer Purchases for Customers;
- Wheelchairs and Similar Conveyances;
- Vehicle Purchases;
- Vehicle Modifications;
- Self-Employment Start-Up Equipment / Supplies;
- Non-Permanent Housing Modifications.

**NOTE:** All vehicle purchases (regardless of cost) must be pre-approved by the VR Supervisor, Regional Administrator, and Director (or the Director’s designee). Vehicle purchases of $5,000 or more must also be approved by TRACKS Purchasing from DSHS/PSC.

**Purchase Limits and Required Documentation**

The following dollar limits and documentation requirements apply to all goods and services listed above when the purchases are not made through a state contract. Dollar limits are before trade-in allowance, sales tax, and freight allowance.

<table>
<thead>
<tr>
<th>Dollar Limit</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00 to $999.99</td>
<td>No documentation required</td>
</tr>
<tr>
<td>$1,000.00 to $4,999.99</td>
<td>Three telephone quotes (can include quotes from websites), documented in Case Narrative using the details included below</td>
</tr>
</tbody>
</table>
Three written vendor quotes with specifications and justifications for purchase, following the details below.

NOTE: Purchases made in accordance with state contracts or the Medicaid fee schedule do not need quotes or DSHS approvals.

**Telephone Quotes for Off-Contract Purchases between $1,000 and $4,999.99**
Three telephone or internet quotes are required for off-contract purchases of the goods and services listed above that cost more than $1,000 but less than $5,000.

DVR staff must document these three quotes in the case narrative of the customer’s case service record, and include:

- Names, mailing address or email address, and telephone numbers of the firms contacted or the websites used;
- Date of contact;
- Information provided by the supplier about the goods or services requested;
- The supplier’s quote, including:
  - The price quoted;
  - Prompt payment discounts (if offered); and
  - Supplier’s response to the requirements;
- A cost comparison that includes the cost of repairs, if needed, to make the equipment usable and safe;
- An explanation of the decision about which equipment to purchase and the reasonableness of its price.

**Written Quotes for Off-Contract Purchases of $5,000 or More**
Three written vendor quotes are required for off-contract purchases of the goods and services listed above that cost more than $5,000. The quotes must:

- Use form DSHS 17-153, Request for Quote; and
- Follow the same specifications for each vendor/supplier.

For example, if a customer were to require a tractor for self-employment, the VR Counselor requests quotes from each vendor based on the same tractor specifications from each supplier (e.g., round steering wheel, 60 horsepower, 4 wheel drive, attachments to include a 72” finish mower, etc.). The vendor may then return their bid on the form (i.e., DSHS 17-153) provided by DVR staff, including all items requested as individual, line item costs.

**Tools / Equipment Purchases in Excess of $5,000**
When purchasing any of the items identified in the list above (Tools and Equipment; Computer Purchases; Wheelchairs and Similar Conveyances; Vehicle Purchases; Vehicle Modifications;
Self-Employment Start-Up Equipment / Supplies; Non-Permanent Housing Modifications), the VR counselor must obtain approval (based on the purchasing level) from the:

- VR Supervisor;
- Regional Administrator; or
- Field Services Administrator.

VR counseling staff must fax or email three quotes and justifications to DVR Fiscal (c/o Finance and Budget Manager). Once approved, the Finance and Budget Manager emails an approval notice to the requestor. Upon receipt of Fiscal approval, an AFP may be issued to the vendor.

**Sets of Tools or Equipment Must not be Split Up to Avoid Procurement Rules**

Orders of equipment, including sets of tools or stocks and supplies, must not be split up to avoid procurement rules for purchases exceeding the dollar amounts above. This practice violates state procurement rules and law.

**For Example:**
When the cost for self-employment tools and equipment exceed $5,000 for a tractor with a 72” finish mower, for the purposes of state procurement rules, the VR Counselor must request quotes from at least three vendors for both the tractor and the 72” finish mower. If a separate vendor must be used for the tractor and finish mower attachment, and each item’s cost is below $5,000, the individual purchases still must be supported by three quotes and a justification. This is to avoid “splitting” the purchase under state rules.

**Special Considerations when Purchasing Tools**

DVR is able to purchase tools or equipment from a vendor with the state contract (i.e., Grainger) without obtaining and documenting multiple quotations. However, counseling staff must still ensure that they obtain tools or equipment adequate to meet the customer’s specific VR needs at the least cost available. **Note:** a vendor may be registered in STARS without holding a contract with the state of Washington to provide tools or equipment. The Department of Enterprise Services maintains the official list of vendors who hold contracts to provide tools or equipment: [DES Contract Search Tool](#).

**DVR Funds Cannot be Used for Certain Purchases**

For a list of purchases or services for which DVR cannot pay or grant an exception to policy to pay, see: [Exceptions to Policy that Cannot Be Granted](#).
DVR Vendors

A vendor is any business, store, for-profit or non-profit organization, contractor, individual or entity providing goods or services to DVR or a DVR customer in return for payment.

To check whether a vendor is registered in STARS, use the Vendor Module Web Tool to look up the vendor by name. If the vendor is not registered, have the vendor complete the Vendor Registration process. In the event DVR counseling staff need to make a purchase prior to vendor’s completion of the Vendor Registration process, staff may request the use of a Purchase Card.

A business or entity interested in providing Community Rehabilitation Program (CRP) or Independent Living (IL) services must be granted a DVR contract before being registered as a vendor for those services.

Link to DVR Internet: Information for Contractors

Vendor Registration

(Revised 3/12/10)

The State of Washington Department of Enterprise Services (DES) processes new vendor registration requests.

Prospective new vendors must complete and submit the Statewide Payee Registration Form:

- Instructions for the Statewide Payee Registration.
- Statewide Payee Registration Form (this form includes the Request for Taxpayer Identification Number and Certification, W-9).

This form is available on the DES web site.

Note: To avoid duplication prospective vendors should either send the original form by mail, or fax them (but not both).

1. Once DES receives the completed forms, it takes about a week for OFM to set up a new vendor.

2. DVR staff will need to check the Vendor Module Web Tool to see if the name of the new vendor has been added.

3. When the name appears in the Vendor Module Web Tool, counseling staff emails DVR Fiscal at the DVR State Office with a request to make the vendor available for an Authorization for Purchase (AFP).

See Also:

New Vendor Registration Letter
Electronic Fund Transfers (EFT)

By Governor’s directive, vendors are established and paid using a statewide vendor number (vendor numbers begin with SWV). The vendor registration process identifies Tax ID Numbers and payment preferences for vendors.

**EXCEPTION:** If the vendor is setup as a statewide vendor and the warrant is redirected to the local office, no EFT occurs and the warrant will be produced with the vendor as the payee c/o DVR and sent to the local DVR office that issued the payment. Redirecting a warrant to the local office is the only way to override the EFT for statewide vendors.

To determine whether an EFT or warrant is issued after a STARS payment is made, review the warrant number. Warrant numbers are 6 digits long followed by a letter. EFTs are 6 digits followed by the symbols, ! or /.

Authorization for Purchase (AFP)

All purchases of goods and services on behalf of a DVR customer must be pre-approved using an AFP. An AFP is a legally binding document. When signed by a VR staff, an AFP is contract between DVR and a registered vendor or DVR customer. The vendor must be registered in STARS before any authorization or verbal commitment is made.

Because the AFP is legally binding:

1. The AFP must include specific information in the AFP description that describes the goods/services authorized for purchase, as well as the dates of service, amounts authorized, and any other conditions related to the service(s) and/or payment. The AFP description should include the item being purchased and any other key identifying information, such as type/make/model, when appropriate. For example, Maxim Keyboard for PC, or Dragon NaturallySpeaking, Preferred Edition; or 2 pairs of pants, 3 shirts, 1 pair of shoes.

2. The Terms and Conditions must be provided to the vendor or customer along with the AFP.

If a verbal or written commitment is made to a vendor, an AFP is issued, signed by the authorized field staff and mailed or given to the vendor within 5 working days of making any verbal or written commitment to a vendor. Open AFPs are kept in an active AFP file usually managed by a support staff (local office practices may vary).

An AFP that replaces a previously issued AFP must include a statement "AFP Cancels and Supersedes AFP # 999999" or "This AFP replaces AFP # 999999." This allows for a complete audit trail. Replacement AFPs are needed when the AFP does not include correct information such as dates of service, amount to pay, or services to be provided.
Standard Operating Procedure: Correcting Inaccurate AFPs for Pre-Employment Transition Services

Purpose: This procedure identifies the action staff must take when a payment has been made incorrectly for a pre-employment transition services (pre-ETS) activity. Following this procedure ensures payments that must be attributed to pre-ETS funds are accurately identified and can be correctly categorized when reporting DVR’s program expenses.

STARS payment errors occur when:

- The correct AFP service category would have specified a pre-ETS activity, but the AFP was issued for a different service category; or
- When the AFP payment service category was for a pre-ETS activity, but this was in error.

Reference:
Vendor Provided Pre-Employment Transition Services: Fees and Guidance

<table>
<thead>
<tr>
<th>Action by</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DVR Field Staff</td>
<td>When staff identify a STARS payment made in error for a pre-employment transition services (pre-ETS) activity</td>
</tr>
</tbody>
</table>

1. When the correct AFP service category was a pre-ETS activity, but another AFP category was selected in error:
   a. If the AFP has been cancelled or paid in full:
      i. Print the AFP payment screen;
      ii. Email the DVR fiscal team (dvr fiscal@dshs.wa.gov) payment correction information and include the following:
         A. A screen shot or copy of the AFP payment screen for the incorrect payment;
         B. An explanation for the payment error, to include the dollar amount paid and what occurred, such as, “This was paid under service category ‘other’ when the correct category was “Pre-ETS Employer Wage Reimbursement."
      iii. Make a case note in the Customer’s file.
   b. If the AFP is open and services are ongoing:
      i. Cancel the incorrect AFP;
ii. Issue a new AFP under the correct AFP service category for the remaining balance only. Add to the description of the AFP, information that details what is occurring such as “This AFP cancels and replaces AFP 0101010. The wrong category was used for the payments of $460.00 and $375.00”;

iii. Follow steps describe in 1) a) i) – iii) above to notify the DVR fiscal team and document the error in the case narrative.

2. When the AFP service category was a pre-ETS activity, but this selection was in error, follow the steps described above to notify the fiscal team of the payment error.

<table>
<thead>
<tr>
<th>Finance and Budget Unit</th>
<th>3. When field staff report an incorrect Pre-ETS payment, either over or under accredited, follow the steps in the fiscal unit desk manual to adjust the payment in the DSHS financial reporting system - AFRS.</th>
</tr>
</thead>
</table>

For questions regarding this procedure, contact dvrfiscal@dshs.wa.gov.

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**AFP Dates**

(Revised 6-30-10)

**Authorizing Services for 90 Days**

- Services may be authorized for 90 days (except for the CRP services below that may be authorized up to 180 days).

- The age-off date defaults to 150 days from the service start date.

- The service start date and end date should match the start date and end date on the SDOP (Service Delivery Outcome Plan).

- **Counseling staff must change the age-off date so it is 60 days following the AFP service end date.** This allows 60 days to receive the invoice and issue payment.

**Authorizing Services for 180 Days**

- CRP: Job Placement, Job Retention, CBA, and Intensive Training services may be authorized up to 180 days.
• The age-off date defaults to 240 days from the service start date.

• The service start date and end date should match the start date and end date on the SDOP (Service Delivery Outcome Plan).

• **Counseling staff must change the age-off date so it is 60 days following the AFP service end date.** This allows 60 days to receive the invoice and issue payment.

**Crossing State and Federal Fiscal Years**
Services that cross the Federal Fiscal Year (starting October 1st) or the State Fiscal Year (starting July 1st) may be authorized up to 180 days.

**Cancelling AFPs**
If services are not completed by the service end date, the AFP is cancelled and a new AFP is issued.

**Age-off Dates**
Counseling staff must change the age-off date on the AFP so it is 60 days following the service end date. If payment for services takes more than 60 days, the age-off date can be extended up to 150 days following the start date, and 240 days for CRP: Job Placement, Job Retention, CBA or Intensive Training Services.

<table>
<thead>
<tr>
<th>Description</th>
<th>Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue date</td>
<td>Date the &quot;issue&quot; button is pressed in STARS</td>
</tr>
<tr>
<td>Service start date</td>
<td>Date the service is authorized to begin</td>
</tr>
<tr>
<td>Service end date</td>
<td>Date the service authorization ends</td>
</tr>
<tr>
<td></td>
<td>Services are authorized up to 90 days after the services start date (except for the CRP services (below):)</td>
</tr>
<tr>
<td></td>
<td>CRP: Job Placement, Job Retention, Community Based Assessment and Intensive Training can be authorized up to 180 days after the service start date.</td>
</tr>
<tr>
<td>Age-off date</td>
<td>Date STARS closes an AFP</td>
</tr>
</tbody>
</table>
to 60 days following the service end date.

For CRP: Job Placement, Job Retention, CBA and Intensive Training the age-off date defaults to the 25th of the month 240 days after the service start date.

For other services the age-off date defaults to the 25th of the moth 150 days after the service start date.

**Purchase Limits for DVR Staff**  
(Revised 10-08-14)

VR counseling staff have a unique authority delegated by the Department of General Administration (GA) and DSHS Purchased Services Contracts (PSC) to authorize and pay for customer services with federal and state funds after soliciting the maximum extent of competition practicable. There are specific dollar limits established for issuing and paying AFPS, as follows:

<table>
<thead>
<tr>
<th>VR Staff Role</th>
<th>Issue Limit</th>
<th>Case Narrative Required</th>
<th>Payment Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehab Tech</td>
<td>$10,000</td>
<td></td>
<td>$50,000</td>
</tr>
<tr>
<td>VR Counselor</td>
<td>$10,000</td>
<td></td>
<td>$10,000</td>
</tr>
<tr>
<td>VR Supervisor</td>
<td>$50,000</td>
<td>By VR Supervisor</td>
<td>$150,000</td>
</tr>
<tr>
<td>Regional Administrator</td>
<td>$75,000</td>
<td>By Regional Administrator</td>
<td>$0</td>
</tr>
<tr>
<td>Field Services Administrator, or designee</td>
<td>$150,000</td>
<td>By Field Services Administrator, or designee</td>
<td>$0</td>
</tr>
</tbody>
</table>

**AFP Payments**

A VR counselor may authorize payment for services if:

- The authorized goods and/or services were satisfactorily provided
- An invoice is received that includes:
- Vendor's name and address
- Itemized description of goods or services provided
- Amount due
- Invoice date
- Invoice number (if the vendor has an invoice numbering system)
- Customer name or AFP number
- Date(s) and time(s) the services were provided if paying for services based on an hourly rate

**Timely Payment of Invoices**
VR staff monitors outstanding AFPs to ensure timely invoices are received when services are completed. AFPs are typically paid within 45-days from the service completion date. This gives the vendor sufficient time to bill DVR. Once a vendor invoice is received, payment must be made within **10 working days**. DVR is not liable to pay invoices received more than one year from the service completion date. See [DSHS WAC 388-05-0010](#).

**Payment Exceptions**
1. To avoid a delay in receiving copies of medical records, request records prior to issuing an AFP. At the time the records and invoice are received, an AFP is issued and payment made.

2. Some vendors, such as government agencies, do not accept an AFP or require payment before services are delivered. In these situations, the VR counselor can authorize the purchase and payment without an itemized invoice. Once the services are delivered, supporting documentation must be attached to the AFP.

3. Missed medical appointments can be paid from the original AFP.

**Invoice Amount Greater than the AFP**
If a VR Counselor receives an invoice that exceeds the amount authorized on the AFP, the invoice may be paid through STARS up to $50.00 over the AFP amount if the VR Counselor verifies the additional amount is necessary and appropriate. However, if the invoice includes fees or services that were not authorized, only the amount authorized on the AFP is paid.

**STARS Payment Error**
If a payment is entered in STARS in error, it can only be deleted on the same working day that it is entered. If not deleted the same day, the payment cannot be stopped. The only recourse is to work with the vendor or customer to request a refund.

**Vendor Invoices**
All payments to vendors must be supported by itemized invoice(s). It is best practice to pay vendors from original invoices to prevent duplicate payment; however certain situations might require that you to pay from invoice copies, internet copies or faxed copies. Paying from copies
is permitted as long as a brief note is made on the invoice copy to indicate “Use as Original.” No explanation is needed for internet copies as long as the invoice includes the vendor’s name, address, items purchased and amount, etc.

**Canceling Services Authorized on an AFP**
If goods or services authorized on an AFP are cancelled in whole or in part, a Notice of Cancellation is prepared. The original Notice of Cancellation is sent to the vendor and a copy is filed with the corresponding AFP. A Notice of Cancellation is required in the following situations:

- An AFP was issued for tuition but the customer did not register.
- An AFP was issued for equipment to use in employment and the customer changed job goals and no longer needed the equipment.
- An AFP was issued to a Community Rehabilitation Program (CRP) for Job Placement and the customer fails to cooperate.
- An AFP was issued for six physical therapy sessions and it is determined after three sessions that the remaining sessions are not necessary.

**NOTE:** A Notice of Cancellation is not required to cancel the balance of an AFP if a final payment has been made, regardless of the amount.

**Separation of Duties**
To protect DVR’s authority to directly purchase services and reduce the risk of fraud and abuse, procedures are required that prohibit a person from issuing an AFP in STARS and then entering a payment for the same AFP. These procedures are called “separation of duties.” To ensure separation of duties is maintained when processing AFPs, the staff person who issues an AFP is not permitted and does not have the authority to make payments for the same AFP.

**Separation of Duties Procedures**
1. A VR counselor approves the purchase of the goods/services needed
2. Based on the AFP purchase limits (above), the appropriate VR staff draft and/or issue the AFP. The person who issues the AFP cannot pay invoices for the same AFP.
3. The VR Counselor, VR Supervisor, Area Manager or Field Services Administrator (or designee) authorizes purchases up to their purchasing limit by signing the approval section of the AFP.
4. A VR Counselor, VR Supervisor, Area Manager or Field Services Administrator (or designee) approves payment up to their purchasing limit by signing the AFP payment section once s/he verifies the goods/services were received and the invoice matches the goods/services and amount originally authorized.
5. Once the AFP has been signed as approved, a VR staff (other than the person who issued the AFP) enters the payment in STARS.
AFP Signatures

1. A VR Counselor, VR Supervisor or Area Manager is authorized to sign AFPs up to her/his purchasing authority. This signature authorizes a purchase.

2. A VR Counselor, VR Supervisor or Area Manager is authorized to sign the payment section on an AFP up to her/his purchasing authority. This signature authorizes a payment.

3. A Rehabilitation Technician (RT) is authorized to issue an AFP, but a VR Counselor, VR Supervisor or Area Manager must sign the authorization.

4. An RT is authorized to enter a payment in STARS after a VR Counselor, VR Supervisor or Area Manager signs the payment section of the AFP. An RT does not have authority to sign off on a new AFP or on an AFP payment.

Warrants

(Updated 11/1/17)

A warrant is a payment instrument used by state agencies and validated by the State Treasurer. Warrants expire 180 days from the date issued.

Order to Cancel Warrant

Warrants that are returned to a local DVR office must be mailed within 24 hours of receipt to DVR Fiscal Unit. For a more complete version of this process, see the Standard Operating Procedure for Processing Mail and Negotiables.

1. Immediately upon receipt of the warrant, staff opening the mail log the warrant in the DVR Negotiable Log, DSHS 06-151, and give both the warrant and the Log to the cash custodian.

2. The Cash custodian:
   - Verifies the negotiable log, and then signs and dates it;
   - Stamps or writes “CANCEL” across the State Treasurer’s signature on the warrant;
   - Secures the warrant;
   - Completes a Refund or Cancelled Warrant Notice, DSHS 06-069. All parts of the form are required in order for DVR fiscal staff to return the funds to the appropriate case service record; and
   - Records the action on the negotiable log.
3. The cash custodian sends the original Refund or Cancelled Warrant Notice to the DVR Fiscal Unit in the State Office with the warrant attached, and a copy of the remittance advice, if available.

4. The cash custodian files a copy of the Refund or Cancelled Warrant Notice in the customer’s case service record in the blue fiscal jacket, stapled to the corresponding AFP.

5. State Office Fiscal Unit staff will enter the cancelled warrant in STARS, which returns the funds to the appropriate allotment.

**Returned / Undeliverable Warrants**

Warrants that are undeliverable by the United States Postal Service (USPS) are routed back to the DVR Finance and Budget Unit. DVR Fiscal will:

1. Notify the VR Counselor of record with the AFP number and warrant number associated with the returned warrant to obtain the appropriate address or account/invoice documentation.

2. Notify OAS of address changes and/or provide additional account/invoice information.

3. Enter cancelled warrant data in STARS.

**Refund Notices**

(Updated 11/1/17)

A refund is an amount paid back to DVR or a credit allowed due to an over-collection or because of returned merchandise. Refund checks must be mailed to DVR Fiscal Unit in State Office within 24 hours of processing the mail. For a more complete version of this process, see the [Standard Operating Procedure for Processing Mail and Negotiables](#).

Use the [Refund or Cancelled Warrant Notice, DSHS 06-069](#), to process refunds from vendors or customers.

**Procedures**

1. Immediately upon receipt of a refund through the mail, staff opening the mail log the negotiable in the [DVR Negotiable Log, DSHS 06-151](#), and give both the negotiable and the Log to the cash custodian.

2. Immediately upon receipt of a check, the cash custodian:
   - Verifies the entry in the negotiable log;
   - Secures the check;
• Completes a **Refund or Cancelled Warrant Notice** (DSHS 06-069). All parts of the form are required for DVR Fiscal Unit to return the funds to the appropriate allotment;

• Records action in the negotiable log.

3. If cash is received, the cash custodian provides the customer or vendor with a receipt.

4. The cash custodian sends the original Refund or Cancelled Warrant Notice to the DVR State Office Fiscal Unit with the negotiable attached, and files a copy in the customer’s case service record, blue fiscal jacket, stapled to the corresponding AFP.

5. Fiscal staff will enter the check in STARS, which returns the funds to the appropriate allotment.

**NOTE:** When DVR bills another entity for copies of DVR records and a check is received for payment, prepare a Refund or Cancelled Warrant Notice and attach it to the check following the steps listed above. Note the explanation in the "Reason for Refund" section.

### Direct Payments to Customers

Direct payments to customers can only be made using the maintenance or transportation (mileage only) VR service categories.

When a direct payment to a customer is needed for a service that doesn’t fit the definition of maintenance or transportation the VR Counselor assists the Customer in submitting a written request to the VR Supervisor for an exception to policy. Examples of exceptions to policy include, but are not limited to, making a direct payment to a customer to pay or reimburse for a textbook, license or permit.

As with all purchases, a direct payment to a customer must be authorized in advance (pre-authorized).

### Receipts for Direct Payments to Customers

VR Counselors making direct payments to DVR customers must obtain documentation verifying the funds were used to pay for the authorized services, except when the direct payment is for mileage. Original, itemized receipts are the most appropriate documentation.

Prior to releasing a direct payment warrant to a DVR customer, the VR Counselor, Rehabilitation Technician or designee verifies a **Direct Payment Agreement, DSHS 09-970** has been signed and filed in the case service record. In addition, counseling staff explains:

- The requirement for the individual to provide DVR with original, itemized receipts upon purchase of the authorized service.

- What actions DVR will take if receipts are not provided, including denial of any further direct payments and referral to Office of Financial Recovery for collection.
If original, itemized receipts are lost or misplaced by the individual, the VR Counselor, Rehabilitation Technician or designee must attempt to verify the purchase of authorized services. The customer may provide verification by submitting a credit card statement, bank record, duplicate receipt from the vendor, course registration records or any other documentation that verifies payment was made for the authorized services.

If the customer fails to provide receipts or other documentation verifying purchase of the authorized service, it is considered an overpayment and the VR Counselor follows procedures for collecting an Overpayment.

**Overpayment and Debt Recovery**

Overpayment and debt recovery means any payment to a vendor or customer in excess of the amount the vendor or customer was entitled to by law, rule or contact. DVR does not have the authority to forgive an overpayment or debt owed to DVR by a vendor or customer.

The VR Counselor is responsible to collect overpayments made to a vendor or customer and to retrieve tools and equipment loaned to a customer under any of the following circumstances:

- As soon as loaned items are no longer needed to complete the IPE
- At the time a customer’s case is closed – other than rehabilitated
- At the time a rental or lease agreement for the item(s) is terminated

**Process for Collecting an Overpayment and Recovery of Equipment**

*Overpayment Template Letters in STARS and DVR Referral to the Office of Financial Recovery*

(Revised 12-9-13)

Process for Collecting an Overpayment and the Recovery of Equipment

Two STARS template letters are available to assist you when notifying a customer of an overpayment they must repay or for the return of loaned equipment. Using these letters will provide DVR with a consistent way of formally notifying a customer that they owe money to DVR or must return loaned equipment and providing the customer with appeal rights.

**Note:** When a customer owes DVR money for an overpayment or is required to return loaned equipment, the first step is always for the VR Counselor to inform the customer and ask for monetary repayment or equipment return. These attempts to recover an overpayment or collect loaned equipment from the customer are made by email, telephone, or in person, and must be documented in a case narrative in STARS.

When the customer does not respond to these requests, you must refer the matter to the DSHS Office of Financial Recovery (OFR) and notify the customer in writing that a referral to OFR is being made. The template letters in STARS are used to provide the customer with this
notification. You can access these letters through the Letters Catalog in the Customer Module in STARS. One letter is for loaned equipment and the other is for money owed by the customer to DVR. Here is a link to examples of the two overpayment OFR template letters in STARS:

**Client Letter - Loaned Equipment**

**Client Letter - Owe Money Notification**

Instructions for completing the loaned equipment letter

1. Specify the reason(s) why the customer no longer requires the equipment.
2. List the items loaned, amount paid for each item, warrant date, and warrant number.
3. Provide the “total paid” amount for the loaned items and the “amount due”. The “total paid” and the “amount due” will most likely be the same amount.
4. Insert your Supervisor’s telephone number and email address (unless pre-filled).
5. Insert your phone number (unless pre-filled).
6. Enclose a copy of the loan agreement that was signed by the customer.
7. Mail letter certified mail and document the certified mail number at the top of the letter.

Instructions for completing the client overpayment (owe money notification) letter:

1. Specify the reason money is owed.
2. List the services provided, warrant amount, warrant date, and warrant number.
3. Provide the “total paid” amount and the “amount due”. The “total paid” and the “amount due” will most likely be the same amount.
4. Insert your Supervisor’s telephone number and email address (unless pre-filled).
5. Insert your phone number (unless pre-filled).
6. Mail letter certified mail and document the certified mail number at the top of the letter.

A vendor overpayment notification letter is available in the Letters section of the table of contents for the manual. There is also a link to the letter posted on iDVR under Rehab Resources, VR Services. Here is a link to the letter:

**Vendor Letter - Owe Money Notification**

Instructions for completing the vendor overpayment (owe money notification letter):

1. Specify the reason money is owed.
2. List the services purchased, warrant/electronic funds transfer (EFT) amount, warrant/EFT date, and warrant/EFT number.
3. Provide the “total paid” amount and the “amount due”. The “total paid” and the “amount due” will most likely be the same amount.

4. Insert your phone number (unless pre-filled)

5. Mail the letter certified mail and document the certified mail number at the top of the letter.

In addition to these three letters, DVR staff must make use of the DVR OFR referral form, **DVR Referral to Office of Financial Recovery (OFR), DSHS 06-162**. This form standardizes the referral to OFR and eliminates the need to create a new cover letter for each referral.

**Staff must include when making a referral to OFR:**

- Copy of customer/vendor letter requesting return of equipment / reimbursement of funds and Certified Mail Receipt (proof of delivery);
- Copy of AFPs and invoices;
- Copy of DVR loan agreement; and
- Copy of STARS case narrative(s) documenting attempts to collect money or items prior to mailing certified customer OFR referral letter with appeal options.

When field staff have completed boxes 1 through 12 in this form, they must send it and all attachments to DVR Fiscal. DVR Fiscal will coordinate the recovery with the Office of Financial Recovery (OFR) and complete boxes 13 through 16.

**Clarification about number 10 regarding debt forgiveness and payment plan:**

If applicable, you can indicate that there is a hardship and explain the situation or request a payment plan. The decision to grant a payment plan or forgiveness must be made by the DSHS Office of Financial Recovery. DVR does not have the authority to approve a payment plan or forgive any debt.

**Note in STARS that Equipment was Referred to OFR**

Indicate in the STARS Customer Equipment Module **Final Disposition Status** that the Equipment ID number was referred to OFR.

See Also: **Recovery of Equipment**

**Overpayment Received or Equipment Returned after Referral to OFR**

If a client returns overpayment/loaned equipment after OFR referral is made, the DVR field office RT/VRC will case note the repayment and notify DVR headquarters fiscal staff of the repayment or return of equipment. The DVR headquarters fiscal staff will coordinate with OFR to notify their staff that the equipment/overpayment has been resolved.

See Also: **DVR Program Policy 134 Overpayment and Debt Recovery**
DSHS Administrative Policy NO. 4.13 Delegation of Authority- Office of Financial Recovery, and DSHS Administrative Policy No. 10.02 Overpayments and Debts for Providers and Vendors

Case Closure

Case Closure Index Page

In this section of the manual:

Case Closure

Written Notice of Closure / Customer Involved in the Decision to Close Case

Pre-Closure Discussion with Customer

Case Closure- Rehabilitated

AbilityOne

Case Closed – Other if Employment is not Competitive or Integrated

Case Closure - Other Than Rehabilitated

Case Closure Notification and STARS Documentation

Reasons for Case Closure

WAC- Case Closure and Annual Reviews

See Also:

Ineligibility Determination
Case Closure
(Revised 07/02/2018)

There are two types of case closures:

- Case Closure – Rehabilitated (see details below)
- Case Closure – Other than Rehabilitated (see details below)

Prior to closing a case service record, the VR counselor reviews the case service record to ensure the required documentation is contained in the record, as outlined under WAC 388-891A-0100 What personal information about me does DVR keep on file?.

Written Notice of Closure / Customer Involved in the Decision to Close Case

The VR Counselor is responsible to provide a customer with written notification of the individual's opportunity to discuss the VRC's decision to close the case in advance of closure. This notification requirement is consistent with WAC 388-891A-1320 Am I involved in the decision to close my case?. The WAC states:

WAC 388-891A-1320 Am I involved in the decision to close my case?

Before closing your case, a DVR counselor gives you an opportunity to discuss the decision. DVR notifies you in writing, or another method of communication, if needed, about the reason your case is being closed and your rights if you disagree with the decision.

Pre-Closure Discussion with Customer

Before closing a case service record for any reason, the customer must be given an opportunity to discuss with the VR Counselor why the closure decision is being made. This requirement is contained in WAC 388-891A-1320 Am I involved in the decision to close my case?.

The VR Counselor must notify a customer of the opportunity to discuss prior to closure why the VRC has decided the case should be closed. If the customer chooses to participate in this discussion, the VRC provides counseling and guidance to explain his/her reason(s) for deciding it is time to close the case. The VRC listens to any information the customer may share for why the case should not be closed.
After listening to the customer, the VR Counselor makes a final decision whether to close the case record. There is no requirement that a customer must agree with the VRC’s decision to close the case. If a customer disagrees with the decision the individual may appeal after receiving the appropriate written notification of case closure.

If a customer does not wish to discuss in advance the VRC’s reasons for making a case closure decision, the VR Counselor proceeds to close the case according to applicable closure procedures.

The VR counselor documents a summary of the pre-closure discussion with the customer in a STARS Narrative entry. When a customer declines or does not respond to the opportunity to participate in a pre-closure discussion, this also must be documented in a STARS Narrative entry.

**Case Closure - Rehabilitated**

Case Closure - Rehabilitated means that the customer:

- Achieved an employment outcome described in their IPE that is consistent with their strengths, resources, priorities, concerns, capabilities, interests and informed choice;
- Maintained employment for at least 90-days to ensure stability of the employment outcome;
- Agrees with the VR counselor that the employment outcome is satisfactory and the customer is performing well; and
- Has been informed about the availability of post-employment services.

**Verification of Wages and Benefits for Competitive Employment**

For individuals who achieve a competitive employment outcome, the record must contain verification that the customer is compensated at or above the minimum wage, and that wages and benefits are equal to what the employer customarily pays for the same or similar work performed by non-disabled individuals. Verification can include a customer’s verbal confirmation, a copy of a check stub, employer verification, or another type of verification.

**Verification of Wages for Competitive Work in Supported Employment**

For individuals who achieve competitive work in supported employment the record must contain verification that the customer is compensated at or above the minimum wage, and that wages are equal to what the employer customarily pays for the same or similar work performed by non-disabled individuals. Verification can include a customer’s verbal confirmation, a copy of a check stub, employer verification, or another type of verification.
AbilityOne

(New 2-21-12)

Case Closure for a Customer Employed by a Non-Profit Agency with an AbilityOne Contract

Under certain conditions if the employment is competitive and integrated DVR may close a case as successfully rehabilitated when a customer is employed by a non-profit agency with an AbilityOne contract; however, VR supervisor verification is required (see conditions described below).

AbilityOne Program

The AbilityOne Program is a Federal initiative to help people who are blind or have other significant disabilities find employment by working within a national network of over 600 Nonprofit Agencies that sell products and services to the U.S. government.

Non-Profit Agencies in the State of Washington with AbilityOne Contracts

There are approximately 30 non-profit agencies in the state of Washington that hire employees under the AbilityOne contract. Here is a link to the SourceAmerica website Nonprofit Locator tool (SourceAmerica was formerly called NISH) with the names of non-profit agencies (in bold). You can filter by state and generate a list of AbilityOne contractors in Washington.

When a customer obtains an AbilityOne job, the non-profit agency holding the AbilityOne contract is the employer. DVR can support AbilityOne outcomes that are competitive (paid at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals who are not disabled), and the work is performed in an integrated setting.

Verification by VR Supervisor that Employment is Competitive and Integrated

Before the VR counselor closes a case that involves AbilityOne employment as a successful rehabilitation the VR supervisor is responsible to verify and document that the specific job meets all of the criteria for being competitive and integrated:

1. To make this determination the VR supervisor must contact the non-profit agency that holds the AbilityOne contract (employer) and obtain the following information:
   a. A detailed job description
   b. Verification of the hourly wage and the productivity rate at which the customer will be paid (if less than 100%)
c. Any payroll taxes (e.g. Social Security, Workers Compensation, Unemployment Insurance, etc.) and fringe benefits such as paid leave, retirement, health insurance, etc. that will be provided to the customer
d. Ask the employer if similar jobs are performed by employees who are not disabled. Verify that individuals with disabilities are not paid less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals who are not disabled
e. A detailed description of the specific job setting that identifies the extent the customer will regularly come in contact with individuals who are not disabled

**Note:** In addition to gathering the above information from the AbilityOne employer, the VR supervisor is expected to visit the actual job site, if onsite observation of the job setting and work to be performed is necessary to verify that the job is competitive and in an integrated setting.

2. Document in a STARS case narrative using the heading “AbilityOne Competitive/Integrated Employment Verified” and state the reason(s) for determining that the job is competitive and integrated.

**Examples of AbilityOne Employment that are both Competitive and Integrated**

**Example 1 (Individual Paid % of Wage Based on Production):**

Fred is working for a non-profit agency that has an AbilityOne contract with a federal Veterans Administration hospital. He works in a laundry sorting and washing clothes. This is a job that is commonly found in the community and Fred comes into contact with individuals who are not disabled as he does his work (integrated). The non-profit agency (employer) pays Fred at or above the minimum wage, and the customary wage and benefits paid by the employer for the same or similar work performed by individuals who are not disabled. Fred’s pay is based on an hourly wage of $22.75 per hour. His rate of production is 40% so his actual pay is $9.10 per hour which is above the current (January 1, 2012) minimum wage of $9.04 per hour. Note if Fred’s net pay was less than the minimum wage because of his lower production it would not be considered a competitive employment.

**Example 2:**

Francis is working for a non-profit agency that has an AbilityOne contract at a military base. She works in contract management support and performs general clerical duties. This is a job that is commonly found in the community and Francis comes into contact with individuals who are not disabled as she does her work (integrated). This non-profit agency (employer) pays Francis at or above the minimum wage, and the customary wage and benefits paid by the employer for the same or similar work performed by individuals who are not disabled. Francis is paid $18.25 per hour which is above the
current (January 1, 2012) minimum wage of $9.04 per hour. In this example Francis’s employment is both competitive and integrated.

**Case Closed - Other if Employment is not Competitive or Integrated**

**Closed – Other - Non-Competitive**

If the VR supervisor determines that the employment is non-competitive the VR counselor follows the procedures for closing the case using the closure reason Closed-Other- customer accepted extended employment, sub-minimum wage.

**Closed – Other - Non-Integrated**

If the VR supervisor determines that the employment is non-integrated the VR counselor follows the procedures for closing the case using the closure reason Closed-Other- customer accepted extended employment, non-integrated setting.

**See Also:**

- [AbilityOne Web site](#)
- [AbilityOne Frequently Asked Questions (FAQ)](#)
- [Supported Employment Definitions - Job Stabilization](#)
- [CRP Intensive Training Services](#)

**Case Closure - Other Than Rehabilitated**

Case Closure - Other Than Rehabilitated means that the customer case is being closed before they have not achieved an employment outcome.

**Case Closure – Other - Loss of Contact with Eligible Individual**

If a letter has already been returned "undeliverable" and there isn’t a forwarding address, it isn’t necessary to send another letter.

A VR counseling staff member who is unable to contact an eligible individual using the information in STARS (telephone, email, address) takes the following steps:

1. Check with the counselor of record to verify the counselor does not have updated information about the individual.
2. Check the case service record to see if there is updated information (address, email or telephone) in the file that has not been entered in STARS. If you find updated information in the record, attempt to contact using this information and you make contact, update STARS with the correct information.

3. Attempt to contact those identified as contacts on the Vocational Information form for updated information.

4. Check Client Registry for updated information.

5. Enter a case narrative documenting the steps you have taken to make contact.

6. When all steps have been completed, close the case.

**Standard Operating Procedure: Resolving Disputed Closures Informally**

*(Revised: 8/15/2018)*

**Purpose and Background:** DVR policy is consistent with federal regulation that permits the state VR program to attempt to resolve conflicts about the provision and scope of VR services using informal processes (such as discussion between the counselor or supervisor and customer) rather than requiring that the customer access any formal process, such as a fair hearing. Under exceptional circumstances, and when DVR has no material disagreement with the action, a counselor may request that a case that has been closed be returned to open status. The most common circumstance in which this occurs involves a closure for loss of contact. When a DVR counselor closes a case service record because they have been unable to contact a customer (see manual procedures for “Case Closure—Other – Loss of Contact with Eligible Individual”), but a customer later disputes the closure on the basis of a legitimate reason for not maintaining contact or responding, the VR supervisor may review the case. If the VR supervisor has no material disagreement with reopening the case as a means of informally resolving the dispute, they can request that the case be reopened to the same status it was in prior to closure.

The procedure and decisions included below apply to any situation in which it may be necessary for the reasons described under WAC 388-891A-0210 to make a change to a customer’s case status, as an exception to DVR’s regulations describing closure under WAC 388-891A-1300 and the sections following.

**Note:** this procedure does not permit the use of case rollbacks for the following purposes:
- to make edits to closed case data (such requests must be sent through the DVR HelpDesk);
- to bypass a new application date and a new eligibility determination for customers with closed cases whose priority of service category may place them on a waiting list for services; or
- to amend an IPE on a previously closed case to initiate services beyond the scope
of post-employment services for a customer who has been closed successfully.

This procedure does not prevent the rollback of a case that was closed in error as the result of a data-entry error (e.g., closure of the incorrect customer). Requests of that sort must be sent to the DVR HelpDesk and noted as an error in data-entry.

**Reference:**

34 CFR Part 361.57(c):

"Informal dispute resolution. The State unit may develop an informal process for resolving a request for review without conducting mediation or a formal hearing. A State's informal process must not be used to deny the right of an applicant or recipient to a hearing under paragraph (e) of this section or any other right provided under this part, including the right to pursue mediation under paragraph (d) of this section. If informal resolution under this paragraph or mediation under paragraph (d) of this section is not successful in resolving the dispute within the time period established under paragraph (e)(1) of this section, a formal hearing must be conducted within that same time period, unless the parties agree to a specific extension of time."

**WAC 388-891A-0205, How do I ask for an exception to a rule in this chapter?**
**WAC 388-891A-0210, What happens after I submit a request for an exception?**
**WAC 388-891A-1300, Why does DVR close a case service record?**

| Action by: | Action: |
| VR Counselor | 1. When a customer disputes the closed status of their case service record, provides counseling to the customer regarding the reason for the case closure. |
| | 2. When the closed status remains disputed, reviews the case to determine what steps have been taken in closing the case service record, as well as whether the information in STARS regarding the case closure is accurate. |
| | 3. Provides a summary of the dispute, including the reasons for and procedures followed prior to the case closure, to the unit VR Supervisor. |
| | 4. When the VR Counselor and VR Supervisor agree that the closure was appropriate and no action may be taken, provides information to the customer about their appeal rights and describes the dispute in a detailed case note. |
| | a. In the case note, includes a summary of the customer’s request, as well as any discussion with the customer about their case status, and ensures that any written record of the dispute is included in the customer’s case service record. |
| | b. In the case note, includes a description of the actions that the counselor has taken to ensure that the customer is aware of their right to appeal the case closure. |
| | 5. When the VR Counselor and VR Supervisor have no material disagreement with the customer regarding the appropriateness of the closure, and a rollback is determined to be appropriate, enters a case note requesting an exception to policy to roll the case status back. |
| | a. Includes a summary of the dispute of the closure, as well as any discussion with the customer about their case status. |
| | b. In the request, indicates that the request is for an exception to WAC 388-891A-1300 and
notes why the case closure was not appropriate.

| VR Supervisor                                                                 | 6. When the VR Counselor and VR Supervisor have no material disagreement with the customer regarding the appropriateness of the closure, and a rollback is determined to be appropriate, the supervisor submits the request for a case rollback through the DVR HelpDesk ticketing system, describing the situation in enough detail that the HelpDesk staff understands what is needed.  
7. Enters a case note detailing the case rollback request that has been made to the HelpDesk. |
| VR Supervisor                                                                 | 9. After receiving notification that the rollback has been completed by the DVR HelpDesk, completes a case note to indicate that the request for an exception was approved, and that the change has been made in the system.  
**Note:** the case documentation of each step is necessary to ensure that the process has been recorded in the case service record and to retain the history of actions taken (and determinations made) regarding the case. |

| DVR HelpDesk Staff | 8. When receiving the request for a case rollback, makes the needed changes in STARS and notifies the Supervisor that the request has been completed. |

**Case Closure Notification and STARS Documentation**

When a case service record is closed for any reason, the customer must be notified in writing at the time of case closure. STARS template letters are used for his purpose.

For use of STARS template closure letters see also:

**Use of Required STARS Letters**

The following is documented in the case service record:

- Closure documentation from STARS;
• A copy of the closure letter that explains the reason the case was closed and the customer's rights if the disagree with the decision;
• Wage and benefit verification of a customer closed in competitive employment and how verification was obtained
• Wage verification of a customer closed in competitive work in supported employment and how verification was obtained.

For closure of individuals found ineligible for services, see also:

Ineligibility Determination

WAC - Case Closure and Annual Reviews

Reasons for Case Closure

(Revised 07/02/2018)

Besides WAC 388-891A-1300 Why does DVR close a case service record? (below) there are two other WACs that provide the legal basis for closing a case. These two closure reasons are Does not agree to extend the eligibility period (WAC 388-891A-0515 What if I do not agree to extend the eligibility determination period?), and Declines to authorize release of info or participate in assessment (WAC 388-891A-0905 Are there circumstances in which DVR requires me to participate in additional assessment activities?).

WAC 388-891A-1300 Why does DVR close a case service record? provides the legal basis to close a case with 8 specific categories. The following list of closure reasons from STARS fits into these 8 categories.

When a case service record is closed, one of the following case closure reasons must be selected in STARS:

• Closed- Rehabilitated
• Customer accepted Ext Employment, non-integrated setting
• Customer accepted Ext Employment, sub-minimum wage
• Declines to authorize release of info or participate in assessment
• Does not agree to extend the eligibility period
• Does not require VR services, ineligible
• Disability too significant, Ex. Evaluation completed
• Disability too significant, TWE completed
• Employed and does not require VR services
• Incarcerated in prison or jail
• Institutionalized
• Lack of transportation
• No cooperation to allow collecting necessary information
• No disability or impediment to employment, VR services not required
• No longer eligible, employed, VR services not required
• No longer interested in receiving services- asks DVR to close case
• No longer interested in receiving services- declines VR services
• Referral to another agency (formal referral that involves getting a signed consent from the customer, using a referral letter/form and as appropriate, copies of records, reports or the IPE)
• Refused to cooperate
• Refused to cooperate- Declines to authorize release of info
• Supported Employment case, no Extended Services
• Unable to locate
• PES- Employment maintained or regained
• PES- Employment advanced
• PES- Lost job, no further services at this time
• PES- Closed unemployed, reopening VR case

Selection of any of the above closure reasons in STARS will automatically designate the appropriate template closure letter. Before sending the closure letter to the customer, please carefully review the designated closure reason in the letter and edit, if necessary, without removing the WACs cited in the letter.

WAC - Case Closure and Annual Reviews
(Revised 07/02/2018)

WAC 388-891A-1300 Why does DVR close a case service record?
WAC 388-891A-1310 How does DVR determine that I have achieved an employment outcome?
WAC 388-891A-1311 When may DVR determine that I have achieved an employment outcome in self-employment?
WAC 388-891A-1312 What does DVR do if it determines I have not achieved a self-employment outcome when my employment outcome is in self-employment?
WAC 388-891A-1320 Am I involved in the decision to close my case?
WAC 388-891A-1330 When does DVR contact me after my case is closed?
Case Records / Confidentiality

Case Service Record Index Page

In this section of the manual:

Case Records / Confidentiality
Case Service Record Documentation
Use of Required STARS Letters
Revised STARS Template Letters
Case Record Retention
Case Transfer
WAC - Case Service Record
Case Records / Confidentiality

Confidentiality and Security of Case Records

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Services to Relatives (Family) or Others with Whom the Employee has a Close Personal Relationship

Subpoena Duces Tecum

Confidentiality Guidelines for Staff Working in a Co-located Facility

WAC - Protection and Use of Confidential Information

Confidentiality and Security of Case Records

(Revised 7/1/08)

Protection of Confidential Information

Any time customer confidential information is obtained, reviewed or filed reasonable steps must be taken by staff to protect confidential information from unauthorized use, loss or theft.

Confidential information includes personal information that identifies a customer such as the customer’s name, address, telephone number and Social Security Number. It also includes information such as medical or mental health information, assessments or reports, case narratives and/or financial information.
Safeguards for Entering Information in STARS so the Customer Doesn’t See the Names of Other Customers

The VR counseling staff member takes steps so that a customer’s name or other confidential information is not inadvertently seen by another customer. When logging into STARS, the customer should be asked to look away or the angle of the computer monitor should be moved so the names of other customers on the counselor’s caseload cannot be seen by the customer.

Precautions for Not Using the Customer’s Complete Name in Outlook

When scheduling appointments in Microsoft Outlook the customer’s full name should not be entered. It is preferable to enter the customer’s first initial and last name, or abbreviations for the customer’s name. Other confidential information such as the customer’s Social Security number must not be noted on the calendar.

Case Service Record (Case File)

Customer information must be handled with care.

1. During work hours if the DVR staff member will be leaving the work area for an extended period, case files must be put into a drawer or file cabinet out of the view of others.
2. After hours or when the office is closed case files must be placed in a locked drawer or locked file cabinet.
3. When transporting case records special efforts are taken to make sure case files are put into a locked container and locked in the vehicle (preferably in the trunk) where they are out of view.

The following steps should be taken to protect paper information:

1. Limit access to confidential information to employees who need it for business purposes or to persons who have a legal right to see it;
2. Work with or use confidential information only in authorized locations and only for official business;
3. Store documents in lockable and secure containers or storage areas after normal working hours or when not in use;
4. Never leave documents containing confidential information unattended or in public areas;
5. When documents containing confidential information need to be moved efforts are made to ensure they are transported securely from one secure area to another secure area;

6. Case records that are mailed must be:
   - Packaged inside a sealed envelope marked “confidential;”
   - Addressed to an individual at the receiving office; and
   - Sent by certified mail.

7. Case files that are transferred from one DVR office to another must be logged in and out. The log contains at a minimum:
   - Date case file is logged in and out;
   - Customer name;
   - Method of delivery;
   - To whom the case file is being sent, and
   - Name of person completing the log.

   See Also: Example of Case File Log

   Note: As a part of their regular duties the assigned VR counselor or DVR staff member might need to transport the case file from one location to another. In these situations the logging requirements do not apply.

8. Special care must be taken when case files are taken home to protect customer information from unauthorized use, loss or theft.
   - Prior to taking a case file home, the staff person must determine if they have a safe, secure place for working with and storing the case file;
   - Case files that are taken home must be logged in and out;
   - Case files that are taken home must not be left out where others (including family members, friends or visitors) have access to a customer’s confidential information;
   - When not in use, during the day and after work hours, the VR staff responsible for the records assures case files are secured.

   If the staff person is going to work regularly from home the VR supervisor determines if Teleworking is appropriate.

   See Also:
   DSHS Administrative Policy 18.80 Teleworking
   Telework Participant Agreement Form (DSHS 17-204)
Sending a Fax that Contains Confidential Customer Information

When sending a fax that contains confidential customer information:

- Note the word “confidential” prominently on the cover sheet;
- Include a statement on cover sheet that says something such as:

  This fax contains confidential information. If you received this fax in error, please notify us immediately and remove the information from all electronic and hard copy sources. Storing, printing or disseminating this fax to other parties is prohibited unless authorized by the sender.

Sending an email that Contains Confidential Customer Information

When sending an email that contains confidential customer information:

- Don’t place the customer’s name or Social Security Number in the subject line. Use non-descriptive identifiers in the subject line and email message because email is a non-secure form of communication;
- Disclose to customers that email communications are considered to be a work product and they may become part of the customer’s case service record;
- Include a statement such as:

  This email, including any attachments, may include confidential and/or proprietary information, and may be used only by the person or entity to which it is addressed. If the reader of this email is not the intended recipient or his or her authorized agent, the reader is hereby notified that any dissemination, distribution or copying of this email is prohibited. If you have received this email in error, please notify the sender by replying to this message and delete this email immediately.

For guidance on inserting a statement (similar to the above) in the email signature staff can consult with DVR IT staff (local ITSS or DVR HelpDesk).

Secure email

It is not necessary to encrypt emails sent between DSHS offices or between DSHS and other state agencies because the state networks are behind firewalls and considered secure. All emails sent outside the state system containing personal and private information should be sent marked “confidential” and encrypted. For more information, please review the LMS training for DVR Secure Email (can be found by searching the LMS Course Catalog for “DVR Secure Email”).
Encryption Procedure:

1. To encrypt an email message, type “[secure]” in the subject line of the email you are sending.
2. Type the email content as usual but don’t include personal information including the customer’s name or Social Security Number in the subject line.
3. Click the Send Button as usual.

You will receive an email after you send the message, confirming the encryption of the message and that the system has sent an email to the recipient to let them know that you have sent them a [secure] email.

More detailed information about the Secure Email System can be found on the Secure Email System Information page:

Additional information about the Secure Email System can also be obtained by contacting DVR IT staff (local ITSS) or DVR HelpDesk.

**Electronic Information and Removable Media**

Special care must be taken to protect customer information on laptop computers and removable media. Examples of removable media include magnetic tapes, optical discs (CDs or DVDs), flash memory (thumb drive) devices, external hard drives and internal hard drives that have been removed from a computing device.

The following steps should be taken to protect electronic information:

1. Configure laptops with unique User IDs and complex passwords in order to log on;
2. Encrypt all information that is stored on portable electronic devices such as laptops, thumb drives, handhelds and Personal Digital Assistant (PDAs) and BlackBerrys;
3. When traveling, keep portable devices under your control at all times;
4. Never walk away from a portable device in a public area;
5. Manually log off of a portable device when you finish your work;
6. Make sure a portable device is set to automatically log off after 20 minutes of inactivity.

**Reporting Loss or Theft**

**DVR staff member:**

1. Reports the loss or theft of case files, laptops or electronic portable devices to their supervisor as soon as possible, and no later than one day after the
confidential information has been lost, stolen or disclosed without legal authorization. Include the following details:
- Date, location and circumstances of loss;
- Description of lost information;
- Whether and how information was protected; and
- Number of clients impacted.

2. Notifies the local law enforcement agency and puts a copy of the report in the customer’s case service record.

Note: If a case file is temporarily misplaced in a DVR office a report is not filed with the local law enforcement agency until it is determined that the case file is lost or stolen.

The VR supervisor:

1. Notifies DVR management (Area Manager, Field Services Administrator and DVR Director), IT Manager (if a laptop or electronic portable device is lost or stolen) and the DVR Privacy/Public Disclosure Officer at the State Office;
2. Determines if additional security procedures are needed and takes measures to prevent recurrence.

The IT Manager:

Follows the steps for reporting and investigating security-related incidents as outlined in the DSHS IT Security Policy and Procedures Manuals.

The DVR Privacy/Public Disclosure Officer:

1. Notifies appropriate parties, such as the DSHS Assistant Secretary and DSHS Public Records/Privacy Officer;
2. Notifies the customer in writing of specific customer information exposed (such as the customer’s first and last name in combination with a Social Security Number, driver’s license number, bank account number or credit card number). See Also: RCW 42.56.590 Notice of Security Breaches;
3. Provides the VR counselor with a copy of the letter to be filed in the customer’s case service record.

See also the following DSHS Administrative Policies:

5.01 Privacy Policy - Safeguarding Confidential Information

5.02 Public Disclosure of and Access to DSHS Records
5.03 Client Rights Relating to Protected Health Information

5.04 Records Retention

Customer Access to the Case Service Record

(New 8/24/09)

Customer is given Access to their Case Service Record unless it May Cause Harm

A customer may ask to review or obtain copies of documents in their case service record. The request can be made verbally or in writing. Access to information or records is provided unless there is concern that the information may cause harm. This includes access to information or records from a provider or “third party” such as, a psychologist or documents from the Social Security Administration.

Responding to a Customer’s Request to Review or Get Copies of Information in the Case Service Record

If a customer asks to review or obtain copies of information in the case service record, counseling staff:

1. Responds to the request no later than 5 business days from the date the request is received. If it is going to take time to make copies, the customer must be given a date to expect copies of their records. (Copies do not need to be provided within 5 business days, but counseling staff must respond to the request within 5 business days).

2. Reviews the case service record to determine if any documents identify another person or are likely to endanger the safety or well being of the customer or another person. Information that identifies another person or is likely to endanger the safety or well being of the customer or another person is withheld but copies of other requested information are given to the customer.

3. Arranges for the customer to review the case service record in a place where a counseling staff member is present. This might be preferable than giving copies, especially if there is concern the individual might misunderstand or misinterpret information. In these instances, arrangements can be made for the individual to review the case service record with a VR counselor present to explain content and answer questions. During this review the customer can designate if she/he wants copies of certain records or the entire case service record. The customer must not be allowed to remove information from the case service record.
4. Contacts the Area Public Records Officer or Public Records Coordinator at the DVR State Office if information in the case service record will be denied or for guidance or assistance, if necessary.

**Denying Customer Access to the Case Service Record**

DVR may deny access to Protected Health Information (PHI) in a customer’s record under any of the following circumstances:

1. The information is likely to endanger the life or physical safety of the customer or another person.
2. The record identifies another person, and disclosure is likely to cause substantial harm to the other person.
3. The request is made by the customer’s personal representative, and giving that person access is likely to cause substantial harm to the customer or another person.

**Note:** The above, (1-3) is from DSHS Administrative Policy 5.03 Client Rights Relating to Protected Health Information.

If information identifies another person or is likely to endanger the safety or well being of the customer or another person, the information is withheld. Under these circumstances counseling staff may:

1. Release the records considered harmful to a third party of the customer’s choice, such as a representative, parent, legal guardian or a qualified medical professional.
2. Request a feedback session with a psychiatrist or psychologist for example, if there is concern that the individual might not understand, or misinterpret information.
3. Request review by the DVR Licensed Health Care Professional. This person is licensed to practice a health profession as defined in RCW 18.120.020. Contact the Policy Manager at the DVR State Office for referral to the designated licensed health care professional.

The designated licensed health care professional can review information and consult with counseling staff to help determine whether or not the customer should be denied access to this information. If it is determined that information will be denied, counseling staff notify the Public Records Coordinator at the DVR State Office.

The Area Public Records Coordinator notifies the customer or the customer’s personal representative, if one is appointed, in writing when access is denied to any part of the record, and explains the reason for the denial and the customer’s appeal rights.
Customer Requests to Amend a Case Service Record

Standard Operating Procedure: Processing Requests to Amend a Case Services Record

Purpose: DVR customers have the right to review and request a correction or change in their case services record. DVR reviews such requests and determines how to proceed. This procedure provides guidance on processing and responding (including potential denial) to a customer’s request to add to or change their case service record.

Reference:

34 CFR 361.38(c)(4) & 361.47(a)(12)

WAC 388-01, DSHS Organization / Disclosure of Public Records

WAC 388-891A-0120, May I ask DVR to change incorrect information in my case service record?

DSHS AP 5.04, Records Retention

DSHS AP 14.18, E-mail and Voice Mail Greetings and Responses

Washington State Agencies Records Retention Schedules

<table>
<thead>
<tr>
<th>Action by:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer</td>
<td>1. Requests DVR make a change to their case service record. This request may be oral or written. If the request is substantial, the customer may be encouraged to submit a written request to assist DVR with the review.</td>
</tr>
<tr>
<td></td>
<td>2. Documents the receipt of the request in a Case Note.</td>
</tr>
<tr>
<td></td>
<td>3. Sends the request to the designated VRC for action.</td>
</tr>
<tr>
<td></td>
<td>4. Sends a copy to the VRS to notify them of the request.</td>
</tr>
<tr>
<td>Any DVR staff</td>
<td></td>
</tr>
</tbody>
</table>
| VRC | 5. Reviews the request and the information in the case service record, consulting with the VRS if needed.  
6. Contacts customer within two business days:  
   a. To confirm receipt of the request;  
   b. To provide counseling and guidance and any information that may help address the customer’s concerns with the existing record; and  
   c. To obtain clarification of requested change, if needed.  
7. Within ten business days of receiving the request, responds to customer with a decision as described in steps 11-15 below, or if additional time is required to process the request, the date by which the determination will be complete. |
| Customer | **If the customer provides written documents to support their request:**  
8. Provides a written document to the VRC explaining what information they believe is incorrect, as well as any supplemental documents to support the change. |
| VRC | **If the customer has provided a written explanation of their request:**  
9. Writes a Case Note documenting the receipt of the customer’s written explanation of the disagreement.  
10. Files the written document in the hard copy of the Case Service Record in the Tan Correspondence Jacket (DSHS 13-613).  
**If the review indicates that the information DVR has is incorrect:**  
11. Amends the information in the file.  
12. Documents the review and decision in a Case Note.  
13. Within ten business days of receiving the request, informs the customer that DVR has amended the information.  
   a. If the change was not substantial, may inform the customer in person, by secure email, or by phone.  
   b. If the change was substantial, notification must be provided in writing through the US mail (or using an alternative written method specified by the customer). |
with a duplicate of the notification filed in the Tan Correspondence Jacket (DSHS 13-613).

If the review indicates that the information is correct and no amendment is needed:

14. Documents the review and decision in a Case Note.

15. Within ten business days of receiving the request, DVR informs the customer of the following information in writing:
   a. DVR has declined the request to amend the case service record;
   b. The customer may provide additional written documents to explain which information the customer believes is incorrect;
   c. If the customer provides additional written documents, DVR will place the information in their Case Service Record; and
   d. Provides customer with a copy of written information regarding DVR Customer Rights (brochure or flyer).

If there are questions about altering or removing information in the case service record (hard copy or in STARS):

16. Consults with VRS and DVR Public Records Unit staff to ensure compliance with records retention rules.

If the information originated with another entity:

17. Notifies the customer that changes to the content of documents that originated with another entity (such as a medical provider or vendor) must be made by that entity.

18. Notifies customer of the decision to amend or not to amend the case services record.

19. Documents the customer notification in a Case Note.

Customers with Legal Guardians

(Revised 8/24/09)
In all cases where a customer has been assigned a court appointed guardian, the guardian must present proof of guardianship, sign all documents that require signature and participate in all significant decisions. Both the customer and the guardian sign all documents. Letters from DVR are mailed to the customer and the guardian.

**Including Guardians who Live out of the Area in the VR Process**

The VR Counselor may want to write letters, fax, or email documents, and use teleconferences.

**Serving Minors / Customers under the Age of 18**

(New 4/13/09)

Parents of minor children (customers under the age of 18) unless emancipated by a court, must sign all documents that require signature and participate in all significant decisions. Both the customer and parent(s) sign all documents. Letters from DVR are mailed to the customer and the parent(s).

**Note:** Legal guardianship, if assigned prior to age 18 (such as a parenting plan, does not automatically carry over into adult legal guardianship. The VR Counselor is encouraged to review the legal guardianship documentation to ensure that the guardianship continues after the customer becomes an adult (age 18 or older).

**Customer Can Continue to Have a Family Member or Guardian Involved**

After the customer becomes an adult (age 18 or older) they can continue to have a representative, family member, or guardian help them understand the VR process and/or make decisions that impact them. The customer signs a release of information so DVR can share information and a copy of the signed release of information form is put into the Case Service Record.

**Customers Must Grant Permission for Parents or Guardians to Access Specific Kinds of Records**

(New 4/13/09)

(The following excerpt is from DSHS Administrative Policy 5.03 Client Rights Relating to Protected Health Information):

Parents or guardians may generally access and grant permission to others to access the confidential records of a minor child who has not been emancipated by a court. However, children over the age of consent for specific kinds of records must grant permission for access to those records (13 for mental health or drug and alcohol}
services, 14 relating to HIV/AIDS or other STDs; any age for birth control or abortion; or 18 for other health care of confidential records).

See Also:

RCW 71.34.530 Age of Consent-Outpatient treatment of minors

RCW 70.24.105 Disclosure of HIV antibody test or testing or treatment of sexually transmitted diseases- Exchange of medical information

WAC 388-891A-0200, Can a guardian or another representative act on my behalf with DVR?

Public Disclosure Requests

(New 8/24/09) (Revised 12-9-13)

A public disclosure request is a request for information or records held by DSHS from a DSHS or DVR employee or from someone outside of DSHS, for example a community member, attorney or media representative. It does not include a request from a customer to review or obtain copies of his or her own case service record. Please see Customer Access to the Case Service Record.

The Public Records Act, RCW 42.56, provides that the public has the right to see records held or used by state agencies to conduct business. Public records may include documents, audio and video recordings, pictures, email, computer discs and electronic data. DVR records are available to the public unless a law exempts them from disclosure. For example, confidential customer records are exempt from disclosure unless the customer gives specific authorization to release this information.

By law, a public disclosure request can be made by any means, including in writing, on a Request for Records Form, DSHS 17-041, in person, by email, or by telephone. If the form is not used, the written request should include the following information: The requestor’s name, organization, mailing address, telephone number, fax number, and email address, the date of the request, a detailed description of the public record being requested, the address where copies of the records are to be mailed, or if the requestor wants to examine the records at DVR, and the signature of the requestor.

Responding to Public Disclosure Requests

If a public disclosure request is received, the DVR staff person immediately transfers the request to their designated Area Public Records Officer or the Public Records Coordinator at the DVR State Office.
The designated Area Public Records Officer or Records Coordinator receiving a request for public records, including a request for access to customer records:

1. Reviews the request
2. Contacts the requester if necessary to limit the request or determine what specific records are requested
3. Determines whether the requester is authorized to receive any confidential records (authorization signed by the customer)
4. Determines if other sections of DSHS may have records included in the request
5. Search for records that are responsive to the request. This includes records created, sent, organized, received or stored
6. Responds in writing within five business days of receipt (the 5-day letter) to acknowledge the request or to provide the requested records. If DVR cannot provide copies of all requested records within five business days, the response must include one of the following:
   • When DVR will provide the records and the reason for the delay
   • A request for clarification of the request or
   • Denial of the request with specific reasons and the statutory basis

**DVR staff may be asked to locate and copy records**

If the Area Public Records Officer or Public Records Coordinator asks a DVR staff member to locate and copy records the officer or coordinator provides a copy of the public disclosure request, or summary so it is clear what records are needed. The DVR staff member forwards the copies to the Public Records Coordinator at the State Office. Make a second copy of the documents released and send via certified mail to the Public Records Coordinator at the State Office.

**DVR staff may be asked to release records directly to a requester**

In certain instances DVR staff may be asked to release requested records directly to a requester by the designated Area Public Records Officer or the Public Records Coordinator. The DVR staff responding to the public disclosure request:

1. Responds to requester to provide the requested records. Sends all documents by certified mail
2. Provides a second copy of released records to the Public Records Coordinator at the State Office for retention requirements

**Access by Others to the Case Service Record**

Other individuals or organizations requesting access or copies of a customer’s case service record must have a signed authorization by the customer. Link to [Authorization form, DSHS 17-063](#).
Cost of Making Copies of DVR Records

DVR may charge the requester .15 per copy. The costs may be waived under WAC 388-01-080 or at the discretion of the Area Public Records Officer or Coordinator.

Media Requests

Area Public Records Officers who receive public disclosure requests from the media must notify the Public Records Coordinator at the DVR State Office. The Public Records Coordinator notifies the DSHS Communications Office and the DSHS Public Disclosure Manager of any media request.

See Also:

DSHS Administrative Policy 5.02 Public Disclosure of and Access to DSHS Records

DVR Records Related to Legal Actions Involving DVR

(New 10/12/08)

Upon request, all employees have a responsibility to identify, keep and produce DVR records that are created and maintained as a part of their job duties that are related to legal actions involving DVR. These responsibilities become effective at any time a DVR employee:

- Becomes aware or suspects that there may be a potential lawsuit or tort claim involving DVR;
- Receives a Litigation Hold Notice that instructs individuals who are likely to have records related to a legal issue to take immediate action to identify and preserve the records for future retrieval; or
- Receives a Discovery Request from a party to a lawsuit or from an Attorney General Representative for information or DVR records.

Procedure

If one of the situations described above occurs, the employee takes the following steps:

1. Notifies the supervisor as soon as possible of a potential lawsuit or that they received a Litigation Hold Notice or Discovery Request
2. Identifies and keeps all records related to the matter. This includes all forms of information, including electronically stored information, including records stored on personally owned electronic devices used to do DVR work, such as a home computer, personal laptop, thumb drive, cell phone, PDA, BlackBerry, etc.
3. Stops the destruction of all records that relate to a possible or actual lawsuit or tort claim
4. Separates all identified records from other records and preserves them in native format (hard copy, tape, video, etc.) without redaction (blocking-out names or other information) or alteration
5. Provides the records as directed
6. Continues to identify, keep and produce all related records created or located until the legal matter or proceeding is fully resolved

**Supervisor Responsibilities**

If a VR supervisor is notified about a possible lawsuit or that an employee has received a Litigation Hold Notice or a Discovery Request the supervisor notifies the Discovery Coordinator at the DVR State Office.

**DVR Discovery Coordinator**

The DVR Discovery Coordinator consults with the DSHS Discovery Manager and the Assistant Attorney General to determine if a formal Litigation Hold Notice is called for.

**Exclusions**

These procedures do not normally apply to:

- Fair Hearings
- Actions initiated by DSHS
- Legal, administrative, or other proceedings related to personnel actions

**See Also:**

[DSHS Administrative Policy 5.05 Management of the Litigation Discovery Process.](#)

**Services to Relatives (Family) or Others with Whom the Employee has a Close Personal Relationship**

(Revised 3/12/10)

**See Also:**

[DSHS Administrative Policy 18.60 Employee Relationships with Clients, Vendors and Outside Organizations](#)
Definitions

Relatives: are persons related by blood, marriage or adoption

State Registered Domestic Partners: are two adults who meet the requirements for, and have been issued a certification for, a state registered domestic partnership, as established in RCW 26.60.030

Friend: is a non-relative with whom the employee has a close, personal relationship

Colleague: is a past or present DVR employee, co-worker, agency partner, vendor or contractor with whom an employee has a close working relationship

1. VR Counselors must not provide direct services to a relative, domestic partner, friend or colleague with whom they have a close personal relationship

DVR employees must not:

- Discuss the case with others in the office
- Interfere with the work of the assigned VR Counselor
- Try to unduly influence the VR Counselor’s decisions or ask the VR Counselor to “move things along faster,”
- Request preferential treatment from a VR Counselor, VR Supervisor or Area Manager

2. The VR Supervisor must ensure that employees who have a close personal relationship with a customer:

- Don’t have access to a customer’s case service record or electronic records in STARS
- Assigns the case to another VR Counselor in the unit or coordinates with another VR Supervisor assign a counselor from another unit. For example, if there is only one VR Counselor or Rehabilitation Counselor for the Deaf (RCD) in an office, a counselor from another office can travel to meet with the customer
- Provides the Area Manager with written confirmation about cases that involve providing services to relatives or others with whom the employee has a close personal relationship.

3. The Area Manager provides the VR Supervisor with guidance and support about monitoring a current case with a real or perceived conflict of interest and transferring a case to another VR Counselor.

See Also:

Case Transfer
Subpoena Duces Tecum

(Revised 12/24/2018)

Scope

These procedures apply to litigation where DSHS and DVR are not parties. DVR is often served with a subpoena duces tecum, and/or a notice of deposition that seeks production of an individual’s records or information. Usually, these documents are filed in the context of a court case where both the requestor and the subject of the records are represented. The subject of the records may or may not be a DVR customer, but typically he or she will have an attorney. In some instances, the subject of the records may not know the attorney issuing the documents or the subject may not be aware that the attorney is seeking information about him or her.

Definitions

Subpoena Duces Tecum

The term, subpoena duces tecum is derived from the Latin, duces tecum, meaning "you shall bring with you." This policy applies when a subpoena duces tecum is issued by an attorney to obtain confidential customer records. These subpoenas are issued after a notice of intent to serve compulsory process under the Health Care Information Act in RCW 70.02.060. Such a subpoena may request reports, records or other information under the control of the person or agency served. A subpoena may be served on the agency, an individual employee or the records custodian for the agency.

Deposition

A deposition is a session held before a court reporter at a stated time and place where an attorney asks questions of an individual(s) under penalty of perjury. A notice of deposition may be sent with a subpoena to request an individual to appear and answer questions based on the records provided. The below policy applies equally to subpoenas and notices of deposition, with the term "subpoena" used to refer to either type of compulsory process.

Information Not Disclosed

1. DVR does not have authority to release information based solely on a subpoena duces tecum and/or a deposition notice. While these documents are usually filed in the context of a court case, they are issued by an attorney rather than a court and are not adequate for DVR to release information.
2. Any DVR staff person communicating with the person providing a subpoena duces tecum and/or deposition must not reveal whether the individual named is a current, past, or prospective applicant or recipient of DVR and/or DSHS services. These communications include contact by telephone, email, in person, or by letter.

3. To allow an attorney to obtain information, the customer or former customer must sign an authorization or the court must order disclosure.

**Responding to a Subpoena Duces Tecum and/or Deposition**

1. When a DVR staff member receives a subpoena duces tecum and/or a deposition notice, it is important to immediately contact the DVR Public Records Unit in order to provide timely response. The DVR staff member also notifies his or her supervisor about receipt of the subpoena and/or deposition.

   (a) DVR must respond in writing within the time stated for response in the request, but not less than a maximum of 10 days of the date the subpoena is served at DVR. Otherwise, the AAG for DVR may have to appear in court to quash the subpoena.

   (b) The required response time applies whether or not the individual is a DVR or DSHS customer.

2. A copy of the subpoena and/or deposition is faxed (preferably on the date received) to the DVR Public Records Unit at the DVR State Office. If the individual named in the request is a DVR customer, a copy of the request is also filed in the customer’s case service record.

3. The original copy of the subpoena and/or deposition notice is mailed to the DVR Public Records Unit at the DVR State Office.

4. The DVR Public Records Unit responds to the subpoena and provides guidance to DVR staff on how to respond to the deposition notice.

5. When responding to a subpoena duces tecum and/or deposition notice the DVR Public Records Unit does not disclose whether or not the individual named is a current, past, or prospective applicant or recipient of DVR and/or DSHS services. This type of information can only be provided if the customer signs an authorization to release this information.

**DVR Public Records Unit Responsibilities:**

**Past, Current or Prospective DVR Customer**

1. If the individual is a past, current, or prospective DVR customer, the DVR Public Records Unit prepares a letter to object to the subpoena and/or deposition notice if no authorization is provided.

2. The written objection letter needs to contain the following information:
a. Confirmation of the receipt of the documents served;

b. The date of service upon DVR (date received at DVR);

c. DVR is restricted by the Federal Code of Regulations and WAC from releasing identifying information about customers. WAC 388-891A-0130 and 34 CFR 361.38 (e). DVR can release personal information if an individual provides written authorization or if the serving party obtains a court order;

d. DVR is not able to produce records on the basis of the subpoena duces tecum and/or deposition notice and is objecting under Superior Court Civil Rule (CR) 45(d) (1) and that we will not produce records or appear at the scheduled time for any deposition or production of documents;

e. Notation that a copy of the letter is going to the assigned AAG;

f. Notation that a copy of the letter is going to the attorney of record for the individual named on the subpoena, if known. To protect the customer’s privacy, do not reveal on the letter that the individual named is a customer; and

g. Copy of the DSHS Authorization Form 17-063 and information about how to obtain the form at the DSHS website.

Distribution of the Objection Letter

1. The original objection letter with the Authorization Form (DSHS 17-063) is sent to the attorney sending the subpoena duces tecum and/or deposition notice.

2. Copies of the objection letter are distributed to:

   a. The attorney of record in the court case, if known or to the individual (without indicating whether the individual is known to DVR or DSHS;

   b. The Assistant Attorney General representing DVR;

   c. The DVR Public Records Unit; and

   d. The customer’s case service record.

Individuals Other Than DVR Customers

If the individual named in the subpoena duces tecum and/or deposition notice is a past, current or prospective DSHS customer (other than a DVR customer), the DVR Public Records Unit refers to guidance in the following DSHS Administrative Policies:

DSHS Administrative Policy 5.01, Safeguarding Confidential Information
DSHS Administrative Policy 5.02, Public Disclosure of and Access to DSHS Records

DSHS Administrative Policy 5.03, Client Rights Related to Protected Health Information

Individual Is Not Known to DVR or DSHS

If the individual is not known to DVR or DSHS, the DVR Public Records Unit:

1. Contacts the requestor to inform that DSHS has no records for the individual.
2. Sends a letter to the requestor to confirm that DSHS does not have records for the individual; and
3. Keeps a copy of the letter.

Response to Further Contact from the Requestor

After the objection letter is sent to the requestor of the subpoena duces tecum and/or deposition, if the requestor makes further contact with DVR, DVR employees must refer the matter for handling to the DVR Public Records Unit, who will consult with other staff and the AAG as needed.

Restricted Information Requiring Special Attention

1. If DVR receives an Authorization Form (DSHS 17-063) signed by a DVR customer with a subpoena duces tecum and/or deposition notice, the matter is referred to the DVR Public Records Unit.
2. Prior to release of information, the DVR Public Records Unit reviews the authorization form to make sure it meets all special protection information including special protections for information about:

   (a) HIV/AIDS or STD testing or treatment;

   (b) Drug or alcohol services; and

   (c) Mental health treatment. An additional release form, (DSHS 17-063) needs to be completed to authorize the release of psychotherapy notes.

See also:

Sample Letter - Subpoena Duces Tecum

Authorization Form (DSHS 17-063)

DVR Records Related to Legal Actions against DVR
Confidentiality Guidelines for Staff Working in a Co-located Facility

(12-9-13)

When DVR employees work at an office co-located with non-DVR personnel, DVR staff must follow these guidelines to maintain customer confidentiality:

1. A customer’s written consent is required to share any of their confidential information with non-DVR employees within a co-located facility.
2. Be aware of your surroundings. If there are non-DVR personnel nearby who may overhear a conversation, don’t refer to a customer by their first and last name. Only use a first name or initials.
3. Let customers know if they contact you by phone to talk about a confidential matter you may ask them to reschedule the call so you can take the call in an interview room or other location where the conversation won’t be overheard by others.
4. Schedule an interview room in advance to have a confidential meeting with a customer or vendor. Don’t use the interview room to do paperwork or take a break as this confidential space may be needed by someone else in the office.
5. Hold staff meetings and supervisor/counselor meetings that involve discussing confidential customer information in meeting rooms or interview rooms. Don’t have these conversations in break-rooms or other common areas.
6. Be sure to schedule conference rooms and interview rooms in Outlook so DVR can track usage of these spaces. This data will help DVR justify the need for confidential space.

See Also:

DVR Facility Guidelines and Standards

WAC – Protection and Use of Confidential Information

Revised 07/02/2018

WAC 388-891A-0100 What personal information about me does DVR keep on file?

WAC 388-891A-0102 How long will DVR retain my personal information?

WAC 388-891A-0103 May DVR obtain personal information about me?

WAC 388-891A-0104 What happens if my personal information is lost, stolen, or released in error?
WAC 388-891A-0110 What happens if DVR receives information that indicates I have a history of violent or predatory acts?

WAC 388-891A-0120 May I ask DVR to change incorrect information in my case service record?

WAC 388-891A-0130 May DVR share personal information in my case service record with others?

WAC 388-891A-0135 How does DVR protect personal information about substance abuse, HIV/AIDS, and sexually transmitted diseases?

WAC 388-891A-0140 May I review or obtain copies of information in my case service record?

WAC 388-891A-0150 How does DVR protect personal information that is released for audit, evaluation, reporting, or research?

Case Service Record Documentation

Case Service Record Documentation

Case Record File System

See Also:

DVR Records Related to Legal Actions Involving DVR

Case Service Record Documentation

(Revised 6/15/07)

Case record documentation and case record management is a professional skill of the VR counselor and is a component of vocational rehabilitation practice. The case record
has the important role of representing the customer and the VR counselor in the absence of either or both. For decision making the customer and counselor need accurate and complete information and this should be included in any record of professional quality. When decisions are made, the case record should provide written rationale for what the VR counselor does to assist the customer.

Each case record contains documentation of data required for each phase of the rehabilitation process from application through closure. The case record documents the progress of the customer’s rehabilitation program through the rehabilitation process, always describing the present status and a clear history of the process.

Most of the information used in the VR process is contained in DVR forms and reports or records and reports from sources outside DVR. This information usually documents the work of the counselor on behalf of the customer.

The case narrative documents the work the customer and the counselor do as they proceed from application through plan development and implementation to employment and closure. Case narrative entries are made to describe decisions and actions not addressed by DVR forms or STARS printouts. Case narrative entries document the content and results of all required periodic reviews and all other reviews determined necessary by the customer or by DVR.

**Expectation of Timely Documentation**

It is expected that VR counselors document events, activities and the rationale for their decisions promptly, so it is clear what was decided and when it was decided. Case narratives must be kept up to date to accurately reflect the current status of the case, and entered into STARS no later than 90 days from the actual date of the event, activity or decision.

**Procedure for Entering Case Narratives in STARS**

From the Case Narrative Screen in STARS, the VR counselor selects the Entry Date. The Entry Date can be backdated. The Create Date is the actual date the case narrative is entered into STARS. This date defaults to “today’s date” and can not be changed. Once a case narrative is created, the VR counselor can edit (modify or delete) for up to 5 days. After 5 days, the Create Date and case narrative become permanent and no longer can be edited (modified or deleted).The Entry Date shows the case narratives in chronological order.

**Example:**

VR counselor meets with customer February 2nd to discuss the results of a Trial Work Experience. This is an important meeting and the VR counselor wants to make sure it is documented in the Case Service Record. The VR counselor was not able to write a
case note until February 28th, but wants to show when the actual event (meeting with the customer) took place. The VR counselor selects the Entry Date as February 2nd. The date the case narrative was written (Create Date) will show as February 28th.

**Case Record File System**

(Revised 10/01/08)

The case record file system is for the purpose of organizing the content of the customer’s case service record. The case service record is kept for a total of six years after case closure of which, 1 year is on site and 5 years at the Records Retention Center (RRC).

**Case Record Definition**

The official case record is the paper file which contains all DVR documentation of VR decisions and services provided to individuals throughout the rehabilitation process. The case record includes (but is not limited to) the case narrative, forms, records needed to verify eligibility or ineligibility, plans, services requested and received and copies of electronic documents contained in STARS.

**Case Record Content**

The customer's paper case record folder is identified by applying a label with the customer's name, Social Security Number, application date, and VR counselor name. DVR staff organizes the contents of the case record by utilizing several color coded jackets:

**Order and Color of File Jackets**

- White --------- Order and Color of File Jackets, DSHS 13-853(on top)
  
  Although this form is not a jacket, it must be located first in the client file to help organize the jackets. The jackets should be in the following colors and order:

- Light Yellow – Post-Employment Service (PES) Jacket, DSHS 14-195
- Green – Rehabilitation Program Jacket, DSHS 14-146
- Yellow – Medical Jacket, DSHS 13-165
- Red – VR Service Provider and Related Material Jacket, DSHS 14-229
- Lime Green - Vocational Assessment Jacket, DSHS 13-854
- Salmon – Benefits Planning/Social Security Jacket, DSHS 13-855
- Pink – School Information Jacket, DSHS 13-856
- Orange – Employment Jacket, DSHS 13-857
- Lavender – Consents and Authorizations Jacket, DSHS 13-718
- Tan – Correspondence Jacket, DSHS 13-613
• Blue – Fiscal Jacket, DSHS 13-612

**Light Yellow: Post Employment Services (PES) Jacket**

All forms related to Post-Employment Services including:

- DVR PES Rehabilitation Plan, DSHS 11-020 (X) (Stapled to the inside front cover)
- Case Narrative Report
- Fiscal Documents related to PES
- PES Consent forms (are filed in the Lavender – Consents and Authorizations Jacket)
- Correspondence related to PES
- Other pertinent information related to PES

**Green: Rehabilitation Program Jacket**

Contents and Order:

- If required, the signed IPE Development Extension letter (stapled to the inside left cover).
- Signed DVR IPE, STARS narrative (stapled to the inside left cover)
- Signed DVR Amendment to the IPE (stapled to the inside left cover)
- Copy of the signed closure letter and copy of the review of disability-too-severe letter, if applicable
- Case Narratives, printed from STARS, in chronological order (with the most recent case notes on top. Other paperwork should not be mixed in with the case notes)
- Financial Statement, DSHS 14-068
- Vocational Information, DSHS 11-019
- Application for Vocational Rehabilitation Services, DSHS 11-022 (stapled to the inside right cover)
- United States Citizenship and Immigration Services (USCIS) documents (ID & Social Security Card) for identification and employment eligibility verification (stapled to the inside right cover)
- Client Registry documentation (stapled to the inside right cover)

**Yellow: Medical Jacket**

(Revised 05/25/17)

Content and Order:

- If required, the signed Eligibility Extension letter (stapled to the inside left cover).
• Certification of Significance of Disability, (DSHS 11-048) is completed in STARS. The form is printed, signed and (stapled to the inside left cover)
• Significance of Disability form, (DSHS 11-050 is completed in STARS. (Formerly called the Prioritization for Services form.) Printing this 7-page form is optional. If the form is printed, it is (stapled to the inside left cover)
• Definitions of Functional Loss (Barriers to Employment) (stapled to the inside left cover)
• All medical and psychological documentation (evaluations, reports, and letters)
• Letters from medical providers
• All previous medical jackets and contents are placed in the back of the current medical jacket

Red: VR Service Provider Jacket

Contents and Order:

• CRP outcome plans and reports
• IL evaluation plans/service report and reports
• Name and contact information of the Employment Network (EN) for the Ticket to Work Program, if long term supports are needed
• Any other VR Service Provider information or related material

Lime Green: Vocational Assessment Jacket

Chronological Order

Vocational Assessment information such as:

• Vocational Assessment from STARS and any Vocational Assessment adjustments (stapled to inside front cover)
• WorkStrides/Dependable Strengths reports
• Assistive Technology evaluations and reports
• Driving Evaluations
• Employment Readiness Scale
• Transition Portfolios
• Labor Market research
• Results from: WOWI, WOIS, ONET, CAPS, COPS, COPES, etc.

Salmon: Benefits Planning/Social Security Jacket

Chronological Order

• Benefit Planning Checklist (completed)
• Benefits Planning Query (BPQY)
• Benefits Planning Report
• Ticket to Work documentation such as:
  • A copy of the "in use" letter
  • (3288 Social Security consents are filed in the Lavender- Consents and Authorizations Jacket)
  • (The name and contact information of the EN (long-term support) is filed in the Red- VR Service Provider and Related Material Jacket)
• Social Security documentation such as eligibility letters (medical information goes in the Medical- Yellow Jacket)
• Benefit Planning related documentation (may include PASS/IRWE paperwork, pay stubs, HWD application, Medicaid/Medicare information, etc.)

**Pink: School Information Jacket**

Chronological Order

• Student Identification Number __________
• Pin Number (optional) __________
• School __________
• Course of Study __________
• Plan of Study (stapled to inside front left cover)
• Financial Award Information
• Higher Education Coordinating Board (HECB) Statement
• Class Schedules
• Grades
• Tuition/Fees
• Transcripts
• Public Institution of Higher Education (PIHE) agreement (this is the cost sharing agreement between DVR and public institutions for certain services), if applicable (stapled to inside right cover)

**Orange: Employment Jacket**

Chronological Order

• Criminal background check (stapled to inside left cover)
• OJT Employment
• Resumes
• Letters of recommendations
• Internships
• Apprenticeship
• DVR Self-Employment Worksheet, DSHS 15-001
• Self-Employment Business Plan
• Supported employment letter of commitment of long-term support
• Certification to Employ at Sub-minimum Wage, U.S. Department of Labor (DOL), WH-22-MIS, and DOL 120 Hours Community Assessment Program Certificate
• Worker Opportunity Tax Credit (WOTC) Information

**Lavender: Consents and Authorizations to Release Jacket**

(Revised 5/25/17)

Chronological Order

- Consent form, DSHS 14-012
- Authorization form, DSHS 17-063
- Request For Records, DSHS 17-041
- Other agency releases (e.g. Social Security Administration, schools, CAP, etc.)
- PES consents

**Tan: Correspondence Jacket**

- All customer related letters and important emails, in chronological order (except from medical providers). It is a “suggested practice” to either print important emails or cut and paste them into a case note in STARS. (Do either/or but not both).
- Referral forms, i.e., Labor and Industries, and Community Services Offices
- Fair Hearing correspondence – including correspondence with Customer Services Representative (CSR)

**Blue: Fiscal Jacket**

- Loan agreement in STARS, previously called the Inventory of Tools, Equipment, Initial Stock and Supplies, DSHS 19-074(x) form (stapled to inside front left)
- Authorization for purchase (AFP) of client services and vendor invoices and supporting documentation such as:
  - Bids and supporting documentation
  - Field Orders, A-17-1 if applicable
  - Order to Cancel Warrant, DSHS 07-016
  - Affidavit of Lost, Stolen, or Destroyed Warrant, DSHS 09-013(x)
  - Refund Notice, DSHS 06-069
  - Notice of Cancellation letter
- AFP Register at time of transfer or closure – placed on top of pile
- Overpayment (on top of pile – below AFP register)
- Request for Debt Forgiveness – OFR (on top of pile – below AFP register)

**Use of Required STARS Letters**
The VR counselor uses the following STARS template letters to notify customers of eligibility, case closure, and the VRC’s decision not to support a selected employment goal, assessment service or VR service.

**STARS Letters & Timely Notification**

A VR Counselor is required to notify a customer in writing of the following decisions:

- The individual’s eligibility,
- Pending and final closure of the individual’s case record,
- Completion or termination of Post-Employment Services (PES), and
- The VRC’s decision not to support an individual’s chosen employment goal, assessment service and/or VR service provider.

When a VR Counselor decides to close a case record, end PES, or disagrees with a customer’s chosen employment goal, assessment and/or VR service, the VRC is required to discuss their decision in advance with the individual in a counseling and guidance session. This discussion must be followed by written notification within five (5) working days. The customer will use the date they receive such written notification as the starting time frame for requesting a Fair Hearing, if they wish to appeal the VRC’s decision.

The following template letters in STARS are required to assure that written notification is given to a customer that meets WAC requirements when an individual is determined eligible, their case is closed, OR a selected employment goal and/or VR service is denied.

The letters are in the STARS Customer Module under the “Reports” sub-menu. Each letter automatically prints a copy of the customer’s appeal rights which must be mailed with every letter.

1. Request for Customer Contact Letter
2. Pre-Closure Notification Letter
3. Eligibility Letter
4. Closure Rehabilitated Letter
5. Closed – Other Than Rehabilitated – Not Eligible Letters:
   - No disability or impediment to employment, does not require VR services
   - Disability too significant, Trial Work Experience completed
   - No longer eligible, employed and does not require VR services
e. Closed Other- Does Not Require VR Services, Ineligible

f. Closed Other- Does Not Agree to Extend the Eligibility Period

6. Closed – Other Than Rehabilitated – Reasons Besides Eligibility Letters:
   a. Unable to locate
   b. Lack of transportation
   c. Referred to another agency
   d. Institutionalized
   e. Declines to Authorize Release of Info or Participate in Assessment
   f. No Longer Interested in Receiving Services - Declines DVR Services
   g. No Longer Interested in Receiving Services - Ask DVR to Close Case
   h. Refused to cooperate
   i. Refused to cooperate, customer will not authorize collection of necessary information
   j. Supported Employment Case, no extended services
   k. Customer accepted Extended Employment, non-integrated setting
   l. Customer accepted Extended Employment, sub-minimum wage

7. Denial of Selected Employment Goal, Assessment Service, VR Service, and/or Post-Employment Services:
   a. Denial of employment goal, further assessment needed
   b. Denial of employment goal
   c. Denial of employment goal, self-employment
   d. Denial of assessment service
   e. Denial of VR service
   f. Denial of Post-Employment Services, not required
g. Denial of Post-Employment Services, must reapply

8. Closed - PES Successful Closure
9. Closed - PES Termination, must reapply
10. Closed - PES Unsuccessful, no further services

Signed copies of the STARS template letter are retained in the case record within the Correspondence jacket.

When there is no STARS template letter that is applicable to the specific written notification that must be provided to a customer, the VR Counselor sends an originally composed letter to the individual. A signed copy of this letter is retained in the case record within the Correspondence jacket.

**Request for Customer Contact**

When a customer does not maintain agreed upon contact with the VR Counselor or fails to respond within an agreed upon timeframe to a specific activity, the VRC initiates contact with the individual. The VRC may use the “Request for Customer Contact” template letter to initiate this contact. The letter advises the customer that if they do not respond to the VRC by a specified date it will be assumed the individual is no longer interested in receiving DVR services and steps will be taken to close the case record.

In the event a VR Counselor sends the “Request for Customer Contact” letter to an individual and the customer does not respond within the specified timeframe, the VRC will initiate steps to close the case unless there are mitigating circumstances. Examples of such circumstances include, but are not limited to:

- The customer has unreliable mail service, so additional efforts must be made to initiate contact with the individual.
- The customer does respond to the request for contact letter, but misses the requested deadline by a short period.
- The customer was away for an extended period and not available to receive and respond to the request for contact letter within the designated time period.
- The customer’s mail was opened by another member of the individual’s household, and the customer was not aware of the request for contact letter.

When the VRC decides to close a case record because a customer does not respond to a request for contact letter all case closure requirements must be followed. The VR Counselor sends the appropriate STARS template closure letter to provide the customer with notification that this action has been taken. See Also: Case Closure Notification and STARS Documentation

**Pre-Closure Notification Letter**
Before a customer’s DVR case is closed for any reason, the individual must be given an opportunity to discuss the decision based on Washington Administrative Code 388-891-1320, “Am I involved in the decision to close my case.” The “Pre-Closure Notification” template letter may be used by a VR Counselor to notify a customer of this opportunity.

In the event a VR Counselor sends the “Pre-Closure Notification” letter to an individual and the customer does not respond within the specified timeframe, the VRC initiates steps to close the case. However, the VRC must follow all case closure requirements. The VR Counselor sends the appropriate STARS template closure letter to provide the customer with notification that this action has been taken. See Also: Reason for Case Closure

**Revised STARS Template Letters**

(Revised 4-25-14)

**Request for Customer Contact**

I am writing to request that you contact me no later than (insert month/date/year) to discuss the following matter. Specifically, I need to discuss (insert description of the matter to be discussed).

It is very important that I talk with you. Maintaining contact with DVR is essential to our success in helping you achieve your employment goals. I look forward to you contacting me.

Please contact me immediately.

Sincerely,

**Pre-Closure Notification Letter**

I am writing to let you know that I believe it is time to close your case with the Division of Vocational Rehabilitation (DVR) and would like to discuss my reasons with you. Before your case is closed, Washington Administrative Code (WAC) 388-891-1320, “Am I involved in the decision to close my case,” gives you an opportunity to discuss why the case closure decision is being made.

Please contact me no later than (insert month/date/year) so that we can discuss why I believe your DVR case should be closed. If you do not contact me by this date, I will assume that you are not interested in having this discussion and will take steps to close...
your DVR case. I will send you a case closure letter with additional information at that time.

Please contact me immediately if you wish to discuss my decision to close your DVR case.

Sincerely,

Enclosure: Customer Rights

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**Eligibility Letter**

I am writing to inform you that you have been determined to be eligible for services from the Division of Vocational Rehabilitation (DVR). You are eligible because you meet the criteria of Washington Administrative Code 388-891-1000, "Who is eligible to receive VR services."

The next step in the vocational rehabilitation process will be to assist you in selecting an employment goal and developing an Individualized Plan for Employment (IPE).

The IPE will be your pathway to employment. I look forward to assisting you in developing your IPE by helping you:

1. Understanding your interests, talents, and overall strengths;
2. Choosing an employment goal that is in demand within the job market;
3. Deciding what you must do to achieve your goal; and
4. Identifying the DVR services that will eliminate or minimize any disability-related barriers to employment.

Please contact me to schedule an appointment so we can get started on developing your employment plan.

I look forward to meeting with you soon.

Sincerely,

Enclosure: Customer Rights

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**Closed Rehabilitated Letter**
I am writing in follow-up to our recent discussion to verify that you have successfully completed your Individualized Plan for Employment and have been working for at least 90-days. When we spoke, you indicated that you are doing well in your job and do not require any further services from the Division of Vocational Rehabilitation (DVR) at this time.

As we agreed, your case has been closed effective (insert month/date/year). The decision to close your case is based on Washington Administrative Code (WAC) 388-891-1300(1) “Why does DVR close a case service record?” and WAC 388-891-1310, “How does DVR determine if I have achieved an employment outcome?”

I appreciated the opportunity to assist you in going to work and congratulate you on your continued employment. If you need additional DVR services in the future to help you keep your job or get a new job, you may request Post-Employment Services at any time within 3 years of your case closure date (WAC 388-891-0790, “What are post-employment services?”).

Post-Employment Services may include any DVR service that is short-term and will be limited to helping you maintain, regain, or advance in employment within your present occupation. You can contact me or any DVR office to request Post-Employment Services.

If you have any questions about the closure of your case, please contact me.

Sincerely,

Enclosure: Customer Rights

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Closed Other Letters, Not Eligible for DVR Services

**Draft – Closed Other – Not Eligible – No disability or impediment to employment, does not require VR services**

I am writing in follow-up to our recent discussion to confirm that you are not eligible for services from the Division of Vocational Rehabilitation (DVR). Your case has been closed effective (insert month/date/year) because you do not meet the DVR eligibility criteria. This decision is based on Washington Administrative Code (WAC) 388-891-1000, “Who is eligible to receive VR services,” and WAC 388-891-1300(2), “Why does DVR close a case service record.”

I have determined that you are not eligible for DVR services because you do not have a physical, mental, or sensory disability that results in a substantial impediment to
employment. Therefore, you do not require DVR services to prepare for, get or keep a job.

I want to confirm that I discussed this decision with you and explained the reason for closing your case. I also explained your rights to appeal and/or contact the Client Assistance Program. As required by WAC 388-891-1045, “What happens if DVR determines that I am not eligible or no longer eligible for VR services.”

If you have any questions about my decision to close your case, please contact me. You may apply for DVR services again if your situation changes.

Sincerely,

Enclosure: Customer Rights

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Draft – Closed Other – Not Eligible – Disability too significant – Trial Work Experience

I am writing in follow-up to our recent discussion to confirm that you are not eligible for services from the Division of Vocational Rehabilitation (DVR). Your case has been closed effective (insert month/date/year) because the severity of your disability is too significant for DVR services to help you get or keep a job.

This decision is based on Washington Administrative Code (WAC) 388-891-1015, “What if a DVR counselor cannot presume that I am capable of working as a result of receiving VR services because of the severity of my disability,” and WAC 388-891-1300(2), “Why does DVR close a case service record.”

Because of the severity of your disability, DVR arranged a trial work experience for you, per WAC 388-891-1030, “What is involved in a trial work experience.” Based on the results of that experience, I have concluded that you will not go to work as a result of receiving DVR services. This makes you ineligible for DVR services according to WAC 388-891-1000, “Who is eligible to receive VR services.”

As required by WAC 388-891-1045, “What happens if DVR determines that I am not eligible or no longer eligible for VR services,” I have discussed this decision with you and explained the reason for closing your case. I also explained your rights to appeal and/or contact the Client Assistance Program. Although employment is not an option at this time, I encourage you to use your interests, talents and abilities for other life pursuits.

The decision that you are not eligible for DVR services will be automatically reviewed once per year for the next three years. You will be contacted in 12 months to see if your
situation has changed and whether you may be eligible for DVR services. This is required by WAC 388-891-1045 as well as WAC 388-891-1330, "Under what conditions does DVR follow up with me after my case is closed." You will be contacted to determine if your disability has changed in any way that enables DVR services to help you go to work. If your situation changes sooner, you may apply for DVR services again at any time.

If you have any questions about my decision to close your case please contact me.

Sincerely,

Enclosure: Customer Rights

**Draft – Closed Other – No Longer Eligible – Employed, no longer require services**

I am writing in follow-up to our recent discussion to confirm that you are no longer eligible for services from the Division of Vocational Rehabilitation (DVR). Your case has been closed effective (insert month/date/year) because you are employed and do not require DVR services to keep your job. This decision is based on Washington Administrative Code (WAC) 388-891-1000, “Who is eligible to receive VR services,” and WAC 388-891-1300(2), “Why does DVR close a case service record.”

When you were originally determined to be eligible for DVR services it was believed that you would require these services in order to maintain your employment. Since then it has become apparent that you do not require DVR services to keep your job, and, therefore, you are no longer eligible.

I want to confirm that I discussed this decision with you and explained the reason for closing your case. I also explained your rights to appeal and/or contact the Client Assistance Program. As required by WAC 388-891-1045, “What happens if DVR determines that I am not eligible or no longer eligible for VR services.”

If you have any questions about my decision to close your case, please contact me. You may apply for DVR services again if your situation changes.

Sincerely,

Enclosure: Customer Rights
Draft- Closed Other – Does Not Require VR Services, ineligible

I am writing in follow-up to our recent discussion to confirm that you are no longer eligible for services from the Division of Vocational Rehabilitation (DVR). Your case has been closed effective (insert month/date/year) because you do not require DVR services to prepare for, get or keep a job. This decision is based on Washington Administrative Code (WAC) 388-891-1000, “Who is eligible to receive VR services,” and WAC 388-891-1300(2), “Why does DVR close a case service record.”

When you were originally determined to be eligible for DVR services it was believed that you would require these services in order to maintain your employment. Since then it has become apparent that you do not require DVR services to keep your job, and, therefore, you are no longer eligible.

I want to confirm that I discussed this decision with you and explained the reason for closing your case. I also explained your rights to appeal and/or contact the Client Assistance Program. As required by WAC 388-891-1045, “What happens if DVR determines that I am not eligible or no longer eligible for VR services.”

If you have any questions about my decision to close your case, please contact me. You may apply for DVR services again if your situation changes.

Sincerely,

Enclosure: Customer Rights

Draft- Closed Other – Does Not Agree to Extend the Eligibility Period

I am writing in follow-up to our recent discussion to confirm that your case is being closed with the Division of Vocational Rehabilitation (DVR). This written notice is required by Washington Administrative Code (WAC) 388-891-1320, “Am I involved in the decision to close my case.”

Your case has been closed effective (insert month/date/year) because you did not agree to extend the eligibility period. This case closure is based on WAC 388-891-1010, After I submit my application to DVR how long does it take DVR to make an eligibility decision?”

If you have any questions about this action, please contact me. You may apply for DVR services again, if your situation changes.

Sincerely,
Enclosure: Customer Rights

**Closed Other, Reasons Besides Eligibility**

*Draft – Closed Other – Unable to locate*

I am writing to let you know that your case with the Division of Vocational Rehabilitation (DVR) will be closed effective (insert month/date/year). Your case is being closed because DVR has not been able to locate or contact you since (insert month/date/year). This decision is based on Washington Administrative Code (WAC) 388-891-1300(5), “Why does DVR close a case service record.”

If you have any questions about my decision to close your case, please contact me. You may apply for DVR services again if your situation changes.

Sincerely,

Enclosure: Customer Rights

**Draft – Closed Other – Lack of transportation**

I am writing in follow-up to our recent discussion to confirm that your case is being closed with the Division of Vocational Rehabilitation (DVR). This written notice is required by Washington Administrative Code (WAC) 388-891-1320, “Am I involved in the decision to close my case.”

Your case has been closed effective (insert month/date/year) because you do not have adequate transportation to be able to participate in DVR services on a regular basis or you were unable to accept or maintain employment because suitable transportation was not feasible or available. This decision is based on WAC 388-891-1300(3), “Why does DVR close a case service record.”

The following efforts have been made to assist you in obtaining adequate transportation to regularly participate in DVR services: [delete this text and describe the steps taken to assist the customer to overcome his/her transportation barriers].

I regret that these efforts have not been successful. If you have any questions about my decision to case your case, please contact me. You may apply for DVR services again if your situation changes.

Sincerely,
Draft – Closed Other – Referred to Another Agency

I am writing in follow-up to our recent discussion to confirm that your case is being closed with the Division of Vocational Rehabilitation (DVR). This written notice is required by Washington Administrative Code (WAC) 388-891-1320, “Am I involved in the decision to close my case.”

Your case has been closed effective (insert month/date/year) because I have referred you to another agency. I forwarded referral information to the other agency, with your written consent (insert the name of the agency) and closed your case because you will not be available to participate in DVR services. This decision is based on WAC 388-891-1300(3), “Why does DVR close a case service record.”

If you have any questions about my decision to close your case, please contact me. You may apply for DVR services again if your situation changes.

Sincerely,

Enclosure: Customer Rights

Draft – Closed Other – Institutionalized

I am writing to let you know that your case with the Division of Vocational Rehabilitation (DVR) will be closed effective (insert month/date/year). Your case is being closed because you are in a program or facility that does not make it possible to participate in DVR services. This decision is based on Washington Administrative Code (WAC) 388-891-1300(3), “Why does DVR close a case service record.”

If you have any questions about my decision to close your case, please contact me. You may apply for DVR services again if your situation changes.

Sincerely,

Enclosure: Customer Rights
Draft - Closed Other - Declines to Authorize Release of Info or Participate in Assessment

I am writing in follow-up to our recent discussion to confirm that your case is being closed with the Division of Vocational Rehabilitation (DVR). This written notice is required by Washington Administrative Code (WAC) 388-891-1320, “Am I involved in the decision to close my case.”

Your case has been closed effective (insert month/date/year) because you declined to authorize the release of information or participate in an assessment. This case closure is based on WAC 388-891-1110, “What other assessments might be required?”

If you have any questions about this action, please contact me. You may apply for DVR services again, if your situation changes.

Sincerely,

Enclosure: Customer Rights

Draft – Closed Other – No Longer Interested in Receiving Services (Declines DVR Services)

I am writing in follow-up to our recent discussion to confirm that your case is being closed with the Division of Vocational Rehabilitation (DVR). This written notice is required by Washington Administrative Code (WAC) 388-891-1320, “Am I involved in the decision to close my case.”

Your case has been closed effective (insert month/date/year) because you declined DVR services. This case closure is based on WAC 388-891-1300(4), “Why does DVR close a case service record.”

If you have any questions about my decision to close your case, please contact me. You may apply for DVR services again if your situation changes.

Sincerely,

Attachment: Client Rights
I am writing in follow-up to our recent discussion to confirm that your case is being closed with the Division of Vocational Rehabilitation (DVR). This written notice is required by Washington Administrative Code (WAC) 388-891-1320, “Am I involved in the decision to close my case.”

Your case has been closed effective (insert month/date/year) because you asked DVR to close your case. This case closure is based on WAC 388-891-1300(6), “Why does DVR close a case service record.”

If you have any questions about my decision to close your case, please contact me. You may apply for DVR services again if your situation changes.

Sincerely,

Attachment: Client Rights

I am writing in follow-up to our recent discussion to confirm that your case is being closed with the Division of Vocational Rehabilitation (DVR). This written notice is required by Washington Administrative Code (WAC) 388-891-1320, “Am I involved in the decision to close my case.”

Your case has been closed effective (insert month/date/year) because you have not cooperated in required or agreed upon conditions for receiving DVR services. Specifically, you have not (insert description of non-cooperation). This case closure is based on WAC 388-891-1300(7), “Why does DVR close a case service record.”

If you have any questions about my decision to close your case, please contact me. You may apply for DVR services again if your situation changes.

Sincerely,

Attachment: Client Rights
*Draft – Closed Other – Refused to Cooperate, will not authorize collection of necessary information*

I am writing in follow-up to our recent discussion to confirm that your case is being closed with the Division of Vocational Rehabilitation (DVR). This written notice is required by Washington Administrative Code (WAC) 388-891-1320, “Am I involved in the decision to close my case.”

Your case has been closed effective (insert month/date/year) because you will not authorize DVR to collect information about you that is necessary for the development of an appropriate Individualized Plan for Employment. This case closure is based on WAC 388-891-1110, “What other assessments might be required,” and WAC 388-891-1300(7), “Why does DVR close a case service record.”

If you have any questions about my decision to close your case, please contact me. You may apply for DVR services again if your situation changes.

Sincerely,

Enclosure: Customer Rights

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*Draft – Closed Other – Supported employment, no extended services*

I am writing in follow-up to our recent discussion to confirm that your case is being closed with the Division of Vocational Rehabilitation (DVR). This written notice is required by Washington Administrative Code (WAC) 388-891-1320, “Am I involved in the decision to close my case.”

Your case has been closed effective (insert month/date/year) because you require supported employment and DVR is unable to locate any source that will provide the extended services or natural supports you will need in order to get and keep a job. This is in accordance with WAC 388-891-0880, “What if my counselor and I cannot secure a source of extended services or natural supports” as well as WAC 388-891-1300(8), “Why does DVR close a case service record.”

If you have any questions about my decision to close your case, please contact me. You may apply for DVR services again if your situation changes.

Sincerely,

Enclosure: Customer Rights
Draft – Closed Other – Accepted Extended Employment, Non-integrated Setting

I am writing in follow-up to our recent discussion to confirm that your case is being closed with the Division of Vocational Rehabilitation (DVR). This written notice is required by Washington Administrative Code (WAC) 388-891-1320, “Am I involved in the decision to close my case.”

Your case has been closed effective (insert month/date/year) because you have chosen to accept extended employment in a sheltered, non-integrated setting that does not meet the definition of a competitive employment outcome according to WAC 388-891-0010, “What definitions apply to this chapter.” You have said that you do not want to receive further DVR services that would help you obtain competitive employment in an integrated setting. This case closure is based on WAC 388-891-1300(4), “Why does DVR close a case service record.”

Because your case is being closed while you are working in a sheltered, non-integrated setting, you will be contacted once per year for the next three years to see if you would like assistance in obtaining competitive employment. You will be contacted in 12 months for this purpose. This is required by WAC 388-891-1330, “Under what conditions does DVR follow up with me after my case is closed.” If your situation changes sooner, you may apply for DVR services again at any time.

If you have any questions about my decision to close your case, please contact me.

Sincerely,

Enclosure: Customer Rights

Draft – Closed Other – Accepted Extended Employment, Sub-Minimum Wage

I am writing in follow-up to our recent discussion to confirm that your case is being closed with the Division of Vocational Rehabilitation (DVR). This written notice is required by Washington Administrative Code (WAC) 388-891-1320, “Am I involved in the decision to close my case.”

Your case has been closed effective (insert month/date/year) because you have chosen to accept extended employment in a sheltered, non-integrated setting that pays a salary below minimum wage under special conditions of the federal Fair Labor Standards Act. Your job does not meet the definition of a competitive employment outcome according to WAC 388-891-0010, “What definitions apply to this chapter.” You have said that you do not want to receive further DVR services that would help you obtain competitive employment in an integrated setting. This case closure is based on WAC 388-891-1300(4), “Why does DVR close a case service record.”
Because your case is being closed while you are working in a sheltered, non-integrated setting, you will be contacted once per year for the next three years to see if you would like assistance in obtaining competitive employment. You will be contacted in 12 months for this purpose. This is required by WAC 388-891-1330, “Under what conditions does DVR follow up with me after my case is closed.” If your situation changes sooner, you may apply for DVR services again at any time.

If you have any questions about my decision to close your case, please contact me.

Sincerely,

Enclosure: Customer Rights

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**Denial of Selected Employment Goal and/or VR Service**

*Draft – Denial of Selected Employment Goal, Further Assessment Needed*

I am writing in follow-up to our recent discussion about your selected employment goal, which is to be employed as a [delete this text and enter goal here]. As we discussed, I do not agree that this is an appropriate goal for you to pursue because [delete this text and describe specific reasons here why you disagree with the employment goal].

My decision not to support your selected employment goal is based on Washington Administrative Code 388-891-1135, “Does DVR support any job I choose.”

I believe that further assessment and vocational exploration are needed before you select an employment goal. Specifically, I feel that you must take the following steps to decide on an employment goal that will be best for you: [delete this text and describe steps here].

I understand that you do not agree with my decision. As I told you during our discussion, you can contact my Supervisor [delete this text and insert Supervisor’s telephone number and email address here] and/or the Client Assistance Program (1-800-544-2121) if you are not satisfied with my decision. You may also request mediation and/or a Fair Hearing.

Please let me know how you intend to proceed.

Sincerely,

Enclosure: Customer Rights
**Draft – Denial of Selected Employment Goal**

I am writing in follow-up to our recent discussion about your selected employment goal, which is to be employed as a [delete this text and enter goal here]. As we discussed, I do not agree that this is an appropriate goal for you to pursue because [delete this text and describe specific reasons here why you disagree with the employment goal].

My decision not to support your selected employment goal is based on Washington Administrative Code 388-891-1135, “Does DVR support any job I choose.”

I believe that [delete this text and enter goal here] would be a better employment goal for you to consider, because [delete this text and describe specific reasons here why you disagree with the employment goal].

I understand that you do not agree with my decision. As I told you during our discussion, you can contact my Supervisor [delete this text and insert Supervisor’s telephone number and email address here] and/or the Client Assistance Program (1-800-544-2121) if you are not satisfied with my decision. You may also request mediation and/or a Fair Hearing.

Please let me know how you intend to proceed.

Sincerely,

Enclosure: Customer Rights

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**Draft – Denial of Selected Employment Goal, Self-Employment**

I am writing in follow-up to our recent discussion about your selected employment goal, which is to be self-employed as a [delete this text and enter goal here]. As we discussed, I do not agree that self-employment is a good way for you to pursue your goal because [delete this text and describe specific reasons here why you disagree with the employment goal].

My decision not to support your selected self-employment goal is based on Washington Administrative Code 388-891-1135, “Does DVR support any job I choose.”

I believe that you will be more successful if you pursue your employment goal by going to work for an established employer, because [delete this text and enter reasons here].

I understand that you do not agree with my decision. As I told you during our discussion, you can contact my Supervisor [delete this text and insert Supervisor's telephone number and email address here] and/or the Client Assistance Program (1-800-544-
I am writing in follow-up to our recent discussion about your request that the Division of Vocational Rehabilitation (DVR) provide you with [delete this text and describe the requested assessment service(s)]. As we discussed, I do not agree that this service(s) is necessary for you to decide upon an employment goal or develop an Individualized Plan for Employment.

My decision not to support your request is based on Washington Administrative Code (WAC) 388-891-1100, “What is an assessment for determining vocational rehabilitation needs?” Under this WAC, your choice of an assessment service must be needed to assist in the selection of an employment goal and to determine what other VR services will be needed to achieve that goal. The assessment service you are requesting is not necessary for this purpose because [delete this text and describe specific reasons here why you disagree that the requested assessment service(s) is not needed].

I understand that you do not agree with my decision. As I told you during our discussion, you can contact my Supervisor [delete this text and insert Supervisor’s telephone number and email address here] and/or the Client Assistance Program (1-800-544-2121) if you are not satisfied with my decision. You may also request mediation and/or a Fair Hearing.

Please let me know how you intend to proceed.

Sincerely,

Enclosure: Customer Rights
requested VR services(s)]. As we discussed, I do not agree that this service(s) is necessary for you to achieve your goal of becoming employed as a [delete this text and enter goal here].

My decision not to support your request is based on Washington Administrative Code (WAC) 388-891-0430(2)(b), “What decisions can I make using informed choice?” Under this WAC, your choice of a VR service must be needed to achieve a specific employment outcome. The service you are requesting is not necessary for this purpose because [delete this text and describe specific reasons here why you disagree that the requested VR service(s) is not needed].

I understand that you do not agree with my decision. As I told you during our discussion, you can contact my Supervisor [delete this text and insert Supervisor’s telephone number and email address here] and/or the Client Assistance Program (1-800-544-2121) if you are not satisfied with my decision. You may also request mediation and/or a Fair Hearing.

Please let me know how you intend to proceed.

Sincerely,

Enclosure: Customer Rights

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**Draft – Denial of Post-Employment Services, Not Required**

I am writing in follow-up to our recent discussion about your request that the Division of Vocational Rehabilitation (DVR) provide you with Post-Employment Services. As we discussed, I do not agree that this service(s) is needed for you to keep your job or get a new job.

My decision not to support your request is based on Washington Administrative Code 388-891-0790, “What are post-employment services.” Under this WAC, you must require Post-Employment Services to maintain, regain or advance in employment. The service you are requesting is not necessary for this purpose because [delete this text and describe specific reasons here why you disagree that the requested VR service(s) is not needed].

I understand that you do not agree with my decision. As I told you during our discussion, you can contact my Supervisor [delete this text and insert Supervisor’s telephone number and email address here] and/or the Client Assistance Program (1-800-544-2121) if you are not satisfied with my decision. You may also request mediation and/or a Fair Hearing.
Please let me know how you intend to proceed.

Sincerely,

Enclosure: Customer Rights

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**Draft – Denial of Post-Employment Services, Must Reapply**

I am writing in follow-up to our recent discussion about your request that the Division of Vocational Rehabilitation (DVR) provide you with Post-Employment Services. As we discussed, I do not agree that this service(s) will be sufficient to assist you in keeping your job or getting a new job. I believe that you require more extensive DVR services that only can be provided if you open a new case.

My decision not to support your request is based on Washington Administrative Code 388-891-0790, “What are post-employment services.” Under this WAC, Post-Employment Services must be limited to brief services that are needed to maintain, regain or advance in employment. The service(s) you are requesting go beyond the scope of those that DVR can provide as Post-Employment Services and may be provided only if you open a new case.

I understand that you do not agree with my decision. As I told you during our discussion, you can contact my Supervisor [delete this text and insert Supervisor’s telephone number and email address here] and/or the Client Assistance Program (1-800-544-2121) if you are not satisfied with my decision. You may also request mediation and/or a Fair Hearing.

Please let me know how you intend to proceed.

Sincerely,

Enclosure: Customer Rights

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**Post-Employment Services - Successful Closure**

I am writing in follow-up to our recent discussion to verify that the Division of Vocational Rehabilitation (DVR) has re-closed your case following the Post-Employment Services that were recently provided to you. As we agreed, your case has been re-closed effective (insert Month/Date/Year). The decision to re-close your case is based on Washington Administrative Code 388-891-0790, “What are post-employment services.”
If you need further DVR services in the future to help you keep your job or get a new job, you may request additional Post-Employment Services at any time within 3 years of the date your case was originally closed. After 3 years if you need services again, you must reapply for DVR services.

Post-Employment Services may include any DVR service that is short-term and will be limited to helping you maintain, regain, or advance in employment within your present occupation. You can contact me or any DVR office to request Post-Employment Services.

If you have any questions about the closure of your case, please contact me.

Sincerely,

Enclosure: Customer Rights

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**Post-Employment Services - Termination, Must Reapply**

I am writing in follow-up to our recent discussion to verify that the Division of Vocational Rehabilitation (DVR) has terminated the Post-Employment Services that were recently provided to you and re-closed your case. This decision was based on Washington Administrative Code 388-891-0790, “What are post-employment services.”

Under this WAC, Post-Employment Services must be limited to brief services that are needed to maintain, regain or advance in employment. The service(s) you were receiving were not adequate to meet your needs and it is apparent that you require more intensive DVR services. These can be provided only if you open a new case, which you may do at anytime.

If you have any questions about the termination of your Post-Employment Services or wish to open a new DVR case, please contact me.

Sincerely,

Enclosure: Customer Rights

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**Post-Employment Services Unsuccessful, no further services**

I am writing in follow-up to our recent discussion to verify that the Division of Vocational Rehabilitation (DVR) has re-closed your case following the Post-Employment Services that were recently provided to you. As we agreed, your case has been re-closed.
effective (insert Month/Date/Year). The decision to re-close your case is based on Washington Administrative Code 388-891-0790, “What are post-employment services.”

I regret that the Post-Employment Services you received did not assist you in maintaining employment. While you did not request any further services at this time, if you need DVR services in the future to help you obtain employment, you may request additional Post-Employment Services at any time within 3 years of the date your case was originally closed. After 3 years if you need services again, you must reapply for DVR services.

Post-Employment Services may include any DVR service that is short-term and will be limited to helping you maintain, regain, or advance in employment within your present occupation. You also may apply to open a new DVR case at anytime. You can contact me or any DVR office to request Post-Employment Services or open a new case.

If you have any questions about the closure of your case, please contact me.

Sincerely,

Enclosure: Customer Rights

Case Record Retention

(Revised 12/24/2018)

Retain all DVR customer case records consistent with the DSHS/DVR Records Retention Schedule (1 year on site and 5 years at the Records Retention Center for a total of 6 years).

If a case file is sent to the Records Retention Center and the case needs to be reopened in PES (Post Employment Service) with a new VR counselor, the file is requested from the Records Retention Center and the VR supervisor transfers the case in STARS to the new VR counselor so they have access to the case.

Six years after a case is closed, with no action of any kind, the case record is destroyed by the Records Retention Center. Exceptions to the retention schedule are:

1. If a case has action such as a fair hearing or an audit finding occurs within 1 year from case closure document the action and the action date on the outside of the case file. Maintain the case file on site for an additional year from the date of action. At the end of the second year if no other action is taken, the case file is sent to the Records Retention Center.
2. If a closed case record is reopened within the six-year retention period, make copies of any relevant information from the closed case service record, to be added to the appropriate file jackets. Such information might include: a case narrative that acknowledges a fair hearing was requested and the outcome, medical documentation and Consents and Authorizations jacket, and any other information from the case file that needs to be retained.

   • Note: the entire, original closed file is returned to the Records Retention Center.

Case Transfer

(Revised 5/19/08)

VR supervisors are responsible for assigning cases to the counselor who can best meet the customer’s needs. Cases can be transferred from one counselor to another in the same office, or transferred to another office.

Either a customer or counselor can request a case transfer. Appropriate requests must be expedited by all staff so that there is timely decision making, minimal interruption in service delivery, and coordinated transfer logistics.

VR Counselor Request

The VR counselor requests case transfer by submitting a request to his or her VR supervisor. The counselor should be clear with the supervisor about the reason for requesting case transfer for example, personality conflict with customer, difference of opinion on case direction, or that customer is moving etc. The supervisor reviews the request to determine if case transfer will improve customer service. When appropriate, the supervisor transfers the case to the counselor within their supervisory unit who can best meet the customer’s needs.

Generally, when a customer attends school outside of the local area, it is expected that the case will not be transferred to an office near the school, unless there are special circumstances, or the customer intends to relocate permanently to that area after training is completed.

Customer Request

The customer requests a case transfer by contacting the VR supervisor. If they want to receive services from a different office they can contact the VR supervisor in that office to request case transfer. The supervisor of the office which receives the request from the customer for case transfer has the responsibility to initiate and coordinate appropriate case transfer. If the case has been requested to be transferred to another
unit, both the sending and potential receiving supervisor must reach agreement on the transfer. The sending and receiving supervisors will also agree on case transfer timing and other procedures that will meet customer needs.

**Procedures:**

**Sending Supervisor**

Prior to transferring a case the sending supervisor:

1. Determines it is in the customer’s best interest to transfer the case;
2. Uses the [VRS Checklist for Case Transfer (DSHS 11-073)](#) form to review and document the status of the case.
3. Follows-up with the VR counselor if there are issues that need to be addressed and/or resolved, including updating the IPE if necessary;
4. If it makes sense to transfer the case, the sending supervisor contacts the receiving supervisor to discuss:
   - How to resolve customer service issues;
   - Transfer logistics;
   - Existing encumbrances for billing purposes; and
   - Other case service allotment needs;
5. Completes a narrative entry in the case service record that includes:
   - Reason for case transfer;
   - Name of the receiving supervisor;
   - Office location where the case service record will be sent, and
   - The customer’s address, if appropriate.
6. The case service record must be:
   - Packaged inside a sealed envelope marked "confidential;"
   - Addressed to an individual at the receiving office; and
   - Sent by certified mail; or
   - Hand delivered to the receiving supervisor.

**Receiving Supervisor**

After receiving the case, the receiving supervisor:

1. Completes a narrative entry in the case service record that indicates case has been logged in, reviewed, and assigned to a counselor’s caseload. Case will be transferred in STARS:
   - Preferably when decision is made to transfer case; and
   - No later than 5 working days after a decision is made.
WAC - Case Service Record

388-891A-0100, What personal information about me does DVR keep on file?

See Also:

Case Record Retention
Community Rehabilitation Program (CRP)

Community Rehabilitation Program, CRP, Index Page

In this section of the manual:

CRP Referral Criteria
CRP Contract Services (Disputes, Paying for Interpreters, Partial Payments, Verbal Authorization in an Emergency Situation)
Contract Payment Structure
CRP – Considerations for Determining Levels of Service
CRP Vocational Evaluation Services
CRP Trial Work Experience (TWE)
CRP Community Based Assessment (CBA)
CRP Job Placement Services
CRP Intensive Training Services
CRP Job Retention Services
Off-Site Psycho-Social Job Support Services after CRP Job Placement
CRP Referral Criteria

(New 5/15/06)

Pre-Referral Requirements

Prior to referral to CRP for job placement/retention services, the following actions have been taken.

1. An assessment of VR needs has been completed and documented that clearly supports the need for CRP services. Documentation must explain how CRP services address disability-related impediments to employment identified at eligibility.
2. For customers receiving SSI/SSDI, benefits planning by the VRC or a Benefits Planner, has been completed.
3. Sufficient documentation has been gathered, developed and placed in the service record to support the customer’s selection of a job goal that is consistent with his/her strengths, interests, abilities, capabilities, concerns, resources, needs and informed choice.
4. If supported employment is required, documentation of the steps taken to assure there is a reasonable likelihood that long term support will be available.
5. All work barriers that will impact CRP services have been identified and are addressed in the plan, including criminal history, drug/alcohol issues, independent living, transportation, child care etc.
6. The VR counselor has determined the customer has demonstrated the consistent motivation and follow through to benefit from CRP services by showing up for DVR appointments regularly and on time, following through on tasks, responsibilities and assignments.
7. If the customer has received CRP services previously without a rehabilitation outcome, the VR counselor must determine what circumstances have changed that will produce a different outcome.
8. The customer is "qualified" to perform the type of employment the CRP will be seeking. For example, a customer seeking employment as a Certified Public Accountant must meet the education, experience and certification requirements to work as a Certified Public Accountant.

Initiating a Referral

A meeting between the customer, VR counselor and CRP representative must be held prior to joint development of the SDOP. The joint meeting will cover:

1. The customer’s IPE (if applicable);
2. For supported employment, verification that there is a reasonable likelihood that long term supports will be available and the level of support.
3. Review of documentation supporting the selection of a vocational goal that is suitable, realistic and achievable (if applicable).
4. Review each party’s role and responsibilities.
5. How all parties will communicate, make decisions and evaluate progress.

If the customer and CRP decide to initiate an SDOP after the initial meeting, the CRP will receive copies of the customer’s IPE, documentation supporting the selection of vocational goal and any other information/documentation relevant or necessary to support the CRP’s job placement/retention efforts.

See Also:

Selecting Services and/or Service Providers

Authorization for Purchase of CRP Services

(Revised 7-1-14)

CRP services are authorized if:

1. A CRP Service Delivery Outcome Plan is completed
2. The VR counselor completes an Authorization for Purchase of Services (AFP) within five (5) business days of the date all three parties (VR counselor, DVR customer, and CRP representative) sign and date the CRP Service Delivery Outcome Plan.
   - The AFP must include a written reference to the CRP Service Delivery Outcome Plan.
   - The CRP Service Delivery Outcome Plan must include the AFP number.

The VR counselor sends the CRP representative one copy of the AFP with the CRP Service Delivery Outcome Plan attached and places one copy of the AFP with the CRP Service Delivery Outcome Plan attached in the customer's case service record.

Verbal Authorization in an Emergency Situation

If an emergency situation exists, the VR counselor may give the contractor verbal authorization to start CRP services before the SDOP and AFP are developed if a delay in service delivery would adversely affect the customer’s progress.

The VR counselor has five (5) business days after verbal authorization is given to get the AFP and SDOP in place and signed.

CRP Service Delivery Outcome Plan (SDOP)
**Developing an CRP Service Delivery Outcome Plan**

A written plan for obtaining CRP services is jointly developed by the customer, DVR counselor, and a CRP representative. The details of the agreement are tailored to the unique needs of the customer and documented on the CRP Service Delivery Outcome Plan (SDOP). All SDOPs are available on the [DSHS Forms Picker](#).

Only one service category is purchased on a CRP Service Delivery Outcome Plan. When more than one service category is provided, a separate plan for each service category is required.

**Expected Outcomes**

An expected outcome is the specific and measurable result of service delivery performed by a CRP representative. When a customer and DVR counselor decide to use CRP services, the expected outcomes need to be clearly defined and communicated to the CRP representative. The customer, DVR counselor and CRP representative document each expected outcome on the CRP Service Delivery Outcome Plan. More than one expected outcome may be included on a plan when the outcomes are within the same service category.

**Party Responsible**

The customer, DVR counselor, and CRP representative agree on and document the name of the CRP staff person responsible to work with the customer on each expected outcome.

**CRP Service Delivery Outcome Plan Signatures**

The customer, DVR counselor, and CRP representative each sign and date the CRP Service Delivery Outcome Plan after it is completed in full. The DVR counselor provides each party with a copy.

**When CRP Services Begin**

The CRP representative begins providing services when the plan is completed, signed, and dated by all parties, and an Authorization for Purchase is issued.

A verbal authorization can be given in an emergency situation. The VR counselor has five (5) business days after verbal authorization is given to get the AFP and SDOP in place and signed. See: [Verbal Authorization in an Emergency Situation](#).
Modifications to the CRP SDOP

Modifications to an existing signed and dated CRP Service Delivery Outcome Plan (SDOP), are discussed and agreed upon by the customer, DVR counselor, and CRP representative.

Minor modifications may be made on an existing plan when a customer, DVR counselor, and CRP representative agree to the modifications and have initialed and dated the changes on the plan. Minor changes include, but are not limited to:

- Extending the end date of a service; and
- Adding or deleting an outcome consistent with the overall plan.

A customer, DVR counselor, and CRP representative develop a new CRP Service Delivery Outcome Plan when the modifications will require a new AFP to be issued.

Periodic Progress Updates (different from Reports)

The VR counselor may require periodic progress in the Service Delivery Outcome Plan (SDOP). The counselor will determine the format, method, and frequency of the periodic updates, such as email, telephone calls, or brief written updates. While there is no fee for periodic updates, if the VR counselor requires them the format, method and frequency should be noted on the SDOP.

CRP Service Delivery Outcome Report (SDOR)

All reports submitted with invoices must be completed using the DVR CRP Service Delivery Outcome Report, DSHS 11-030. The SDOR documents the detailed expectations of what services are needed for a specific customer. The reports must include all information required in the contract and any additional information in the SDOP. If the VR counselor believes the report is not comprehensive enough, he or she will return the report to the CRP contractor to obtain the missing information.

The VR counselor discusses the report with the customer, and with the CRP representative, if needed.

Service Delivery Outcome Report [DSHS 11-030] includes:

1. The name of the customer and DVR counselor who authorized the services;
2. The name of the CRP representative completing the report and name of CRP;
3. The CRP service category and AFP number that correspond to an CRP Service Delivery Outcome Plan;
4. The overall timelines of the plan, and the report time line;
5. The outcome number(s) being reported, which must correspond to the outcome number(s) listed on the CRP Service Delivery Outcome Plan.
6. The CRP representative’s signature and the date of signature.

**NOTE:** The CRP representative may hand write the report on the form or fully complete the heading of the Service Delivery Outcome Report form, indicating in the body of the form that the narrative is attached. Sign and date the form, then complete the narrative portion of the report and attach it to the CRP Service Delivery Outcome Report form.

**Payment for CRP Services**

A CRP bills for services rendered by submitting a CRP Service Delivery Outcome Report and an itemized invoice to the VR counselor that authorized the services. The CRP’s invoice must include the CRP name, mailing address, description of services provided, total billing amount, and date.

When the DVR counselor receives the CRP Service Delivery Outcome Report and the CRP’s invoice, the VR counselor initiates a payment. Advance payments are prohibited. A DVR counselor takes action within seven calendar days of receipt of a CRP Service Delivery Outcome Report and the CRP invoice. The DVR counselor:

1. Initiates payment; or
2. Consults with the CRP representative about services and/or outcomes that are not approved because the services were (a) not satisfactory; or (b) not consistent with the corresponding CRP Service Delivery Outcome Plan; or
3. Returns the CRP Service Delivery Outcome Report to the CRP representative within 15 calendar days when the report is not approved for payment, with a written explanation of the specific reason(s) the request for payment is not approved.

**See Also:**

*Selecting Services and/or Service Providers*

**CRP Contract Services (Disputes, Paying for Interpreters, Partial Payments, Verbal Authorization in an Emergency Situation)**

**Contract is legally-binding**

The contractor and DVR enter into a contract that is legally binding on both parties. Because the contract is legally binding, day to day practices must follow the contract and the contractor and DVR staff members do not have the authority to deviate from the contract. Neither DVR nor the contractor may perform their specific responsibilities under the contract unless:

- DVR has issued the contractor an AFP for provision of CRP services; and
• DVR, the customer, and the contractor have fully completed and signed a DVR Service Delivery Outcome Plan (SDOP) for the specific service(s) to be provided.

Contract Disputes

If a dispute arises over an issue concerning the terms of the contract, DVR or the contractor follow the process described in the CRP contract. The excerpt from the contract is stated below.

When a dispute arises over an issue concerning the terms of this Contract, the following process is used to address the dispute:

a. The Contractor and DVR shall attempt to resolve the dispute through informal means between the Contractor and the assigned DVR Counselor. For those contracts where a DVR Counselor is not assigned, the Contractor shall attempt to resolve the dispute with the contact person identified on the first page of the contract.

b. If the Contractor is not satisfied with the outcome of the resolution with the DVR Counselor or DSHS contact person, the Contractor may submit a request for review of the disputed issue, in writing, for review within thirty (30) business days of the outcome to:

DVR Director  
DSHS/DVR  
PO Box 45340  
Olympia WA 98504-5340

c. The Director may appoint a designee to review the disputed issue.

d. A request for dispute resolution shall include:
   1. Name of the requester;
   2. Contractor’s name, full address, phone number, and email;
   3. Contract number;
   4. Description of the issue in dispute;
   5. A statement describing the requester’s position on the issue in dispute, including any documentation that supports this position; and
   6. Steps already taken to resolve the dispute.

e. The reviewer may request additional supporting documentation from either party to assist in reaching a fair resolution.

f. The Director shall issue a written decision to the Contractor within thirty (30) calendar days of receipt of all information relevant to the issue.

g. The dispute resolution process described above is the sole administrative remedy available under this Contract.
The Contractor is Responsible to Pay for a Spoken Language Interpreter or ASL Interpreter

If a customer requires either a spoken language interpreter or American Sign Language (ASL) interpreter to participate in a CRP service the CRP contractor is responsible to pay for the interpreter as described in the Statement of Work of the CRP contract:

g. By signing this DVR contract, the Contractor agrees to:

1. Provide all services, as described in Section 4, Statement of Work, of this Contract in a manner and setting(s) that meet the requirements of the Americans with Disabilities Act (ADA) of 1990, as amended.

2. Arrange and be responsible for all costs associated with communication interpreter services, as needed, to provide disability-related access per the Americans with Disabilities Act (ADA), as amended unless the cost involved would cause an undue burden, defined as a significant difficulty or expense, for the Contractor. Determination of what constitutes an undue burden will be made on a case-by-case basis, relative to the Contractor's overall resources. If an undue burden does exist, DVR may pay for interpreter services apart from the contracted fee for service.

3. Provide and be responsible for the cost of providing services through alternative formats, methods, and languages, as needed, for Customer who have Limited English Proficiency (LEP) as per the Civil Rights Act of 1964.

On a case by case basis, if the cost of providing an interpreter causes an undue burden (significant difficulty or expense) for the contractor, a VR supervisor, or designee may consider the contractor's overall resources and approve an exception to policy for DVR to pay for interpreter services. The VR supervisor or designee documents in a STARS case narrative the basis for determining it is an undue burden for the contractor to provide an interpreter for a contracted service.

See Also:

Interpreter and Translation Services

Contract Payment Structure

Payment Points

All services, with the exception of Vocational Evaluation Services have multiple payment points. These payment points are merely the maximum total fee divided into 2
or 3 payments over the course of service delivery as specified in the contract. If successful service delivery occurs, payment points shall always add up to the maximum total fee. Anytime a new SDOP is developed it is considered a new service and the contractor is entitled to all payment points for the service, regardless of how many times the service was provided before.

**Partial Payments**

1. If for reasons outside of the contractor's control any service is not completed, a partial payment can be approved for up to a maximum of fifty (50%) percent of the authorized Maximum Total Fee.
2. Partial payments can only be approved by the DVR unit supervisor after review of the contractor's justification and review of the customer's file with the VR Counselor.
3. Any payments made before the partial payment is approved shall be deducted from the amount of the partial payment, which cannot exceed fifty (50%) percent of the Maximum Total Fee.

**Partial Payment Example**

*(Fees Updated - 9/8/2017)*

**Job Placement- Level 1**

- Total maximum fee- $2,760
  - Intake Fee of $570 is paid
  - Activity Fee of $530 is paid
  - Remaining balance to be paid upon successful delivery is $1,660
- Half of the total fee is $1,380 (partial payment)
  - Deduct the Intake Fee of $570 and the Activity Fee of $530 from the partial payment ($1,380 - $570 - $530; the remaining balance of partial payment = $280).

**CRP- Considerations for Determining Levels of Service**

*(Revised 9/8/17)*

The following general guidance is designed to help the VR counselor decide if a CRP contract service is required and which level of service is most appropriate. There are universal considerations that apply to all contract services and unique considerations, if applicable, are provided under each CRP contract service.

Universal topics to consider when deciding what level of CRP contract service should be provided (applies to all CRP contract services):
• Motivation to succeed in gaining employment
• Transportation
• Medical
• Criminal Background Check history
• Personal care
• Substance abuse stability
• Activities of Daily Living (ADL) needs
• Communication (Verbal / Non-verbal)
• Interpersonal skills
• Emotional stability
• Family supports / environment
• Financial considerations / benefits planning
• Work experience / degree of success in any prior employment
• Physical access needs
• Work tolerance / stamina
• Employment goals
• Assistive technology needs
• Work related accommodations
• Recurrent themes of failure in prior employment
• Ability to learn essential job functions
• Type and level of needed work supervision supports

Unique considerations will help in determining the most appropriate level of support for the following CRP contract services:

• CRP- Trial Work Experience or Community Based Assessment, Level 1, 2, 3 or 4 (Deaf-Blind);
• CRP- Job Placement, Level 1, 2, 3 or 4 (Deaf-Blind);
• CRP- Intensive Training Services, Level 1, 2, 3 or 4 (Deaf-Blind);
• CRP- Job Retention Services, Level 1, 2, 3 or 4 (Deaf-Blind);
• CRP- Off-Site Psychosocial Support Services (SE or Non-SE), Level 1, 2, 3 or 4 (Deaf-Blind).

**Standard Operating Procedure: Referring Customers for Level 4 (Deaf-Blind) CRP Services**

**Purpose:** Provides a standard process DVR counselors can use to refer customers for Level 4 CRP services.

**Forms and Materials:**

SDOP: Community Based Assessment Level 4 (Deaf - Blind)
SDOP: Intensive Training Services (ITS) Level 4 (Deaf - Blind)
SDOP: Job Placement Level 4 (Deaf - Blind)
SDOP: Job Retention Level 4 (Deaf - Blind)
SDOP: Off-Site Psycho-Social Job Support Services - Non-Supported Employment Level 4 (Deaf - Blind)
SDOP: Off-Site Psycho-Social Job Support Services - Supported Employment Level 4 (Deaf - Blind)
SDOP: Trial Work Experience (TWE) Level 4 (Deaf – Blind)

Referral Criteria Checklist for Level 4 CRP Services (DSHS 11-134)

DSHS Consent to Release Information (DSHS 14-012)

<table>
<thead>
<tr>
<th>Action by:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DVR VRC</td>
<td>1. Identifies that their customer may meet Level 4 CRP Services referral criteria.</td>
</tr>
<tr>
<td></td>
<td>2. Goes to DSHS Forms Intranet website and prints a copy of the Referral Criteria Checklist for Level 4 CRP Services (DSHS 11-134).</td>
</tr>
<tr>
<td></td>
<td>3. Uses Section One of the Referral Criteria Checklist for Level 4 CRP Services (DSHS 11-134) to identify that the customer has combined vision and hearing loss impairments, as documented by a medical provider.</td>
</tr>
<tr>
<td></td>
<td>a. If the customer does not have a combination of both vision and hearing loss, the customer is not eligible for Deaf Blind Level 4 CRP Services. Do not proceed to section two of the form. Other levels of CRP Services may still be appropriate for the customer.</td>
</tr>
<tr>
<td></td>
<td>4. If the customer does have combined vision and hearing loss impairments, as documented by a medical provider, proceeds with Section Two of the checklist. Section Two of the checklist is the functional limitation screening.</td>
</tr>
<tr>
<td></td>
<td>a. Each Functional Limitation Area must contain at least two check marks to select “yes” for that Functional Limitation Area.</td>
</tr>
<tr>
<td></td>
<td>5. If the customer has four (4) or more Functional Limitation Areas when the checklist is complete, counselor case notes that the customer qualifies for Deaf Blind Level 4 CRP Services based on the Referral Criteria Checklist.</td>
</tr>
<tr>
<td></td>
<td>6. Uses this Checklist as a counseling and guidance tool with your customer to determine Customer Vocational</td>
</tr>
<tr>
<td>Customer</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td></td>
</tr>
<tr>
<td>9. Makes an informed choice of CRP, using information DVR provides about providers.</td>
<td></td>
</tr>
<tr>
<td>10. Completes a <a href="#">DSHS Consent to Release Information (DSHS 14-012)</a>.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DVR Staff (RT or VRC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. Provides a copy of the <a href="#">DSHS Consent to Release Information (DSHS 14-012)</a> and the completed Service Delivery Outcome Plan with stapled <a href="#">Referral Criteria Checklist for Level 4 CRP Services (DSHS 11-134)</a> after the Customer, VRC, and CRP agree to the CRP services.</td>
</tr>
<tr>
<td>12. Files the completed <a href="#">DSHS Consent to Release Information (DSHS 14-012)</a> in the Consents and Authorizations Jacket and staple the <a href="#">Referral Criteria Checklist for Level 4 CRP Services (DSHS 11-134)</a> and SDOP to the inside of the VR Service Provider Jacket.</td>
</tr>
</tbody>
</table>

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**CRP Vocational Evaluation Services**

*(Revised 9/8/2017)*

The DVR counselor and the contractor shall develop a written DVR SDOP for Vocational Evaluation Services. The SDOP is individualized to meet the unique needs of each DVR customer and must be mutually agreed to and signed by the DVR counselor, DVR customer and the contractor.

The contractor shall administer one (1) or more standardized vocational tests as specified in the DVR SDOP for Vocational Evaluation Services in order to obtain
objective information in response to specific questions documented on the SDOP about the customer’s work-related strengths and limitations.

**CRP Vocational Evaluation Services**

*a. Comprehensive Vocational Evaluations:*

i. May be completed in three (3) days or less;

ii. Consists of tests and / or assessment methods designed to measure and document a customer’s interests, values, work related behaviors, aptitudes, skills, physical capacities, learning styles, and training needs; and

iii. Are performed using a variety of techniques, i.e., assessment of functional / occupational performance in real or simulated environments, work samples, psychometric testing, preference and interest inventories, personality testing, personal interviews and analysis of prior work experience and transferable skills; and

iv. If the evaluation process identifies work the DVR customer could do, the evaluation report will identify at least three employment options the customer could successfully perform either with or without training and long-term employment supports.

*b. Brief Vocational Evaluations:*

i. Are typically completed in one (1) day or less; and

ii. Are paper and pencil tests, such as psychometric testing, personality testing, performance and interest inventories that identify a customer’s work interests and abilities.

**Additional Guidance not in the contract about CRP- Vocational Evaluation Services - Employment Goal & VR Services on the IPE**

CRP assessments are limited to one per customer, if needed. The VR counselor must consult with the VR supervisor or designee prior to purchasing additional CRP assessment services.

The VR counselor assists the customer to narrow the occupational area(s) of focus for the customer’s IPE prior to purchasing CRP assessment services. The VR counselor and customer determine the scope and duration of a CRP assessment, and define the boundaries of the assessment in the referral document. The CRP service provider may be consulted, but the decision is made by the customer in cooperation with the VR counselor.
The VR counselor monitors the progress of the customer's assessment at least once every 30 days, by speaking directly to both the customer and the service provider to determine whether the assessment is proceeding as originally agreed upon. If not, the VR counselor takes immediate steps to get the assessment back on track or terminate it.

Reports

Outcome Reports

Comprehensive Vocational Evaluation Outcome Report

Upon completion of the Comprehensive Vocational Evaluation, the contractor will submit a written Outcome report of test results answering all questions listed on the SDOP and any recommendations, if applicable.

Brief Vocational Evaluation Outcome Report

Upon completion of one (1) or more of the individual Vocational Evaluation test(s), the contractor shall submit a written Outcome report on the SDOP of test results for each test administered, answering all questions listed on the DVR SDOP and any recommendations, if applicable.

Transportation Expenses Report

If traveling more than fifty (50) miles from the contractor’s nearest staffed office location for more than one DVR customer, the contractor shall choose one DVR customer and submit an invoice and report for the selected customer. The contractor shall not submit invoices for multiple customers for the same transportation expenses.

The contractor shall choose the shortest, most expedient route for travel when serving customers more than fifty (50) miles from the contractor’s nearest staffed office location.

Upon completion of the services provided through this contract, the contractor shall submit a written report on the SDOR documenting all transportation expenses authorized by the DVR VRC and invoiced by the contractor to include:

1. Travel time at a fixed rate of $35 per hour in quarter-hour increments if service delivery occurs more than fifty (50) miles from the contractor’s nearest staffed office location;
   a. Report shall include:
      i. Address of contractor’s nearest staffed office location, point of origin;
      ii. Date and time the contractor departed from the point of origin;
      iii. Address of destination the Contractor is traveling to;
      iv. Date and time the contractor arrives at destination address; and
v. Date and time the contractor returns to point of origin.
2. Mileage if actual service delivery occurs more than fifty (50) miles from the contractor’s nearest staffed office location. See OFM Mileage Reimbursement Rates 10.90.20
   a. Address of contractor’s nearest staffed office location, point of origin; and
   b. Address of destination the contractor is traveling to.
3. Other transportation expenses may be authorized by the DVR counselor such as State Ferry fees and toll fares.

### Fees (Effective 9/22/2017)

<table>
<thead>
<tr>
<th>Service</th>
<th>Maximum Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Vocational Evaluation</td>
<td>$1,300.00</td>
</tr>
<tr>
<td>Brief / Individual Vocational Evaluation</td>
<td>The flat fee or Hourly fee as set by the contractor</td>
</tr>
</tbody>
</table>

### Partial Payments

1. If for reasons outside of the contractor's control any service is not completed, a partial payment can be approved for up to a maximum of fifty (50%) percent of the authorized Maximum Total Fee.
2. Partial payments can only be approved by the DVR unit supervisor after review of the contractor's justification and review of the customer's file with the VR counselor.
3. Any payments made before the partial payment is approved shall be deducted from the amount of the partial payment, which cannot exceed fifty (50%) percent of the Maximum Total Fee.

### Partial Payment Example

**Comprehensive Vocational Evaluation**

- Total maximum fee - $1,300
- Half of the total fee is $650.00 (partial payment)

### See Also:

[CRP SDOP Template Examples](#)

### CRP Trial Work Experience (TWE)
(Revised 9/8/2017)

The DVR / Community Rehabilitation Program (CRP) Contract includes the following services, outcomes and fees:

**CRP Trial Work Experience Services**

1. The intent of the Trial Work Experience (TWE) is to determine:
   a. If the customer can achieve employment through the provision of Vocational Rehabilitation (VR) services and is eligible for VR services; or
   b. There is clear and convincing evidence that the customer cannot benefit from VR services due to the significance of their disability and is ineligible for DVR services.
2. TWEs can be provided at any point in the VR process.
3. A TWE allows a Division of Vocational Rehabilitation (DVR) Customer to perform in one or more realistic work setting(s) while receiving appropriate support services.
4. Trial Work Setting
   a. Trial Work Experiences are:
      i. Conducted in a realistic integrated work setting based on the customer's needs and informed choice;
      ii. Includes the number and variety of settings necessary to obtain sufficient information for the VR counselor and customer to make sound decisions; and
      iii. Duration is determined based on a customer's needs as determined by the nature and extent of the areas being explored and should be scheduled for the shortest time necessary to answer all the questions specified in the Service Delivery Outcome Plan (SDOP).
   b. Liability during a Trial Work Experience
      i. The contractor shall be liable for any accidents or injuries to the DVR customer while participating in a Trial Work Experience at a business site;
      ii. The contractor shall also be liable for any damages caused by the DVR customer to equipment or property belonging to the employer where the Trial Work Experience is conducted.
5. Areas of evaluation can include, but are not limited to:
   a. Mobility to and from work or within a work setting;
   b. Ability to tolerate the typical demands of a regular work schedule or work environment;
   c. Ability to demonstrate the manual skills and dexterity to perform typical work tasks;
   d. Ability to manage self-care needs in a work environment;
   e. Ability to learn work tasks and identify what type and level of supports are needed to perform tasks;
f. Ability to understand others and communicate effectively; and
g. Interpersonal skills and ability to respect typical social and personal boundaries

Levels of service

Universal topics to consider when deciding what level of CRP contract service should be provided for a Trial Work Experience:

- Motivation to succeed in gaining employment
- Transportation
- Medical
- Criminal Background Check history
- Personal care
- Substance abuse stability
- Activities of Daily Living (ADL) needs
- Communication (Verbal / Non-verbal)
- Interpersonal skills
- Emotional stability
- Family supports / environment
- Financial considerations / benefits planning
- Work experience / degree of success in any prior employment
- Physical access needs
- Work tolerance / stamina
- Employment goals
- Assistive technology needs
- Work related accommodations
- Recurrent themes of failure in prior employment
- Ability to learn essential job functions
- Type and level of needed work supervision supports

Unique Considerations for Trial Work Experience

Unique considerations will help in determining the most appropriate level of support for a CRP Trial Work Experience Level 1, 2, 3, or 4 (Deaf-Blind). The DVR counselor is responsible to determine which level of service to use, with input from the DVR customer and the contractor, based on the:

a. Complexity of the Trial Work Experience questions to be answered;
b. Nature and extent of support(s) the Customer will need to complete the Trial Work Experience;
c. Expected duration of the Trial Work Experience;
d. Type and number of positions the Trial Work Experience includes;
e. Availability of the type of Trial Work Experience setting or position; and
f. Expected time to complete the Trial Work Experience.
**Additional Guidance not in the contract about Levels of Service**

**Level 1** - One position and within 10 direct service hours

**Level 2** - One position and between 10-30 direct service hours

**Level 3** - One position and 30+ direct service hours, or multiple TWE positions, regardless of the number of service hours.

The DVR Counselor is responsible to determine which level of service to use, with input from the DVR customer.

Levels of service can be changed by the VR counselor if the customer's needs change.

**Reports**

Reports are required for all invoice(s) submitted to the DVR Vocational Rehabilitation Counselor (VRC) for a Trial Work Experience.

**Intake Report**

Upon completion of the contractor’s internal intake process with the DVR customer for a Trial Work Experience, the contractor shall submit a written report on the Service Delivery Outcome Report (SDOR) to DVR. The report shall document the contractor's acceptance of the DVR SDOP and AFP for delivery of the authorized service and date the contractor met and completed the contractor’s internal intake process with the customer.

**Trial Work Experience Outcome Report**

Upon completion of the Trial Work Experience (TWE), the contractor shall submit a written report on the Service Delivery Outcome Report (SDOR) form indicating:

a. For each TWE site(s):
   i. Name of TWE site(s);
   ii. TWE site(s) contact name and phone number;
   iii. Address of TWE site(s); and
   iv. Dates of assessment for each TWE site.

b. Verification of the customer’s completion of the TWE;

c. Answers to all questions specified on the DVR Service Delivery Outcome Plan (SDOP); and

d. Any additional details requested on the SDOP.
Transportation Expenses Report

If traveling more than fifty (50) miles from the contractor’s nearest staffed office location for more than one DVR customer, the contractor shall choose one DVR customer and submit an invoice and report for the chosen customer. The contractor shall not submit invoices for multiple customers for the same transportation expenses.

The contractor shall choose the shortest, most expedient route for travel when serving customers more than fifty (50) miles from the contractor’s nearest staffed office location.

Upon completion of the services provided through this contract, the contractor shall submit a written report on the SDOR documenting all transportation expenses authorized by the DVR VRC and invoiced by the contractor to include:

1. Travel time at a fixed rate of $35 per hour in quarter-hour increments if service delivery occurs more than fifty (50) miles from the Contractor’s nearest staffed office location;
   a. Report shall include:
      i. Address of contractor’s nearest staffed office location, point of origin;
      ii. Date and time the contractor departed from the point of origin;
      iii. Address of destination the contractor is traveling to;
      iv. Date and time the contractor arrives at destination address; and
      v. Date and time the contractor returns to point of origin.

2. Mileage if actual service delivery occurs more than fifty (50) miles from the contractor’s nearest staffed office location [See OFM Mileage Reimbursement Rates 10.90.20]
   a. Address of contractor’s nearest staffed office location, point of origin; and
   b. Address of destination the contractor is traveling to.

3. Other transportation expenses may be authorized by the DVR VRC such as State Ferry fees and toll fares.

Fees (Effective 9/22/2017)

An Intake Fee and a successful Outcome-based Fee will be paid as follows:

<table>
<thead>
<tr>
<th>Level</th>
<th>Intake Fee</th>
<th>Outcome Fee</th>
<th>Maximum Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$430.00</td>
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<td>4 (Deaf-Blind)</td>
<td>$760.00</td>
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<td>$2,840.00</td>
</tr>
</tbody>
</table>
Partial Payments

1. If for reasons outside of the Contractor’s control any service is not completed, a partial payment can be approved for up to a maximum of fifty (50%) percent of the authorized Maximum Total Fee.

2. Partial payments can only be approved by the DVR unit supervisor after review of the Contractor’s justification and review of the Customer’s file with the VR Counselor.

3. Any payments made before the partial payment is approved shall be deducted from the amount of the partial payment, which cannot exceed fifty (50%) percent of the Maximum Total Fee.

Partial Payment Example

TWE- Level 2

- Total maximum fee- $2,245
  Intake Fee of $535 is paid
  Remaining balance to be paid upon successful delivery is $1,710

- Half of the total fee is $1,122.50 (partial payment)
  Deduct the Intake Fee of $535 from the partial payment ($1,122.50-$535)
  the remaining balance of partial payment = $587.50

See Also:

Trial Work Experience

CRP SDOP Template Examples

CRP Community Based Assessment (CBA)

(Revised 12/24/2018)

Prior to paying for CRP Community Based Assessment Services, staff must follow the procedural guidance listed under Procedural Guidance: VR Supervisor Approval of Certain Services.
The DVR / Community Rehabilitation Program (CRP) Contract includes the following services, outcomes and fees:

**Community Based Assessment Services**

The intent of the Community Based Assessment (CBA) is to:

- Identify barriers to employment;
- Obtain information needed for the DVR Customer to select a suitable vocational goal; or
- Determine the nature and scope of Vocational Rehabilitation (VR) services a customer needs to achieve an employment outcome.

Community Based Assessment (CBA) can be provided at any point in the vocational rehabilitation process.

Generally, a CBA is conducted after the customer is determined eligible for services.

A CBA may be conducted before eligibility is determined only under the following circumstances when information is needed to determine if an applicant requires vocational rehabilitation services:

- The customer is employed and seeking services to advance in employment; or
- The customer is seeking services to maintain employment.

Additional guidance not in the contract about community based assessments:

Customers receiving Supplemental Security Income or Social Security Disability Insurance are presumed to require VR services and must not participate in a CBA before their eligibility is determined.

The VR counselor conducts a trial work experience if the counselor cannot presume that the customer is capable of working as a result of receiving VR services because of the significance of the customer’s disabilities.

**See Also:**

[CRP Trial Work Experience (TWE)]

**Services**

1. The contractor will locate, secure, and place a DVR customer into a paid employment setting(s) or other realistic work setting(s), in which the customer performs work for a specified period with the direct provision of needed job supports and training to:
a. Verify or identify a customer’s unique work interests, abilities, and any competitive employment barriers related to communication, mobility, work skills, work tolerance, self-direction (cognition and learning), interpersonal attitudes, skills or behavior; self-care, etc.; and
b. Identify the nature and extent of support(s) and accommodations needed for the customer to obtain and maintain competitive employment.

2. Liability during a Community Based Assessment
   a. The contractor shall be liable for any accidents or injuries to the DVR customer while participating in a Community Based Assessment at a business site;
   b. The contractor shall also be liable for any damages caused by the DVR customer to equipment or property belonging to the employer where the Community Based Assessment is conducted.

Levels of Service

Universal topics to consider when deciding what level of CRP contract service should be provided for Community Based Assessment:

- Motivation to succeed in gaining employment
- Transportation
- Medical
- Criminal Background Check history
- Personal care
- Substance abuse stability
- Activities of Daily Living (ADL) needs
- Communication (Verbal / Non-verbal)
- Interpersonal skills
- Emotional stability
- Family supports / environment
- Financial considerations / benefits planning
- Work experience / degree of success in any prior employment
- Physical access needs
- Work tolerance / stamina
- Employment goals
- Assistive technology needs
- Work related accommodations
- Recurrent themes of failure in prior employment
- Ability to learn essential job functions
- Type and level of needed work supervision supports

Unique Considerations for Community Based Assessments
Unique considerations will help in determining the most appropriate level of support for Community Based Assessment Level 1, 2 or 3. The DVR counselor is responsible to determine which level of service to use, with input from the DVR customer and the contractor, based on the:

a. Complexity of the Community Based Assessment questions to be answered;

b. Nature and extent of support(s) the Customer will need to complete the Community Based Assessment;

c. Expected duration of the Community Based Assessment;

d. Type and number of positions the Community Based Assessment includes;

e. Availability of the type of Community Based Assessment setting or position; and

f. Expected time to complete the Community Based Assessment.

Levels of service can be changed by the vocational counselor if the customer's needs change.

**Additional guidance not in the contract about levels:**

**Level 1** - One position and within 10 direct service hours

**Level 2** - One position and between 10-30 direct service hours

**Level 3** - One position and 30+ direct service hours, or multiple TWE/CBA positions, regardless of the number of service hours

**Reports**

Reports are required for all invoice(s) submitted to the DVR Vocational Rehabilitation Counselor (VRC) for a Community Based Assessment.

**Intake Report**

Upon completion of the contractor’s internal intake process with the DVR customer for a Community Based Assessment, the contractor shall submit a written report on the Service Delivery Outcome Report (SDOR) to DVR. The report shall document the contractor’s acceptance of the DVR SDOP and AFP for delivery of the authorized service and date the contractor met and completed the contractor’s internal intake process with the customer.

**Community Based Assessment Outcome Report**

Upon completion of the Community Based Assessment (CBA), the contractor shall submit a written report on the Service Delivery Outcome Report (SDOR) indicating:

a. For each CBA site(s):
i. Name of CBA site(s);
ii. CBA site(s) contact name and phone number;
iii. Address of CBA site(s); and
iv. Dates of assessment for each CBA site.

b. The customer’s completion of the service;
c. Answers to all questions specified on the DVR Service Delivery Outcome Plan (SDOP);
d. Justification for any bonuses included on the invoice for the CBA; and
e. Any additional details requested on the Service Delivery Outcome Plan (SDOP).

Transportation Expenses Report

If traveling more than fifty (50) miles from the contractor’s nearest staffed office location for more than one DVR customer, the contractor shall choose one DVR customer and submit an invoice and report for the chosen customer. The contractor shall not submit invoices for multiple customers for the same transportation expenses.

The contractor shall choose the shortest, most expedient route for travel when serving customers more than fifty (50) miles from the contractor’s nearest staffed office location.

Upon completion of the services provided through this contract, the contractor shall submit a written report on the SDOR documenting all transportation expenses authorized by the DVR VRC and invoiced by the contractor to include:

1. Travel time at a fixed rate of $35 per hour in quarter-hour increments if service delivery occurs more than fifty (50) miles from the Contractor’s nearest staffed office location;
   a. Report shall include:
      i. Address of contractor’s nearest staffed office location, point of origin;
      ii. Date and time the contractor departed from the point of origin;
      iii. Address of destination the contractor is traveling to;
      iv. Date and time the contractor arrives at destination address; and
      v. Date and time the contractor returns to point of origin.
2. Mileage if actual service delivery occurs more than fifty (50) miles from the contractor’s nearest staffed office location. See OFM Mileage Reimbursement Rates 10.90.20
   a. Address of contractor’s nearest staffed office location, point of origin; and
   b. Address of destination the contractor is traveling to.
3. Other transportation expenses may be authorized by the DVR VRC such as State Ferry fees and toll fares.

Fees (Effective 9/22/2017)

An Intake Fee and a successful Outcome Fee will be paid as follows:
Community Based Assessment Fees

<table>
<thead>
<tr>
<th>Level</th>
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</tbody>
</table>

Permanent Employment Bonus $675 (for CBAs only)

Healthcare Coverage Bonus $675 (for CBAs only)

**Permanent Employment Bonus** - a bonus of $675 shall be paid if the DVR customer obtains a permanent, competitive, and integrated job as a secondary outcome of the Community Based Assessment, CBA.

**Healthcare Coverage Bonus** - a bonus of $675 shall be paid if the DVR customer obtains a permanent, competitive and integrated job of 30 hours or more per week and includes the employer-provided healthcare benefits typically available for that job as a secondary outcome of the CBA. Payment of the bonus does not have to wait until the healthcare benefits go into effect.

**Note**: Both bonuses shall apply for CBAs if the DVR customer is placed at the contractor’s place of business or any business entity owned or operated by the contractor. This fee does not apply to Trial Work Experience (TWE).

**Partial Payments**

1. If for reasons outside of the Contractor’s control any service is not completed, a partial payment can be approved for up to a maximum of fifty (50%) percent of the authorized Maximum Total Fee.
2. Partial payments can only be approved by the DVR unit supervisor after review of the Contractor’s justification and review of the Customer’s file with the VR Counselor.
3. Any payments made before the partial payment is approved shall be deducted from the amount of the partial payment, which cannot exceed fifty (50%) percent of the Maximum Total Fee.

**Partial Payment Example**

TWE- Level 2
- Total maximum fee- $2,245
  Intake Fee of $535 is paid
  Remaining balance to be paid upon successful delivery is $1,710

- Half of the total fee is $1,122.50 (partial payment)
  Deduct the Intake Fee of $535 from the partial payment ($1,122.50-$535)
  the remaining balance of partial payment = $587.50

Additional guidance not in the contract about benefits planning and 
supervising a community based assessment

Benefits Planning Recommended for a Paid Trial Work Experience or Community Based Assessment

Because earnings from a paid trial work experience or community based assessment are considered as “income” by the Social Security Administration, benefits planning is recommended to help determine how earnings will impact the customer’s Social Security benefits.

Supervising the Customer in a Community Based Assessment

If a community based assessment is conducted by a CRP, the CRP needs to supervise the assessment throughout its duration. The CRP does not need to be on-site at all times, but must ensure everything is working well before leaving. The CRP must be available to return to the work site if needed.

The employer is not to provide day-to-day supervision, but may provide general work instructions to assess the customer’s ability to work with others, follow directions, etc.

DVR staff can conduct a community based assessment (CBA) without a CRP. DVR staff then assumes responsibility for supervision and assessment of the customer's work. This could be done in a DVR office, WorkSource center, partner agency or other setting.

See Also:
DVR Staff Supervising a CBA
CRP SDOP Template Examples

CRP Job Placement Services

(Revised 12/24/2018)
Prior to paying for CRP Job Placement Services, staff must follow the procedural guidance listed under Job Related Services, Procedural Guidance: Non-CRP Job Placement.

The DVR / Community Rehabilitation Program (CRP) Contract includes the following services, outcomes and fees:

**CRP Job Placement Services**

1. The contractor shall work with the DVR customer to:
   a. Identify job leads;
   b. Conduct job searches;
   c. Market the customer to prospective employers;
   d. Develop effective resumes;
   e. Complete and submit employment applications;
   f. Practice and prepare for job interviews,
   g. Arrange for job-related disability accommodation needs; and
   h. Other services as needed to prepare the DVR customer for employment.

2. The contractor shall locate, secure, and place a DVR customer into a paid integrated job that is mutually agreed upon by the DVR counselor, the customer, and the contractor.
   a. Job Placement is accomplished when the DVR customer completes their first full day of paid employment as defined by the customer’s employer unless On-the-Job Training (OJT) services are provided by DVR.
   b. If OJT services are provided by DVR, Job Placement is achieved and paid for only after the OJT is completed and a permanent Job Placement is made and documented.

3. Temporary to permanent job placement is defined as the employer’s customary hiring practice to start the majority of their permanent staff as temporary employees. Temporary to permanent job placement is acceptable if the following are met:
   a. The employer provides written verification to DVR that it is the employer’s customary hiring practice to start the majority of their permanent staff as temporary employees;
   b. Job Placement is in accordance with the SDOP and IPE; and
   c. The customer agrees to the placement.

**Job Placement at CRP’s Business or Business Entity**
DVR pays for job placement at a CRP’s place of business or any business entity owned or operated by the contractor under the following conditions:

1. The job matches the job goal on the SDOP;
2. The customer is hired through the contractor’s competitive interviewing and hiring process; and
3. The customer, contractor and the VRC all agree that it is an appropriate placement.

Customized employment at a CRP’s place of business or any business entity owner or operated by the contractor is not allowed.

Additional guidance not in the contract about CRP Job Placement Services

1. VR counselors will provide DVR customers with job placement (direct services), and/or utilize no-cost services from WorkSource before referring a customer for CRP Job Placement Services.
2. CRP- Job Placement Services or CRP- Intensive Job Placement Services are is appropriate when:
   a. The customer has clearly demonstrated they were not able to succeed in job search assisted by DVR staff, WorkSource; or
   b. There is sufficient existing information to know that the customer would be incapable of succeeding in job search assisted by DVR staff or WorkSource due to the significance of their disability, or because Supported Employment is required.

**Levels of Service**

The DVR counselor is responsible to determine which level to use, with input from the DVR customer, and the contractor, based on the nature and extent of Job Placement services and supports the contractor is expected to provide.

Universal topics to consider when deciding what level of CRP contract service should be provided for Job Placement:

- Motivation to succeed in gaining employment
- Transportation
- Medical
- Criminal Background Check history
- Personal care
- Substance abuse stability
- Activities of Daily Living (ADL) needs
- Communication (Verbal / Non-verbal)
- Interpersonal skills
- Emotional stability
Family supports / environment
Financial considerations / benefits planning
Work experience / degree of success in any prior employment
Physical access needs
Work tolerance / stamina
Employment goals
Assistive technology needs
Work related accommodations
Recurrent themes of failure in prior employment
Ability to learn essential job functions
Type and level of needed work supervision supports

Unique Considerations for Job Placement Services

Unique considerations help to determine the most appropriate level of support for Job Placement Level 1, 2 or 3. Unique considerations for the level of Job Placement services include:

- Availability of the desired job;
- Wage expectations;
- Benefits expectations;
- Geographic limitations;
- Any necessary job modifications; and
- Flexibility regarding hours, wages, location, type of work, etc.
- Customer’s skills and abilities;
- Ability to transfer skills;
- Marketability of the job seeker; and
- Confirmation of post-employment services, i.e., Job Retention or external Extended Services.

Levels of service can be changed by the DVR counselor if the customer's needs change.

Job Placement Activities for Levels 1 and 2

For a DVR customer who needs the assistance of a CRP to directly perform all aspects of the customer’s job placement activities. Examples of such support include:

- Identifying job leads;
- Conducting job search;
- Marketing the customer to prospective employers;
• Developing effective resumes;
• Completing and submitting employment applications
• Preparing the customer for job interviews; and
• Arranging for job-related disability accommodations needs, etc.

**Job Placement Services -- Level 1**

A customer who needs job placement assistance without additional on-the-job supports.

**Examples of Level 1 - Job Placement**

A customer who needs job placement assistance and may need additional on-the-job support.

A contractor comes to DVR seeking a person with a disability to fill a position for an employer:

- The position is already available to the CRP; or
- Requires little or no job development

**Job Placement Services – Level 2**

A customer who needs job placement assistance and may need additional on-the-job support.

**Example of Level 2 - Job Placement**

A customer who may require:

- A high level of support prior to or during the initial phases of job placement; and/or
- Additional supports after job placement to achieve satisfactory job performance; or
- May require ongoing Supported Employment services.

**Job Placement Services - Level 3**

A customer who requires a high level of job placement assistance and may require:

- Ongoing Supported Employment services; and/or
- Customized employment or Job Carving due to the customer's inability to perform all of the regularly specified essential functions of a job. (Customized
Employment or "Job Carving" is different than a job already available to the CRP contractor.

Level 3 Job Placement Services are for customers who require a CRP to:

- Directly perform all aspects of the customer’s job placement activities; and
- Perform “Job Carving” due to the customer’s inability to perform all of the regularly specified essential functions of a job.

**Examples of Level 3 - Job Placement**

- A CRP directly performs all aspects of the customer’s job placement activities;
- The customer requires Ongoing Supported Employment services; and/or
- The customer requires customized employment or “Job Carving” for job placement. (Customized Employment or “Job Carving” is different than a job already available to the CRP).

Customized Employment is a process for individualizing the employment relationship, including the responsibilities and requirements of the job, between a job seeker and/or employee and an employer in ways that meet the needs of both; and is based on an individualized negotiation that addresses the strengths, conditions and interests of the job seeker and/or employee and the identified business needs of the employer, based on strategies such as supported employment, job development, and job restructuring ("Job Carving").

**Reports**

Reports are required for all invoice(s) submitted to the DVR Vocational Rehabilitation Counselor (VRC).

**Intake Report**

Upon completion of the contractor’s internal intake process with the DVR customer for Job Placement services, the contractor shall submit a written report on the Service Delivery Outcome Report (SDOR) to DVR. The report shall document the contractor’s acceptance of the DVR SDOP and AFP for delivery of the authorized service and date the contractor met and completed the contractor’s internal intake process with the customer.

**Job Placement Activity Report**

1. The contractor can provide one of three (3) Job Placement activity options below to meet the requirements for the Job Placement Activities payment point:
a. Five (5) employment site visits with the customer for job openings that match the customer’s job goal:
   i. An application or resume shall be submitted to each job site;
   ii. If a site visit is not allowed by the potential employer, the contractor assists the customer in completing an application using the method required by the employer;
      A. Use of blind ads shall not be accepted for the Job Placement Activity payment point; and
      B. Applications submitted for employment at the contractor’s place of business or any business entity owned or operated by the contractor shall not be counted toward the Job Placement Activity payment point.
   iii. Employment sites shall not be at the contractor’s place of business or any business entity owned or operated by the contractor; OR
b. A combined total of three (3) job interview(s) or unique customized employment proposal(s) submitted to a potential employer that match the customer’s job goal; OR
c. One (1) job offer.

2. Upon completion of one or more of the Job Placement activities detailed above, the contractor shall submit a written report on the Service Delivery Outcome Report (SDOR) documenting the following reporting requirements:
   a. Five (5) employment site visits with the customer for job openings that match the customer’s job goal. The site visits must include the method of contact required by employer:
      i. Name of potential employer to include contact name if known;
      ii. Date application or resume was submitted;
      iii. Method used to submit application or resume (e.g. site-visit, online, etc);
      iv. Full address and phone number if application or resume was submitted via a site-visit; and
      v. Date of follow-up with potential employer to advocate for the DVR customer if follow-up was provided.
   b. Three (3) job interview(s) or unique customized employment proposal(s) submitted to a potential employer that match the customer’s job goal:
      i. Name of potential employer;
      ii. Full address and phone number of potential employer to include contact name.
      iii. Whether it was an interview or submission of a customized employment proposal; and
      iv. Date of interview or submission of customized employment proposal.
   c. One (1) job offer:
      i. Name of potential employer;
      ii. Full address and phone number; and
iii. Did customer accepted job offer? If the customer did not accept job offer, provide reason.

d. Any additional details requested on the Service Delivery Outcome Plan (SDOP).

**Job Placement Outcome Report**

Upon completion of Job Placement, the contractor will submit a written report on the SDOR indicating:

a. Customer’s placement into a paid, competitive, and integrated job as mutually agreed upon by the DVR VRC, customer and the contractor;
b. Customer’s completion of their first full day of paid employment as defined by the customer’s employer;
c. Name, contact name, address, and phone number of the employer;
d. Date of the customer’s first day of employment;
e. Type of job the customer is performing;
f. Number of hours per week the customer is scheduled to work;
g. The customer’s hourly wage and list of any employee benefits included in the customer’s compensation package;
h. One of the following three documents verifying proof of employment:
   i. An INS form, I-9 Employment Eligibility Verification; OR
   ii. Letter signed by the employer verifying the DVR Customer’s first day of paid employment in a permanent, integrated, and competitive job; OR
   iii. A copy of the DVR Customer’s pay statement;

i. Justification for any bonuses included on the invoice for the Job Placement; and

j. Any additional details requested on the Service Delivery Outcome Plan (SDOP).

**Proof of Employment Verification Required with the SDOR**

Note in item h (above) if a job placement is successfully completed, in addition to the SDOR and Invoice, the CRP must provide:

1. An INS form, I-9 Employment Eligibility Verification; or
2. A letter signed by the employer verifying the customer’s first day of paid employment in a permanent, integrated, and competitive job; or
3. A copy of a DVR customer’s pay statement (pay stub).

**Transportation Expenses Report**

If traveling more than fifty (50) miles from the contractor’s nearest staffed office location for more than one DVR customer, the contractor shall choose one DVR customer and submit an invoice and report for the chosen customer. The contractor shall not submit invoices for multiple customers for the same transportation expenses.
The contractor shall choose the shortest, most expedient route for travel when serving customers more than fifty (50) miles from the contractor’s nearest staffed office location.

Upon completion of the services provided through this contract, the contractor shall submit a written report on the SDOR documenting all transportation expenses authorized by the DVR VRC and invoiced by the contractor to include:

1. Travel time at a fixed rate of $35 per hour in quarter-hour increments if service delivery occurs more than fifty (50) miles from the contractor’s nearest staffed office location;
   a. Report shall include:
      i. Address of contractor’s nearest staffed office location, point of origin;
      ii. Date and time the contractor departed from the point of origin;
      iii. Address of destination the contractor is traveling to;
      iv. Date and time the contractor arrives at destination address; and
      v. Date and time the contractor returns to point of origin.

2. Mileage if actual service delivery occurs more than fifty (50) miles from the contractor’s nearest staffed office location. See OFM Mileage Reimbursement Rates 10.90.20
   a. Address of contractor’s nearest staffed office location, point of origin; and
   b. Address of destination the contractor is traveling to.

3. Other transportation expenses may be authorized by the DVR VRC such as State Ferry fees and toll fares.

**Fees (Effective 9/22/2017)**

An Intake Fee, Job Placement Activity Fee and successful Job Placement Outcome Fee will be paid as follows:

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<tr>
<th>Level</th>
<th>Intake Fee</th>
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**Healthcare Coverage Bonus** $675
**Healthcare Coverage Bonus**

A bonus of $675 shall be paid if the DVR customer obtains a permanent, competitive, and integrated job of 30 hours or more per week and includes employer-provided healthcare benefits. Payment of the Healthcare Coverage Bonus does not have to wait until the healthcare benefits go into effect.

**Note:** The bonus shall apply if the DVR customer is placed at the contractor's business or any business entity owned or operated by the contractor.

**Partial Payments:**

1. If for reasons outside of the contractor's control any service is not completed, a partial payment can be approved for up to a maximum of fifty (50%) percent of the authorized Maximum Total Fee.
2. Partial payments can only be approved by the DVR unit supervisor after review of the contractor's justification and review of the customer's file with the VR counselor.
3. Any payments made before the partial payment is approved shall be deducted from the amount of the partial payment, which cannot exceed fifty (50%) percent of the Maximum Total Fee.

**Partial Payment Example**

Job Placement - Level 2

- Total maximum fee- $3,395
  - Intake Fee of $640 is paid
  - Activity Fee of $855 is paid
  - Remaining balance to be paid upon successful delivery is $1,900
- Half of the total fee is $1,697.50 (partial payment)

Deduct the Intake Fee of $640 and the Activity Fee of $855 from the partial payment

$1,697.50 - $640 - $855 (the remaining balance of partial payment = $202.50)

**Additional Guidance about Payment Exceptions-Partial Payments (not included in the contract)**

With VR supervisor approval, partial payment exceptions are permitted when substantial services have been provided and the expected outcomes may not have been delivered for reasons beyond the control of the CRP. Examples include but are not limited to:
• The Customer quits after starting;
• The Customer moves away, etc.

Note: It is expected that VR counselor will:

1. Inform customers and CRPs involved with job placement about the Work Opportunity Tax Credit (WOTC) and Welfare to Work (WtW) Tax Credit;
2. Specify in the SDOP that the CRPs involved in job placement will share information about WOTC (and if appropriate WtW) with potential employers.

See Also:

Work Opportunity Tax Credit (WOTC) and Welfare to Work (WtW) Tax Credit
CRP SDOP Template Examples

CRP Intensive Training Services

(Revised 9/8/2017)

The DVR / Community Rehabilitation Program (CRP) Contract includes the following services, outcome and fees:

Intensive Training Services are provided only for DVR Customers who:

a. Have an employment goal that requires supported employment services; and
b. Are working in a paid integrated employment setting or competitive employment job; and

• Need to achieve job stabilization in their on-the-job performance in order to transition to long-term Extended Services as provided by an entity other than DVR.

Service

The contractor shall provide individualized one-on-one job skills training and support provided at the supported employment job site that will enable the DVR customer to:

i. Attain job stabilization in on-the-job performance, with job supports;
ii. Meet their employer’s expected levels of work productivity; and

iii. Transition to long-term Extended Services as provided by an entity other than DVR.
Levels of Service

The VR counselor is responsible to determine the level of service needed for Intensive Training Services, with input from the DVR customer and the contractor, based on the nature and extent of support(s) needed for the customer to achieve job stabilization and the estimated duration of Intensive Training Services.

Universal topics to consider when deciding what level of CRP contract service should be provided for Intensive Training Services:

- Motivation to succeed in gaining employment
- Transportation
- Medical
- Criminal Background Check history
- Personal care
- Substance abuse stability
- Activities of Daily Living (ADL) needs
- Communication (Verbal / Non-verbal)
- Interpersonal skills
- Emotional stability
- Family supports / environment
- Financial considerations / benefits planning
- Work experience / degree of success in any prior employment
- Physical access needs
- Work tolerance / stamina
- Employment goals
- Assistive technology needs
- Work related accommodations
- Recurrent themes of failure in prior employment
- Ability to learn essential job functions
- Type and level of needed work supervision supports

Unique Considerations for Intensive Training Services

Unique considerations will help in determining the most appropriate level of support for Intensive Training Service Level 1, 2 or 3 including:

- Availability (when, type, quantity, etc.) of Extended Services, i.e. County DD or Mental Health RSN funding;
- Anticipated time for customer to achieve job stabilization;
- Availability of natural supports;
- Work schedule (days, hours, etc.);
- Job location;
- Structure of the job;
- Training modifications;
- Employer expectations;
• Required Job Coach time; and
• Customer’s work behaviors.

Levels of service can be changed by the DVR counselor if the customer's needs change.

**Additional guidance not in the contract about security clearance**

**Note: CRP May Need Security Clearance to Provide CRP Intensive Training Services at a Military Base or Other Secure Location**

According to the CRP contract, CRP Intensive Training Services is one-on-one training and support provided at the job site. This means that a CRP will need security clearance to provide CRP Intensive Training Services at a military base or other secure location. Prior to making a referral for CRP Intensive Training Services if a customer is working at a military base or other secure location the VR counselor is responsible to make sure that the CRP contractor has the proper security clearance that allows the contractor to provide the service.

**Reports**

Reports are required for all invoice(s) submitted to the DVR Vocational Rehabilitation Counselor (VRC)

**Intake Report**

Upon completion of the contractor’s internal intake process with the DVR customer for Intensive Training services, the contractor shall submit a written report on the Service Delivery Outcome Report (SDOR) to DVR. The report shall document the contractor’s acceptance of the DVR SDOP and AFP for delivery of the authorized service and date the contractor met and completed the contractor’s internal intake process with the customer.

**Intensive Training Outcome Report**

Upon completion of Intensive Training Services, the Contractor shall submit a written narrative report on the Service Delivery Outcome Report (SDOR) form indicating:

a. Dates and length of time for each of the on-site Intensive Training Services provided;
b. The customer has attained job stabilization and can maintain satisfactory on-the-job performance with the quantity and type of long-term employment supports that are available to the customer from an Extended Services provider;
c. The customer has transitioned to a provider of long-term employment support(s) other than DVR;
d. Name of the entity providing the long-term employment supports;

e. The customer has the quantity and type of long-term employment supports necessary to sustain the customers job stabilization and satisfactory on-the-job performance; and

f. Any additional details requested on the Service Delivery Outcome Plan (SDOP).

**Transportation Expenses Report**

If traveling more than fifty (50) miles from the contractor’s nearest staffed office location for more than one DVR customer, the contractor shall choose one DVR customer and submit an invoice and report for the chosen customer. The contractor shall not submit invoices for multiple customers for the same transportation expenses.

The contractor shall choose the shortest, most expedient route for travel when serving customers more than fifty (50) miles from the contractor’s nearest staffed office location.

Upon completion of the services provided through this contract, the contractor shall submit a written report on the SDOR documenting all transportation expenses authorized by the DVR VRC and invoiced by the contractor to include:

1. Travel time at a fixed rate of $35 per hour in quarter-hour increments if service delivery occurs more than fifty (50) miles from the contractor’s nearest staffed office location;
   a. Report shall include:
      i. Address of contractor’s nearest staffed office location, point of origin;
      ii. Date and time the contractor departed from the point of origin;
      iii. Address of destination the contractor is traveling to;
      iv. Date and time the contractor arrives at destination address; and
      v. Date and time the contractor returns to point of origin.

2. Mileage if actual service delivery occurs more than fifty (50) miles from the contractor’s nearest staffed office location See [OFM Mileage Reimbursement Rates 10.90.20](#) 
   a. Address of contractor’s nearest staffed office location, point of origin; and
   b. Address of destination the contractor is traveling to.

3. Other transportation expenses may be authorized by the DVR VRC such as State Ferry fees and toll fares.

**Fees (Effective 9/22/2017)**

An Intake Fee and a successful Outcome-based fee will be paid as follows:

<table>
<thead>
<tr>
<th>Level</th>
<th>Intake Fee</th>
<th>Outcome Fee</th>
<th>Maximum Total Fee</th>
</tr>
</thead>
</table>

---
Partial Payments:

1. If for reasons outside of the contractor’s control any service is not completed, a partial payment can be approved for up to a maximum of fifty (50%) percent of the authorized Maximum Total Fee.

2. Partial payments can only be approved by the DVR unit supervisor after review of the contractor’s justification and review of the customer’s file with the VR counselor.

3. Any payments made before the partial payment is approved shall be deducted from the amount of the partial payment, which cannot exceed fifty (50%) percent of the Maximum Total Fee.

Partial Payment Example

Intensive Training - Level 2

- Total maximum fee- $3,270
  - Intake Fee of $800 is paid
  - Remaining balance to be paid upon successful delivery is $2,470

- Half of the total fee is $1,635 (partial payment)
  - Deduct the Intake Fee of $800 from the partial payment

\[
$1,635 - $800 = $835
\]

(\textit{The remaining balance of partial payment} = $835)

Additional Guidance about Payment Exceptions - Partial Payments (not included in the contract)

With VR supervisor approval, partial payment exceptions are permitted when substantial services have been provided and the expected outcomes may not have been delivered for reasons beyond the control of the CRP. Examples include but are not limited to:

- The customer quits after starting;
- The host business dismisses the customer;
The customer moves away, etc.

See Also:

CRP SDOP Template Examples

CRP Job Retention Services

(Revised 12/24/2018)

Prior to paying for CRP Job Retention Services, staff must follow the procedural guidance listed under Procedural Guidance: VR Supervisor Approval of Certain Services.

The DVR / Community Rehabilitation Program (CRP) Contract includes the following services, outcomes and fees:

1. Job Retention services are authorized if DVR and the customer determine that additional training and supports are needed after Job Placement to ensure that the customer learns essential job functions and retains their employment for ninety (90) calendar days past the point of job placement.

2. Job Retention services are not authorized for customers:
   a. With an employment goal that requires supported employment services; or
   b. Who received Job Placement Services and On-the Job Training (OJT) services that are paid by DVR to the Employer.

The DVR Supervisor must approve exceptions regarding purchasing Job Retention Services when OJT is provided with Job Placement.

Services

The contractor provides:

a. Individualized on-site training and support services that enable a DVR customer to learn the essential functions of a job and meet the employer’s expected level of job performance; and

b. Individualized follow-along / follow-up with the DVR customer and the customer’s employer; and

c. Intervention as needed to ensure the customer continues to meet the employer’s expected level of job performance and retains continuous employment for ninety (90) calendar days after Job Retention services are authorized and started.

Additional guidance not in the contract about CRP Job Retention Services
Job Retention services differ from Intensive Training services that are provided to a customer who requires Supported Employment services. Job Retention services are authorized if DVR and a customer determine that additional supports are needed after Job Placement to ensure the customer learns the essential job functions and retains their employment for at least 90 calendar days after Job Retention services are authorized.

Generally, customers require more help at the beginning of Job Retention services to learn the essential functions of a position.

**Levels of Service**

The VR counselor is responsible to determine the level of service needed for Job Retention, with input from the DVR customer and the contractor. The level of service is based on the nature and extent of job retention activities the contractor is expected to provide to enable the customer to learn essential job functions and retain their job for ninety (90) continuous calendar days after Job Retention Services are authorized and started.

Universal topics to consider when deciding what level of CRP contract service should be provided for Job Retention Services:

- Motivation to succeed in gaining employment
- Transportation
- Medical
- Criminal Background Check history
- Personal care
- Substance abuse stability
- Activities of Daily Living (ADL) needs
- Communication (Verbal / Non-verbal)
- Interpersonal skills
- Emotional stability
- Family supports / environment
- Financial considerations / benefits planning
- Work experience / degree of success in any prior employment
- Physical access needs
- Work tolerance / stamina
- Employment goals
- Assistive technology needs
- Work related accommodations
- Recurrent themes of failure in prior employment
- Ability to learn essential job functions
- Type and level of needed work supervision supports
Unique Considerations for Job Retention Levels of Service

- Availability of natural supports
- Work schedule (days, hours, etc.)
- Job location
- Structure of the job
- Training modifications
- Employer expectations
- Required job coach time
- Customer's work behaviors

Levels of service can be changed by the DVR counselor if the customer's needs change.

Reports

Reports are required for all invoice(s) submitted to the DVR Vocational Rehabilitation Counselor (VRC)

Intake Report

Upon completion of the contractor’s internal intake process with the DVR customer for Job Placement services, the contractor shall submit a written report on the Service Delivery Outcome Report (SDOR) to DVR. The report shall document the contractor’s acceptance of the DVR SDOP and AFP for delivery of the authorized service and date the contractor met and completed the contractor’s internal intake process with the customer.

Outcome Report

Upon completion of Job Retention Services, the contractor shall submit a written narrative report on the Service Delivery Outcome Report (SDOR) form indicating:

a. Dates and length of time for each of the on-site Job Placement services provided;
b. Activities accomplished during each on-site visit;
c. The customer has retained continuous employment for at least ninety (90) calendar days after Job Retention services are authorized;
d. Is satisfactorily performing the job duties as defined by the customer’s employer; and

e. Any additional details requested on the Service Delivery Outcome Plan (SDOP).
Transportation Expenses Report

If traveling more than fifty (50) miles from the contractor’s nearest staffed office location for more than one DVR customer, the contractor shall choose one DVR customer and submit an invoice and report for the chosen customer. The contractor shall not submit invoices for multiple customers for the same transportation expenses.

The contractor shall choose the shortest, most expedient route for travel when serving customers more than fifty (50) miles from the contractor’s nearest staffed office location.

Upon completion of the services provided through this contract, the contractor shall submit a written report on the SDOR documenting all transportation expenses authorized by the DVR VRC and invoiced by the contractor to include:

1. Travel time at a fixed rate of $35 per hour in quarter-hour increments if service delivery occurs more than fifty (50) miles from the Contractor’s nearest staffed office location;
   a. Report shall include:
      i. Address of contractor’s nearest staffed office location, point of origin;
      ii. Date and time the contractor departed from the point of origin;
      iii. Address of destination the contractor is traveling to;
      iv. Date and time the contractor arrives at destination address; and
      v. Date and time the contractor returns to point of origin.

2. Mileage if actual service delivery occurs more than fifty (50) miles from the contractor’s nearest staffed office location See OFM Mileage Reimbursement Rates 10.90.20
   a. Address of contractor’s nearest staffed office location, point of origin; and
   b. Address of destination the contractor is traveling to.

3. Other transportation expenses may be authorized by the DVR VRC such as State Ferry fees and toll fares.

Fees (Effective 9/22/2017)

An Intake Fee and a successful Outcome-based Fee will be paid as follows:

<table>
<thead>
<tr>
<th>Level</th>
<th>Intake Fee</th>
<th>Outcome Fee</th>
<th>Maximum Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$350.00</td>
<td>$1,070.00</td>
<td>$1,420.00</td>
</tr>
<tr>
<td>2</td>
<td>$480.00</td>
<td>$1,870.00</td>
<td>$2,350.00</td>
</tr>
<tr>
<td>3</td>
<td>$800.00</td>
<td>$2,245.00</td>
<td>$3,045.00</td>
</tr>
<tr>
<td>4 (Deaf-Blind)</td>
<td>$1,050.00</td>
<td>$2,930.00</td>
<td>$3,980.00</td>
</tr>
</tbody>
</table>
Partial Payments

1. If for reasons outside of the Contractor’s control any service is not completed, a partial payment can be approved for up to a maximum of fifty (50%) percent of the authorized Maximum Total Fee.
2. Partial payments can only be approved by the DVR unit supervisor after review of the Contractor’s justification and review of the Customer’s file with the VR Counselor.
3. Any payments made before the partial payment is approved shall be deducted from the amount of the partial payment, which cannot exceed fifty (50%) percent of the Maximum Total Fee.

Partial Payment Example

Job Retention Services- Level 2

- Total maximum fee- $2,350
  - Intake Fee of $480 is paid
  - Remaining balance to be paid upon successful delivery is $1,870

- Half of the total fee is $1,175 (partial payment)
  - Deduct the Intake Fee of $480 from the partial payment ($1,175-$480)
  - the remaining balance of partial payment = $695

See Also:

CRP SDOP Template Examples

Off-Site Psycho-Social Job Support Services After CRP Job Placement

(Revised 9/8/2017)

The DVR / Community Rehabilitation Program (CRP) Contract includes the following services, outcome and fees:

Off-Site Psycho-Social Job Supports are regular, therapeutic interactions with a DVR customer to enable the customer to maintain satisfactory job performance and successful interactions with others at the work place. These services can only be provided by a service provider with a CRP contract.

Off-Site Psycho-Social Job Supports are provided after CRP Job Placement is provided if:

- The customer chooses not to disclose their disability to the employer; or
• One-on-one supports are needed but they cannot be provided on-site.

Off-Site Psycho-Social Job Support Services occur away from the DVR customer’s workplace to assist the customer in areas such as, but not limited to:

1. Adjusting and adapting to the work environment and/or the stresses of working;
2. Maintaining a punctual work schedule and/or adjusting to any changes in their schedule;
3. Positively accepting supervision and direction;
4. Maintaining positive interpersonal relationships and/or communicating effectively with their supervisor, co-workers, and others whom they must interact with at the workplace;
5. Recognizing and changing psycho-social behaviors they exhibit at their workplace that impede or compromise their job performance and/or ability to interact with others;
6. Recognizing and addressing the escalation of any anxiety or stress symptoms that impede or compromise their job performance and/or ability to interact with others; or
7. Adjusting to other significant changes in lifestyle or personal circumstances that occur because of their employment.

Qualifications of CRP Staff Providing Off-Site Psycho-Social Job Support Services (Supported Employment or Non-Supported Employment)

(Paraphrase from contract)

Each staff person in your organization that will provide Off-Site Psycho-Social Services must meet one of the following qualifications, or be directly supervised by an employee with one of the following qualifications listed below:

(a) Certified Rehabilitation Counselor (CRC) by the Commission of Rehabilitation Counselor Certification (CRCC); OR

(b) Mental Health Credentialing, by Washington State Department of Health. One of the following credentials is acceptable:

i. Mental Health Counselor Associates License;

ii. Mental Health Counselor Associate Temporary Practice Permit;

iii. Mental Health Counselor Certificate;

iv. Mental Health Counselor License; or
v. Mental Health Counselor Temporary Practice Permit

Services

Off-Site Psycho-Social Job Support Services, Non-Supported Employment
Off-Site Psycho-Social Job Supports for non-supported employment are provided if:

(a) The DVR customer has received CRP Job Placement and employment is accomplished;

(b) A VRC and DVR customer determine the customer is in need of Off-Site Psycho-Social services and does not require supported employment services;

(c) The DVR customer chooses not to disclose his/her disability to their employer or the employer prohibits the contractor from having access to the worksite;

(d) The VR counselor and the DVR customer determine that additional psycho-social job support is needed away from the customer’s workplace to ensure:
   i. The DVR customer successfully adjusts to the work environment; and
   ii. The DVR customer retains continuous employment for ninety (90) calendar days after Off-Site Psycho-Social Job Support Services – Non-Supported Employment services are authorized and started.

The contractor provides:

- Individualized Off-Site Psycho-Social Job Support Services to enable a DVR customer to successfully adjust to the work environment and manage the stresses of working; and
- Intervention away from the workplace to ensure the DVR customer continues to meet their employer’s expected level of performance and retains continuous employment for ninety (90) calendar days after services are authorized and started.

If a DVR customer discloses his/her disability to their employer while receiving Off-Site Psycho-Social Job Support Services – Non-Supported Employment and requires on-site CRP Job Retention Services to maintain employment, CRP Job Retention is authorized.

Off-Site Psycho-Social Job Support Services – Supported Employment
Off-Site Psycho-Social Job Support Services for Supported Employment are provided if:

(a) The DVR customer has received CRP Job Placement and employment is accomplished;

(b) A DVR customer is in need of Off-Site Psycho-Social Job Support Services and requires Supported Employment Services;

(c) The DVR customer chooses not to disclose his/her disability to their employer or the employer prohibits the contractor from having access to the worksite;
(d) The VR counselor and the DVR customer determine that additional psycho-social job support is needed away from the customer's workplace to ensure:

i. The DVR customer successfully adjusts to the work environment; and

ii. The DVR customer achieves stabilization in the job and has transitioned to extended services.

The contractor provides:

- Individualized Off-Site Psycho-Social Job Support Services to enable a DVR customer to successfully adjust to the work environment and manage the stresses of working; and
- Intervention away from the workplace to ensure the DVR customer continues to meet their employer's expected level of performance and successfully begins receiving Extended Services provided by an entity other than DVR.

If a DVR customer discloses his/her disability to their employer while receiving Off-Site Psycho-Social Job Support Services – Supported Employment and requires on-site CRP Job Retention Services to maintain employment, CRP Intensive Training services are authorized.

**Levels of Service**

The VR counselor is responsible to determine the level of service needed, with input from the DVR customer and the contractor, based on the nature and extent of support(s) needed for the customer to achieve job stabilization and the estimated duration of Off-Site Psycho-Social Job Support Services.

Universal topics to consider when deciding what level of CRP contract service should be provided for Off-Site Psycho-Social Job Support Services:

- Motivation to succeed in gaining employment
- Transportation
- Medical
- Criminal Background Check history
- Personal care
- Substance abuse stability
- Activities of Daily Living (ADL) needs
- Communication (Verbal / Non-verbal)
- Interpersonal skills
- Emotional stability
- Family supports / environment
- Financial considerations / benefits planning
- Work experience / degree of success in any prior employment
- Physical access needs
• Work tolerance / stamina
• Employment goals
• Assistive technology needs
• Work related accommodations
• Recurrent themes of failure in prior employment
• Ability to learn essential job functions
• Type and level of needed work supervision supports

Reports

Intake Report

Upon completion of the contractor’s internal intake process with the DVR customer for Psycho-Social Job Support, the contractor shall submit a written report on the Service Delivery Outcome Report (SDOR) to DVR. The report shall document the contractor’s acceptance of the DVR SDOP and AFP for delivery of the authorized service and date the contractor met and completed the contractor’s internal intake process with the customer.

Periodic Progress Updates (different from reports)

The VR counselor may require periodic progress updates in the Service Delivery Outcome Plan (SDOP). The counselor determines the format, method, and frequency of the periodic updates, such as email, telephone calls, or brief written updates. Periodic Reports indicate:

(a) Dates and length of time for each off-site service provided;

(b) Activities accomplished during each off-site visit.

Outcome Report

Off-Site Job Supports after CRP Job Placement Outcome Report

Upon completion of Off-Site Job Supports after CRP Job Placement the contractor shall submit a written narrative report on the Service Delivery Outcome Report (SDOR) indicating:

(a) Dates and length of time for each off-site service provided;

(b) Activities accomplished during each off-site visit;
(c) The Customer has retained continuous employment for at least ninety (90) calendar days after Off-Site Job Supports after CRP Job Placement was authorized;

(d) Is satisfactorily performing the job duties as defined by the Customer’s employer; and

(e) Any additional details requested on the Service Delivery Outcome Plan (SDOP).

**Transportation Expenses Report**

If traveling more than fifty (50) miles from the Contractor’s nearest staffed office location for more than one DVR Customer, the Contractor shall choose one DVR Customer and submit an invoice and report for the chosen Customer. The Contractor shall not submit invoices for multiple Customers for the same transportation expenses.

The Contractor shall choose the shortest, most expedient route for travel when serving Customers more than fifty (50) miles from the Contractor’s nearest staffed office location.

Upon completion of the services provided through this contract, the Contractor shall submit a written report on the SDOR documenting all transportation expenses authorized by the DVR VRC and invoiced by the Contractor to include:

(1) Travel time at a fixed rate of $35 per hour in quarter-hour increments if service delivery occurs more than fifty (50) miles from the Contractor’s nearest staffed office location;

(a) Report shall include:

   i Address of Contractor’s nearest staffed office location, point of origin;

   ii Date and time the Contractor departed from the point of origin;

   ii Address of destination the Contractor is traveling to;

   iv Date and time the Contractor arrives at destination address; and

   v. Date and time the Contractor returns to point of origin.

(2) Mileage if actual service delivery occurs more than fifty (50) miles from the Contractor’s nearest staffed office location [Department of Enterprise Services Mileage Reimbursement Rates- SAAM 10.90.20](#)

   (a) Address of Contractor’s nearest staffed office location, point of origin; and

   (b) Address of destination the Contractor is traveling to.

(3) Other transportation expenses may be authorized by the DVR VRC such as State Ferry fees and toll fares.
**Fees (Effective 9/22/2017)**

An Intake Fee and a successful Outcome-based Fee will be paid as follows:

**Off-Site Psycho-Social Job Support Service Fees for Non-Supported or Supported Employment**

<table>
<thead>
<tr>
<th>Level</th>
<th>Intake Fee</th>
<th>Outcome Fee</th>
<th>Maximum Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$270.00</td>
<td>$1,415.00</td>
<td>$1,685.00</td>
</tr>
<tr>
<td>2</td>
<td>$510.00</td>
<td>$2,805.00</td>
<td>$3,315.00</td>
</tr>
<tr>
<td>3</td>
<td>$750.00</td>
<td>$4,220.00</td>
<td>$4,970.00</td>
</tr>
<tr>
<td>4 (Deaf-Blind)</td>
<td>$750.00</td>
<td>$4,220.00</td>
<td>$4,970.00</td>
</tr>
</tbody>
</table>

**Partial Payments**

1. If for reasons outside of the contractor's control any service is not completed, a partial payment can be approved for up to a maximum of fifty (50%) percent of the authorized Maximum Total Fee.

2. Partial payments can only be approved by the DVR unit supervisor after review of the contractor's justification and review of the customer's file with the VR counselor.

3. Any payments made before the partial payment is approved shall be deducted from the amount of the partial payment, which cannot exceed fifty (50%) percent of the Maximum Total Fee.

**Partial Payment Example**

Off-Site Psycho-Social Services - Level 2

Total maximum fee- $3,315

Intake Fee of $510 is paid

Remaining balance to be paid upon successful delivery is $2,805

Half of the total fee is $1,657.50 (partial payment)

Deduct the Intake Fee of $510 from the partial payment ($1,657.50-$510)

*The remaining balance of partial payment = $1,147.50.*
CRP Contract - Fee Schedule (Effective 9/22/2017)

[Addendum, 11/2/17: the fees included in this manual update (on 9/12/2017) were correct, and are current to the 9/22/17 contract update; they were not impacted by the administrative update to the contract on 9/22/17, which had a typo in the fee schedule for the healthcare bonus.]

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>INTAKE FEE</th>
<th>ACTIVITY FEE</th>
<th>OUTCOME FEE</th>
<th>MAXIMUM TOTAL FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Evaluation</td>
<td>-----</td>
<td>-----</td>
<td>$1,605.00</td>
<td>$2,035.00</td>
</tr>
<tr>
<td>Comprehensive</td>
<td>$1,310.00</td>
<td>Flat fee</td>
<td>$1,710.00</td>
<td>$2,245.00</td>
</tr>
<tr>
<td>Individual</td>
<td>$1,765.00</td>
<td>Flat fee</td>
<td>$2,080.00</td>
<td>$2,840.00</td>
</tr>
<tr>
<td>Level 1</td>
<td>$430.00</td>
<td>$535.00</td>
<td>$1,710.00</td>
<td>$2,245.00</td>
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<tr>
<td>Level 2</td>
<td>$535.00</td>
<td>$640.00</td>
<td>$1,765.00</td>
<td>$2,405.00</td>
</tr>
<tr>
<td>Level 3</td>
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<td>$2,080.00</td>
<td>$2,840.00</td>
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<tr>
<td>Level 4-DB (TWE)</td>
<td>$760.00</td>
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<td>$3,495.00</td>
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<td>Level 4-DB (CBA)</td>
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<td>$3,495.00</td>
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<tr>
<td>Permanent Employment Bonus</td>
<td>-----</td>
<td>-----</td>
<td>$675.00</td>
<td></td>
</tr>
<tr>
<td>Healthcare Coverage Bonus</td>
<td>-----</td>
<td>Flat fee</td>
<td>$675.00</td>
<td></td>
</tr>
</tbody>
</table>

Community Based Assessment Bonuses

**Permanent Employment Bonus** – a bonus of $675 shall be paid if the DVR Customer obtains a permanent, competitive, and integrated job as a secondary outcome of their Community Based Assessment (CBA).

**Healthcare Coverage Bonus** – A bonus of $675 shall be paid if the DVR Customer obtains a permanent, competitive, and integrated job of 30 hours or more per week and includes Employer-provided Healthcare Benefits as a secondary outcome of their CBA. Payment of bonus does not have to wait until healthcare benefits go into effect.

Note: Both bonuses shall apply to CBAs. These bonuses do not apply to Trial Work Experience (TWE).

<table>
<thead>
<tr>
<th>Job Placement</th>
<th></th>
<th>Healthcare Coverage Bonus</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>$570.00</td>
<td>$675.00</td>
<td>$2,760.00</td>
</tr>
<tr>
<td>Level 2</td>
<td>$640.00</td>
<td>$1,315.00</td>
<td>$3,395.00</td>
</tr>
<tr>
<td>Level 3</td>
<td>$640.00</td>
<td>$1,175.00</td>
<td>$3,715.00</td>
</tr>
<tr>
<td>Level 4-DB</td>
<td>$715.00</td>
<td>$2,125.00</td>
<td>$4,155.00</td>
</tr>
<tr>
<td>Healthcare Coverage Bonus</td>
<td>$675.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Intensive Training Services

<table>
<thead>
<tr>
<th>Level</th>
<th>Cost Level 1</th>
<th>Cost Level 2</th>
<th>Cost Level 3</th>
<th>Cost Level 4-DB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>$400.00</td>
<td>$800.00</td>
<td>$1,205.00</td>
<td>$1,205.00</td>
</tr>
<tr>
<td>Level 2</td>
<td>$400.00</td>
<td>$800.00</td>
<td>$1,205.00</td>
<td>$1,205.00</td>
</tr>
<tr>
<td>Level 3</td>
<td>$400.00</td>
<td>$800.00</td>
<td>$1,205.00</td>
<td>$1,205.00</td>
</tr>
<tr>
<td>Level 4-DB</td>
<td>$400.00</td>
<td>$800.00</td>
<td>$1,205.00</td>
<td>$1,205.00</td>
</tr>
</tbody>
</table>

### Job Retention

<table>
<thead>
<tr>
<th>Level</th>
<th>Cost Level 1</th>
<th>Cost Level 2</th>
<th>Cost Level 3</th>
<th>Cost Level 4-DB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>$350.00</td>
<td>$480.00</td>
<td>$800.00</td>
<td>$1,050.00</td>
</tr>
<tr>
<td>Level 2</td>
<td>$350.00</td>
<td>$480.00</td>
<td>$800.00</td>
<td>$1,050.00</td>
</tr>
<tr>
<td>Level 3</td>
<td>$350.00</td>
<td>$480.00</td>
<td>$800.00</td>
<td>$1,050.00</td>
</tr>
<tr>
<td>Level 4-DB</td>
<td>$350.00</td>
<td>$480.00</td>
<td>$800.00</td>
<td>$1,050.00</td>
</tr>
</tbody>
</table>

### Off-Site Psycho-Social – Non-Supported Employment

<table>
<thead>
<tr>
<th>Level</th>
<th>Cost Level 1</th>
<th>Cost Level 2</th>
<th>Cost Level 3</th>
<th>Cost Level 4-DB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>$270.00</td>
<td>$510.00</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Level 2</td>
<td>$270.00</td>
<td>$510.00</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Level 3</td>
<td>$270.00</td>
<td>$510.00</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Level 4-DB</td>
<td>$270.00</td>
<td>$510.00</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
</tbody>
</table>

### Off-Site Psycho-Social –Supported Employment

<table>
<thead>
<tr>
<th>Level</th>
<th>Cost Level 1</th>
<th>Cost Level 2</th>
<th>Cost Level 3</th>
<th>Cost Level 4-DB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>$270.00</td>
<td>$510.00</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Level 2</td>
<td>$270.00</td>
<td>$510.00</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Level 3</td>
<td>$270.00</td>
<td>$510.00</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Level 4-DB</td>
<td>$270.00</td>
<td>$510.00</td>
<td>$750.00</td>
<td>$750.00</td>
</tr>
</tbody>
</table>

### Pre-ETS Work-Based Learning Experience

<table>
<thead>
<tr>
<th>Experience</th>
<th>Duration</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience A</td>
<td>11+ hours / week</td>
<td>4-6 weeks</td>
</tr>
<tr>
<td>Experience B</td>
<td>11+ hours / week</td>
<td>7-9 weeks</td>
</tr>
<tr>
<td>Experience C</td>
<td>11+ hours / week</td>
<td>10-12 weeks</td>
</tr>
</tbody>
</table>

### Pre-ETS Workplace Readiness Training

<table>
<thead>
<tr>
<th>Experience</th>
<th>Duration</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience A</td>
<td>-----</td>
<td>4-6 weeks</td>
</tr>
<tr>
<td>Experience B</td>
<td>-----</td>
<td>7-9 weeks</td>
</tr>
<tr>
<td>Experience C</td>
<td>-----</td>
<td>10-12 weeks</td>
</tr>
</tbody>
</table>

### Partial Payment Exceptions

See Section 5, Consideration, of the contract for partial payment exceptions.

### Transportation Expenses (pertains to all Services)

- **Travel Time**: Reimbursement for travel time shall be provided for round-trip travel time paid at a fixed rate of $35 per hour in quarter-hour increments and shall be paid only if service delivery occurs at a location more than fifty (50) miles from the Contractor’s nearest staffed office location.

- **Mileage**: If service delivery occurs more than fifty (50) miles from the Contractor’s nearest staffed office location mileage shall be paid at the current rate according to the Office of Financial
<table>
<thead>
<tr>
<th>Management.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Expenses</td>
</tr>
</tbody>
</table>

For questions and concerns, please email: [DVRContractsUnit2@dshs.wa.gov](mailto:DVRContractsUnit2@dshs.wa.gov).
Comparable Services and Benefits

Revised (07/02/2018)

Comparable Services and Benefits Index Page

In this section of the manual:

Definitions

Responsibility to Use All Available Resources

Comparable Services and Benefits versus Customer Participation in the Cost of Services

Veterans’ Benefits

WAC – Comparable Services and Benefits

See also:

Services Screen in STARS

Comparable Benefits Listed on the File Copy of the AFP
Definitions

Comparable Services and Benefits refer to appropriate services provided by programs described in WAC 388-891A-0010(1).

Other Available Rehabilitation Services refer to any appropriate service, financial benefit or assistance available to a customer at no cost from a source other than DVR to meet, in whole or in part, the customer’s ability to progress through vocational rehabilitation and to become employed that are not included in the definition of comparable services and benefits.

Appropriate service means a service that meets the specific rehabilitation needs of the customer and the service is:

- Necessary for rehabilitation;
- Comparable to the service DVR would provide; and
- Readily available and will not unnecessarily delay rehabilitation progress.

Responsibility to Use All Available Resources

(Revised 4/18/11)

As part of counseling and guidance, DVR staff are responsible to help a customer learn and take responsibility for his or her own rehabilitation. An empowered customer has the knowledge, skills, supports, resources, and confidence necessary to exercise control of his or her own rehabilitation. The search for and use of comparable services and benefits and all other available rehabilitation services is one of the ways in which DVR engages customers in the rehabilitation process. Another responsibility of DVR staff is to effectively manage the resources DVR provides for customer services.

All DVR staff are responsible to develop a systematic approach to search, use and document all comparable services and benefits and all other available rehabilitation services that may benefit the customer and DVR.

NOTE: Comparable services and benefits are not the same as customer financial participation in the cost of services. See Procedures for Financial Statement for details on customer participation in the cost of services.

According to WAC 388-891A-1110(5), Assistive Technology (AT)/Rehab Technology related services, an individual does not have to utilize comparable services and benefits before DVR purchases an assistive technology (AT) service. However, an individual is
required to participate in the cost of services if the financial statement indicates that the individual has financial resources.

**Specific Staff Responsibility**

**Staff at DVR Headquarters**

State office staff at DVR headquarters are responsible to maintain general information about potential nationwide resources and to periodically provide information, updates and/or training.

**VR Supervisors**

VR supervisors are responsible to ensure that offices under their supervision maintain or have readily available information about local comparable services and benefits and other appropriate local resources providing available rehabilitation services. Supervisors are responsible to review the use of comparable services and benefits and other available rehabilitation services as part of routine case and AFP reviews.

**DVR Field Staff**

DVR field staff are responsible to provide a general orientation to the customer about the requirement to search for and use all appropriate and available resources prior to DVR expenditure of funds at application, IPE development and at other times during the rehabilitation process, as needed.

Field staff are responsible to provide specific information about and referral to potential resources at any time during the vocational rehabilitation process. The VR counselor provides counseling and guidance if the customer has concerns about the use of other available resources and reaches agreement with the customer about whether or not the services provided by the other resource are appropriate. The VR counselor documents use of comparable services and benefits and other available rehabilitation services in the case record and identifies them on the IPE under the appropriate category, as listed below:

- Financial Aid (Pell, state need grants, etc.)
- Other Grants/Scholarships
- WorkSource ITA (individual training account)
- Other training resources
- Private health insurance
- Medicaid (med coupons) or Medicare
- Community or other medical resource
- Veterans Administration
- Employment Networks
• Other resources from Federal/State/Local Public Agency
• Other resources from Community based organizations
• Other private funds
• None

Required Use of Comparable Services and Benefits

Except for services outlined in WAC 388-891-0310, the VR counselor and customer must make maximum efforts to identify and use a comparable service or a benefit that can be provided to the customer or paid for in whole or in part by

• Federal, state, or other public agencies;
• Health insurance; or
• Employee benefits.

The VR counselor and customer’s search for comparable services and benefits should not cause unreasonable delays in initiating services. However, it is the customer’s responsibility to apply for and use any comparable services and benefits when they become available.

Except for services outlined in WAC 388-891A-1110, and in circumstances described in WAC 388-891A-1120, DVR does not pay for services until a customer has applied for comparable services and benefits.

If the rehabilitation service is not exempt from comparable services and benefits and the service the resource provides is appropriate, then the comparable service or benefit must be used prior to authorization of DVR funds. If the customer refuses to apply for or use an appropriate comparable service or benefit for a rehabilitation service that is not exempt, DVR may not authorize payment for the service.

Use of Other Available Rehabilitation Services

The use of other available rehabilitation services, while not mandatory, is a goal when the service is appropriate. The counselor will counsel the customer in order to reduce concerns, lack of information, objections, fears or other barriers to the use of other available rehabilitation services and will document efforts to overcome these objections in the case record prior to authorization of DVR payment.

Use of All Available Resources for Exempt Services

Certain DVR services are exempt from the required use of comparable services and benefits as outlined in WAC 388-891A-1110 (see above). However, for the wise
management of DVR resources, it is the responsibility of DVR staff to encourage the customer to utilize all available resources before DVR funds are expended, if the counselor and the customer both agree that the service that the resource provides is appropriate.

**Comparable Services and Benefits versus Customer Participation in the Cost of Services**

Use of comparable services and benefits is not the same as the requirement for some customers to participate in the cost of their rehabilitation plans. See Procedures for Financial Statement for details on customer participation in the cost of services. Even if a customer is exempt from participation or is not required to participate in the cost of services, comparable services and benefits must still be used as required and as appropriate, and other available rehabilitation services should be explored with the customer.

**Veterans’ Benefits**

**Follow-up about Benefits**

(New 5/15/06)

In an effort to ensure that customers are aware of veteran benefits, and that veteran benefits are used as comparable benefits for VR services, DVR has arranged for the Washington Department of Veteran Affairs (WDVA) to follow-up with customers about VA benefits.

At application and during IPE development, counseling staff will provide customers with the opportunity to complete the [DVR Customer Request to WDVA form](#). When this form is received by WDVA, a Veterans Advocate will contact the customer to discuss available federal VA benefits and other information about job training and education.

**Note:** Any DVR customer who is a veteran (any person who has served on active duty in the U.S. military) may be eligible for benefits from the federal Department of Veteran Affairs that would assist the veteran in training for future employment.

Counseling staff should ask customers: "Do you have any U.S. military experience?" They should not ask: "Are you a military veteran?" The first question will elicit a better response than the second, because many believe you are a "veteran" only if you went to war.

**Veteran benefits must be explored as comparable benefit:**
VA benefits are a comparable benefit and must be explored in all cases when they may be potentially available. If a customer has military service and does not agree to submit the form to see if they qualify for VA benefits, they are not complying with WAC:

**WAC 388-891A-1125 If comparable services and benefits are available from another program or organization, and I do not want to use them, who is responsible for the cost of the services?**

Counseling staff must:

- Discuss the WDVA form at Application and at IPE development to assure it is given full consideration.
- If appropriate, help customers complete the form.
- Send completed forms to the address on the WDVA form:
  
  Washington State Department of Veterans Affairs (WDVA) 
  Veterans Service Office 
  915 2nd Avenue, Room 1050 
  Seattle, WA 98174 
- Put VR counselor’s name and DVR office address in the space provided at the bottom of the form. The WDVA representative will check the status of a customer’s VA benefits and return the form to the VR counselor. That way the VR counselor will know if the customer is eligible for VA benefits as a comparable benefit.
- For questions about veterans benefits, please call the WDVA directly at 1-877-249-0516.

See Also:

- Application Case Narrative Documentation
- IPE Case Narrative Documentation

**Veterans Benefits - Post-9/11 GI Bill**

(New 5-14-10)

- The new Post 9/11 GI Bill is a great comparable benefit that should be utilized for veterans who have served on or after 9/11/2001. Additional information is available at the VA Post 9/11 GI Bill web site.
- The Post-9/11 GI Bill provides financial support for:
  - Tuition and fees
  - Living allowance and an
  - Annual book stipend of $1,000
• To be eligible, individuals must have serviced on or after 9/11/2001. The DD214 must indicate that the veteran received an honorable discharge or a service connected disability (any %). VA funds under the Post-9/11 Bill can only be used for a degree program (AA or higher degree.) For an accredited vocational program the veteran gets what he or she would normally qualify for using the old (regular) GI benefits. Tuition and fees are paid directly to the school.
• The maximum rate for tuition is based on the highest in-state public school in the state where the school is located. In Washington the rate is based on the cost of tuition at the University of Washington. (There is a Yellow Ribbon Program that helps pay for more expensive schools.)
• The amount of the living allowance (Basis Allowance for Housing) depends on where the veteran lives and it is paid to the veteran. An individual can receive the full living allowance as long as he or she attends at least one credit over half time. For example, if a school considers full time as 12 credits and the individual takes 7 credits he or she receives the full living allowance. Individuals on active duty, or exclusively enrolled in on-line classes won’t receive the housing allowance.
• After a veteran has served 10 years (retention tool) benefits can be transferred to a spouse or child (up to age 26).

WAC – Comparable Services and Benefits

WAC 388-891A-1100 When does DVR provide or pay for vocational rehabilitation services to individuals?

WAC 388-891A-1110 May DVR pay for VR services without determining whether comparable services and benefits are available from another program or organization?

WAC 388-891A-1120 May DVR authorize or provide VR services before determining whether a comparable service or benefit is available to me to avoid delaying or interrupting my services?

WAC 388-891A-1125 If comparable services and benefits are available from another program or organization, and I do not want to use them, who is responsible for the cost of the services?
Customer Financial Participation

Revised 07/02/2018

Customer Financial Participation Index Page

In this section of the manual:

Procedures for Financial Statement

WAC – Customer Financial Participation
Helping Customers Complete the DVR Financial Statement

Purpose and Background: Following are guidelines and procedures for completing the Financial Statement (DSHS 14-068). The purpose of the Financial Statement is to document a customer’s financial resources. The Financial Statement form is completed after determining eligibility and before developing the IPE with customers, even for "no cost" plans. If the results of the Financial Statement indicate the customer has personal financial resources available, he or she is required to use the resources to contribute to the cost of specific services under an Individualized Plan for Employment (IPE).

SSI/SSDI/Medicaid/DSHS Cash or Food Assistance

If a customer provides documentation that he or she qualifies for SSI, SSDI, Medicaid, or DSHS Cash or Food Assistance, the entire Financial Statement is not to be completed, only sections E1, G, and H. A copy of the documentation is attached to the Financial Statement form and filed in the case service record. A copy is provided for the customer.

By law, if a customer receives SSI, SSDI, Medicaid, or DSHS Cash or Food Assistance, he or she is exempt from using personal or family resources to pay for DVR services. This exemption includes high school students who are dependents of parents who have financial resources. If a customer who receives SSI, SSDI, Medicaid, or DSHS Cash or Food Assistance has personal or family resources available, the VR counselor can encourage, but not require, a contribution to plan services.

Individual Assets or Family Assets (if individual doesn’t receive SSI, SSDI, Medicaid, or DSHS Cash or Food Assistance)

Whether the financial statement must be completed on the basis of individual or family assets is determined based on the customer's income tax filing status for the most recent tax year.

1. If the customer's income tax status was reported as married filing jointly, married filing separately, or the customer was listed as a dependent of another person, the financial statement is completed based on family resources.
2. If the customer's income tax status was reported as single, the financial statement is completed based on the customer's own financial resources.
If the individual filed a single return or is married filing separately because of legal separation, the Financial Statement is completed based on the customer’s own resources. If the customer did not have to file a Federal Income Tax return the previous year, and was not declared as a dependent on anyone else’s filing, the VR counselor shall calculate financial need based on the customer.

If a customer has resources available, but refuses to use them, or if the individual is determined to be a member of a family unit, but family members refuse to disclose financial information or contribute to the cost of services, the VR counselor only provides the services outlined in WAC 388-891A-1145. If the customer does not agree to these conditions or cannot become employed through the use of services exempt from financial participation, the case is closed. If there are special circumstances the VR counselor may request an exception to policy. The rationale for the exception to policy and the approval or denial of the exception is documented in the case service record.

Reference:

- **WAC 388-891A-1130** Do I have to pay a portion of my VR services if I receive assistance or income support from another public program?
- **WAC 388-891A-1135** Does DVR require that I pay for part of my VR services using my own financial resources?
- **WAC 388-891A-1136** When does DVR require that I pay for part of my VR services using my own financial resources?
- **WAC 388-891A-1137** How does DVR determine whether I must pay for VR services?
- **WAC 388-891A-1140** How does DVR determine how much I pay for VR services?
- **WAC 388-891A-1145** Which VR program services am I not required to help pay for?

Forms and Other Materials:

- **Financial Statement (DSHS 14-068)**

---

<table>
<thead>
<tr>
<th>Action by:</th>
<th>Action:</th>
</tr>
</thead>
</table>

Page 217 of 647
<table>
<thead>
<tr>
<th>VR Counselor</th>
<th>After determining eligibility and before completing the IPE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Using the information in “Instructions for Financial</td>
</tr>
<tr>
<td></td>
<td>Statement” as a reference, completes the Financial</td>
</tr>
<tr>
<td></td>
<td>Statement with the customer, based on information provided</td>
</tr>
<tr>
<td></td>
<td>by the customer. If the customer is not able to provide</td>
</tr>
<tr>
<td></td>
<td>financial information, asks the customer’s parent, legal</td>
</tr>
<tr>
<td></td>
<td>guardian, or representative to provide the information.</td>
</tr>
<tr>
<td></td>
<td>1. Works with customer to determine Modified</td>
</tr>
<tr>
<td></td>
<td>Adjusted Gross Income (MAGI), and if MAGI does</td>
</tr>
<tr>
<td></td>
<td>not exceed the amounts specified on Financial</td>
</tr>
<tr>
<td></td>
<td>Statement (DSHS 14-068), proceeds to the</td>
</tr>
<tr>
<td></td>
<td>customer and counselor declarations, waiving</td>
</tr>
<tr>
<td></td>
<td>financial participation.</td>
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<tr>
<td></td>
<td>2. If the customer’s MAGI exceeds the amount</td>
</tr>
<tr>
<td></td>
<td>specified on the Financial Statement form, completes</td>
</tr>
<tr>
<td></td>
<td>the remainder of the financial statement to determine</td>
</tr>
<tr>
<td></td>
<td>the amount available for the customer to contribute</td>
</tr>
<tr>
<td></td>
<td>to the cost of VR services.</td>
</tr>
<tr>
<td></td>
<td>Note: if customer is drafting their own IPE, ensures</td>
</tr>
<tr>
<td></td>
<td>that financial statement is completed in advance so</td>
</tr>
<tr>
<td></td>
<td>that the customer can make reference to any</td>
</tr>
<tr>
<td></td>
<td>financial contribution to the cost of services if</td>
</tr>
<tr>
<td></td>
<td>applicable.</td>
</tr>
<tr>
<td></td>
<td>2. Requests copies of pertinent financial documentation,</td>
</tr>
<tr>
<td></td>
<td>such as bank statements, income tax returns, or other</td>
</tr>
<tr>
<td></td>
<td>documents that may help to verify and clarify liabilities</td>
</tr>
<tr>
<td></td>
<td>or ownership of assets, as necessary.</td>
</tr>
<tr>
<td></td>
<td>3. Counsels the customer regarding the amount that the</td>
</tr>
<tr>
<td></td>
<td>customer must contribute to the cost of services based on</td>
</tr>
<tr>
<td></td>
<td>the results of the Financial Statement and includes this</td>
</tr>
<tr>
<td></td>
<td>amount on the IPE where appropriate.</td>
</tr>
<tr>
<td></td>
<td>4. Advises the customer to report any subsequent change in</td>
</tr>
<tr>
<td></td>
<td>financial status. If the reported change results in a</td>
</tr>
<tr>
<td></td>
<td>change in the customer’s ability to participate in the</td>
</tr>
<tr>
<td></td>
<td>cost of the IPE, the VR counselor and customer update or</td>
</tr>
<tr>
<td></td>
<td>complete a new Financial Statement and amend the IPE, if</td>
</tr>
<tr>
<td></td>
<td>necessary.</td>
</tr>
<tr>
<td></td>
<td>Note: If DVR determines that a customer reported</td>
</tr>
<tr>
<td></td>
<td>false information on the Financial Statement or is</td>
</tr>
<tr>
<td></td>
<td>not willing to use personal financial resources, DVR</td>
</tr>
<tr>
<td></td>
<td>only provides the services included under WAC 388-891A-1145,</td>
</tr>
<tr>
<td></td>
<td>“Which VR program services am I not required to help pay</td>
</tr>
<tr>
<td></td>
<td>for?”</td>
</tr>
</tbody>
</table>
Whenever the VR Counselor knows the customer’s financial circumstances have changed, and each year as part of the annual review:

5. Reviews the Financial Statement (DSHS 14-068), and if there have been any changes in the customer’s ability to participate in the cost of the IPE, completes a new Financial Statement with the customer, including new declaration, and amends the IPE if needed.

Note: If completing a new financial statement is not required based on the review of the customer’s information, the counselor documents that the annual review of the customer’s financial circumstances was completed in a case note.

Instructions, Financial Statement Form
(Revised 7/2/2018)

Financial Statement (DSHS 14-068)

A. Modified Adjusted Gross Income

Instructions for completing when the customer has the most recent tax return that they filed or on which they were claimed as a dependent available:

1. ADJUSTED GROSS INCOME: The adjusted gross income calculated for the purposes of the IRS 1040 form (e.g., Form 1040, 1040A, or 1040EZ).

2. FOREIGN INCOME, TAX EXEMPT INTEREST, AND NON-TAXABLE SOCIAL SECURITY BENEFITS: Certain forms of income may be left out of the IRS calculation of
“adjusted gross income.” The “Modified Adjusted Gross Income” calculation puts some of these forms of income back toward the individual’s gross total. These should include foreign income that has been excluded from IRS gross income, tax exempt interest, and non-taxable Social Security benefits.

Note: while SSDI is included in calculations of modified adjusted gross income for the Medicaid program, if a DVR customer is eligible for and receiving SSDI, they only need to complete section G of the Financial Statement. SSI received would not be included in a calculation of modified adjusted gross income, and also indicates that a customer would only need to complete section G of the Financial Statement (and the VR counselor would complete section E).

MODIFIED ADJUSTED GROSS INCOME: the sum of lines 1 and 2 is the customer’s Modified Adjusted Gross Income (MAGI).

Instructions for completing when the customer does not have their most recent tax return available:

1. WAGES, TIPS, AND SALARY FOR THE MOST RECENT MONTH: Unlike DVR’s calculation of monthly income below, to calculate a customer’s modified adjusted gross income, the amount used is gross, not net, income—the amount before mandatory withholdings. If completing on the basis of the family unit, this should include income for all family members.
2. SELF-EMPLOYMENT INCOME: Income from any self-employment activities of the customer or family members (if completing on the basis of the family unit), after subtracting any expenses necessary for the conduct of the business.
3. ANY OTHER INCOME RECEIVED: Income from other sources, to include unemployment benefits, alimony, rents, retirement benefits, interest income, capital gains, or dividends.
4. ANY DEDUCTIONS: Common deductions that can be taken from the modified adjusted gross income include alimony paid, tuition and fees paid for oneself, or contributions to a health savings account (HAS). Tuition and fee deductions are capped at $2,000 annually for most individuals, and should be calculated on the basis of a monthly average over a 12 month period. So if an individual has paid $2,000 in tuition over the past year, their deduction on a monthly basis would be $167 (2000/12).

MODIFIED ADJUSTED GROSS INCOME: the sum of lines 1 through 3, minus line 4, is the customer’s Modified Adjusted Gross Income.

If the customer’s MAGI is below the amounts listed in the table on this section of the form, you can proceed to section G of the form with the customer.

B. Monthly Income

1. NET WAGES, TIPS & SALARIES: Net amount earned after mandatory withholdings. Include all voluntary deductions (e.g. payments, savings). Net wages paid to other
family members living in the home are considered as family income when these members contribute to family expenses.

2. COMPENSATION, INSURANCE, PENSIONS, ANNUITIES FROM TRUSTS: Income received by the customer and/or family members through benefits, such as Unemployment Insurance, Industrial Insurance Time-Loss, annuity payments, retirement/pension benefits payable monthly, etc. This includes regular monthly income received from any trust account payable to the customer and/or family members.

3. INTEREST, DIVIDENDS, RENTS: Income received by the customer and/or family members from interest on savings, dividends on stocks or bonds, and rental payments. NOTE: Rental income received from boarders or tenants is only included if it is net income, i.e., the amount received after deducting expenses, such as meals, repairs, property taxes, etc.

4. MAINTENANCE AND/OR CHILD SUPPORT: Income received by the customer and/or family members for child support of any family member.

5. OTHER: Any other income received by the customer or family members from sources not cited above. Examples include:
   - Net monthly income from farm products sold and computed on the basis of monthly average profit returns for the preceding 12 months.
   - Net monthly profits from any business enterprise computed on the basis of monthly average net gain over the preceding 12 months.
   - Academic fellowships or grants (that do not have to be repaid). Cash gifts over $50, cumulative, received by the customer or family members for living expenses.
   - Gifts received.

Note: Academic grants and scholarships earned on merit are excluded.

C. Real and Personal Assets

The net current market value of all personal and real property, inheritances, investments, personal loans or cash gifts from family or friends is calculated to determine Total Real and Personal Assets.

1. CHECKING/SAVINGS ACCOUNTS: Total amount of funds on deposit in the customer or family members’ checking or savings accounts.

2. MOTOR VEHICLES - EXCLUDING PRIMARY VEHICLE: The net value of motor vehicles which are not required by a family member for transportation to work or school. One vehicle for primary transportation to work or school for each family member is exempt. All other vehicles must be listed on the form.

3. RECREATIONAL VEHICLES (BOATS, TRAILERS, MOTORCYCLES, SNOWMOBILES, COLLECTOR CARS, ETC.): The net value of all recreational vehicles, except when required for transportation to work or school, or when the customer and/or the family occupy a recreational vehicle as their only residence.

4. REAL ESTATE & STRUCTURES - EXCLUDING PRIMARY RESIDENCE: Except the primary residence, its furnishings, and land, the net value of other real estate and
structures owned by the customer and/or family members. NOTE: "Real estate and structures" includes all fixed objects assessed by the County Assessor for property tax payment. This includes land, buildings, and standing timber. The net value of real estate and structures is determined by projecting the assessed value to 100 percent of the assumed fair market value, less any outstanding encumbrances (e.g., officially recorded mortgages, liens, loans, tax liabilities, or reasonable selling costs).

5. STOCKS, BONDS, TRUSTS, CERTIFICATES OF DEPOSIT, ETC. - NOT COUNTED AS MONTHLY INCOME ABOVE: The current value of investments held by the customer and/or family members, excluding a primary retirement fund that does not provide a monthly benefit. Monthly income from annuities is reported under A.2 above. NOTE: Any monthly income derived from an investment is to be reported above under Monthly Income Interests, Dividends, Rents.

6. BASE ASSET EXEMPTION: $5000 shall be exempt from the value of all real and personal assets.

7. TOTAL REAL AND PERSONAL ASSETS: Enter the total amount of all real and personal items listed for lines 1 through 5, with the base asset exemption subtracted.

D. Actual Monthly Liabilities

The total sum of financial obligations (i.e., living/medical expenses, debt or loan payments, transportation, etc.) of the customer or family members are calculated to determine Actual Monthly Liabilities.

1. RENT/MORTGAGE PAYMENTS: The total monthly payment made by the customer and/or family members on their primary residence.

2. PROPERTY TAXES: The total monthly payment made by the customer or family members toward assessed property taxes of their primary residence, if not included in the monthly rent/mortgage payment.

3. UTILITIES, TELEPHONE, ETC: The average monthly payment, based on the preceding 12-month average of monthly payments, made by the customer or family members for power, heat, basic telephone, water, garbage and sewer services at their primary residence.

4. INSURANCE PAYMENTS: The total monthly payments paid by the customer and/or family members for insurance premiums, including home, fire, theft, auto, and renters insurance for their primary residence and/or primary vehicles, as well as medical insurance. Each separate insurance payment must be specified on the form.

5. CREDIT OR CHARGE ACCOUNTS: Enter charge accounts, including creditor’s name, total owed, and the minimum monthly payment required.

6. LOAN PAYMENTS: Enter creditor, loan type, total owed and minimum monthly payment required.

7. MEDICAL EXPENSES: The minimum monthly payments made by the customer or family members for medical expenses not paid by insurance or other medical benefits. Each medical expense must be listed on the form.

8. ONGOING DISABILITY RELATED EXPENSES: The average monthly sum, if any, required to accommodate, treat or maintain stability of the customer disability.
9. TRANSPORTATION EXPENSES: The actual monthly expenditure, based upon review of usual expenses, made by the customer or family members for routine transportation to work or school (e.g., gasoline, routine maintenance of a primary vehicle, bus fare). This category does not include loan payments for a primary vehicle, vehicle insurance premiums, nor licenses (these are listed above and below).

10. PRIMARY VEHICLE LICENSES: The total cost of licensing the customer or family members’ vehicle(s), averaged on a monthly basis over 12 months. This category does not include licensing of recreational or extra vehicles.

11. FOOD: Enter monthly food costs based on preceding 12-month average.

12. CLOTHING: Enter monthly clothing expenses based on the preceding 12-month average.

13. OTHER: Enter and specify other expenses not listed above, including personal incidental expenses.

NOTE: Voluntary charitable contributions made by the customer or family are not considered monthly liabilities.

E. Income Assistance/SSI/SSDI Verification/Bank Statement Waiver (Optional)

1. INCOME ASSISTANCE/SSI/SSDI VERIFICATION: The VR counselor documents on the Financial Statement form, the customer’s receipt of income assistance, Medicaid, or SSI/SSDI benefits by initialing in the indicated box, and both the customer and VR counselor sign and date the form. Verification documents must be filed in the case service record, and include a copy of any DSHS Income Assistance, Medicaid, or SSI/SSDI program document signifying the customer’s current eligibility. Note: A medical coupon is not adequate documentation of DSHS income assistance or Medicaid, unless the medical coupon has the appropriate box checked indicating the individual is receive income assistance or Medicaid.

2. WAIVER OF BANK STATEMENT (Optional): If the VR counselor determines a bank statement is not required or the customer reports he or she does not have a checking or savings account, the VR counselor waives the requirement to provide bank statement by initialing in the box indicated.

F. Calculation of Customer’s Contribution to Their Rehabilitation Plan

1. Compute and enter the Total Monthly Income from Section A.

2. Divide the Total Assets (except exempt items) by the number of months that services are planned to be provided through the IPE. Enter the average monthly assets from Section B.

3. Calculate and enter the Total Monthly Resources (add Line 1 and Line 2).

4. Compute and enter the Actual Monthly Liabilities (based on minimum monthly payment required) from Section C.

5. Subtract the Actual Monthly Liabilities from the Total Monthly Resources (subtract Line 4 from Line 3) to determine funds available for IPE costs.

G. Customer’s Declaration
CUSTOMER SIGNATURE AND DATE: The customer signs the Financial Statement form after it has been completed with the VR counselor. If requested by the VR counselor, checking and/or savings account statements or other financial documentation are attached to the form.

H. Declaration

VRC SIGNATURE AND DATE: After the customer signs the Financial Statement, the VR counselor verifies accuracy and signs it. A copy is provided for the customer.
Customer Rights

Customer Rights Index Page

In this section of the manual:

Communicating with Customers in a Professional Manner

Complaint Resolution Standards

Customers May Audio Tape Counseling Sessions or Meetings

Access to DVR Programs / Services

WAC - Customer Rights

WAC - Communication Access to VR Services

See Also:

Exceptions to Policy

Reporting Abuse
Communicating with Customers in a Professional Manner

(12-9-13)

DVR staff members are expected to communicate with customers and other individuals in a courteous and professional manner. Written communications (such as a letter or email) should follow these guidelines:

- Acknowledge receipt of the correspondence.
- Use proper grammar, spelling, capitalization, punctuation, and formatting (e.g. paragraphs). Additional guidance is provided in the Executive & General Correspondence Guidelines.
- Respond to a written communication within seven business days.
- Include a salutation such as Dear or similar salutation.
- Close with a signature block that includes:
  - The writer’s full name.
  - Title or office; unit, and division.
- When responding by email, use an easy to read font and avoid active backgrounds, bright colors, moving icons, and other distracting elements.

Complaint Resolution Standards

These standards meet the requirements outlined in DSHS Administrative Policy 8.11 Complaint Resolution and Response Standards. These complaint standards and procedures must be reviewed annually by all DVR staff members and may be included in the documents that are reviewed each year as part of the annual review process.

Complaint: means a customer’s expression of dissatisfaction with DSHS/DVR service delivery where the customer clearly requests a response or resolution.

General Complaint Guidelines

1. Whenever possible, complaints are resolved at the lowest level but complaints can be elevated to the next level, as appropriate, or as requested. If a customer has a complaint about his or her case s/he should be encouraged to talk with the VR counselor. The VR counselor is the decision maker in the case, and the problem could be a miscommunication or a misunderstanding between the individual and the VR counselor.

2. A customer’s written consent is required before you can disclose that an individual is a DVR customer. This includes communication with elected
officials, legislative officers, senator’s offices, etc. If you receive a request of this nature, politely take down the information and contact the Customer Relations Manager at the DVR State Office. The Customer Relations Manager will follow-up on the request for contact. DVR staff members who have STARS access can check the Consents Browse Screen in STARS to see if there is a written consent. If there is not a written consent and you are asked a question about a case explain that you cannot indicate whether an individual is a DVR customer or talk about a case without having the customer’s written consent. Refer the caller back to the customer and explain if s/he has questions about the case suggest that s/he contact the VR counselor. If the complaint is about the VR counselor suggest that s/he contact the VR supervisor and provide the contact information for the VR supervisor. A list of the supervisors is posted on the DVR Intranet. From the DVR Intranet, select Employees on the top toolbar, then, Office Supervisors.

3. If the individual refuses to talk with the VR counselor or supervisor suggest s/he talk with the Area Manager, the Field Services Administrator or the DVR Director and provide their name(s) and contact information.

4. Complaints from community members, partners or stakeholders that cannot be immediately resolved may be forwarded to the Customer Relations Manager at the DVR State Office for resolution of their concerns. The Customer Relations Manager promptly documents and keeps copies of all complaints received as required by the DSHS Retention Policy.

In-person or Telephone Complaints and Written Complaints (letter or email)

1. Listen to the individual and seek to understand his or her concerns or complaints.
2. If possible, respond to in-person complaints right away. Acknowledge and respond to recorded telephone messages within 48 hours.
3. Use a courteous and professional tone when speaking and writing to a customer.
4. Use plain language and explain any terminology or acronyms.
5. Respond to a written complaint within seven business days. If a response will take longer than seven business days, make an interim contact with the customer and give a reasonable estimated date of response. The written response must:
   a. Acknowledge receipt of the correspondence.
   b. Include a salutation such as Dear or similar salutation
   c. Make a reference to the correspondence and restate the customer’s complaint or concern in the body of the letter.
6. If you have STARS access, check the Consents Browse Screen in STARS to see if there is a written consent to share information with the person or caller. If there is not a written consent explain that you cannot indicate if an individual is a DVR customer or share any information without an individual’s written consent. If there is written consent answer questions and/or refer the individual back to the VR counselor or the VR supervisor.

7. If you are unable to resolve the complaint, follow-up with appropriate action, such as a referral to the VR supervisor, Area Manager, Field Services Administrator, or the DVR Director.

8. Inform customers about the Client Assistance Program (CAP). Customers are not required to call CAP. It is one of their appeal options. See the link to the appeal options (below). Explain that CAP is independent from DVR but CAP is familiar with the DVR program. Let them know that CAP can help resolve complaints and provide customers with advice and advocacy. Ask customers if they want the number for CAP. If they do, provide the number: 800-544-2121.

9. If the VR counselor, supervisor or Area Manager are not able to resolve the complaint internally, advise the customer of his or her appeal rights under:
   - WAC 388-891A-0215 What may I do if a DVR counselor makes a decision about my VR services that I do not agree with?
   - WAC 388-891A-0220 What is the client assistance program (CAP)?
   - WAC 388-891A-0225 What is mediation?
   - WAC 388-891A-0250 What is a fair hearing?

See Also:
Appeal Rights

10. Document in a case narrative in STARS the nature of the complaint, whether it was resolved, or the next steps taken to resolve the complaint.

Civil Rights Complaint

If a customer alleges a civil rights complaint (based on race, color, creed, religion, national origin, sexual orientation, age, sex, presence of any sensory, mental or physical disability, or use of a trained dog guide or service animal by a person with a disability, disabled veteran status or Vietnam Era veteran status, or other protected veteran status, notify the VR supervisor and immediately send the complaint to the DSHS Human Resources Division Investigations Unit at P.O. Box 45839, Olympia, WA 98504-5839. The phone number for the DSHS Investigations and Reasonable Accommodations Unit is 800-521-8060 or TDD 800-521-8061.
Procedures - State Office

1. The Customer Relations Manager at the DVR State Office (Headquarters) is the central point of contact for all complaints received at the State Office.

2. The Customer Relations Manager or designee:
   - Listens to the individual.
   - Identifies the nature of the complaint and the counselor of record.
   - Identifies what steps have been taken to resolve the complaint.
   - Explains the next steps to resolve the complaint.
   - Directs the individual to the appropriate field staff member to resolve the complaint.
   - Advises the individual of their rights as outlined above.
   - Documents and keeps track of all complaints as required by the DSHS Retention Policy.

3. The Customer Relations Manager:
   - Summarizes the complaint and the steps taken to resolve the complaint, by email, phone call or voice mail, and
   - Refers the matter to the appropriate field staff member(s) for resolution (i.e., Rehabilitation Technician, VR counselor, supervisor or Area Manager or Field Services Administrator).

4. The Customer Relations Manager or designee responds to all Constituent Services Referrals and works with appropriate staff members for intervention and resolution.

Customers May Audio Tape Counseling Sessions or Meetings

(12-9-13)

1. Customers may audio tape record counseling sessions or meetings. It is not necessary for customers to provide justification or proof they require audio taping as a reasonable accommodation. If audio taping is a reasonable accommodation there must not be a delay in arranging or providing an audio tape recorder. Providing a reasonable accommodation without delay is consistent with Article II of the Americans with Disabilities Act (ADA), RCW 49.60, Washington State Law Against Discrimination, and DSHS Administrative Policy 7.02 Equal Access to Services for Individuals with Disabilities. "The department
must provide people with disabilities an equal opportunity to participate in and enjoy the benefits of programs, services and activities.”

2. Ask the customer if he or she has a tape recorder. If the customer does not have a tape recorder check the inventory of equipment to see if a tape recorder is available. If one is not available, DVR can purchase a tape recorder for the customer to use. Digital audio tape recorders are inexpensive and easy to use. Complete and have the customer sign a Loan Agreement for Tools and Equipment, DSHS 19-074.

3. If audio taping counseling sessions or meetings interfere with the relationship between the counselor and the customer, the counselor consults with the VR supervisor or the Area Manager to determine an appropriate course of action.

4. Document in a case narrative in STARS that audio tape recording is being used to record counseling sessions or meetings. Note whether the customer provided their own tape recorder or if it was loaned from the inventory of equipment, or purchased for the customer to use.

See Also:
Access to DVR Programs and Services
DSHS Administrative Policy 14.10 Accessible Meetings

Access to DVR Programs / Services
(New 08/14/06)

DVR policies and procedures on equal access are based on the following DSHS Administrative Policies:

- DSHS Administrative Policy No. 7.02, Equal Access to Services for Individuals with Disabilities
- DSHS Administrative Policy No. 7.20, Communication Access to Services for Persons Who are Deaf, Deaf/Blind and Hard of Hearing
- DSHS Administrative Policy No. 7.21, Access to Services for Clients who are Limited English Proficient (LEP)
- DSHS Administrative Policy No. 14.10, Accessible Meetings

DVR provides equal access to individuals to participate in all aspects of its programs and services.

Providing program access may include:

- The provision of auxiliary aids and services and alternate formats necessary for communication access.
- Making reasonable adjustments to policies, procedures and practices due to limitations that result from an individual’s disability.
- Ensuring facilities where DVR provides services, holds meetings or conducts public events are physically accessible.
- Providing language translation services to individuals who are limited English proficient.
- Ensuring service animals are permitted to enter all DVR offices and service locations to assist clients, applicants, employees and the public. Service animals include guide dogs, signal dogs, or other animals individually trained to provide assistance to an individual with a disability. Companion animals are not considered guide dogs.
- The removal of any barriers that impede communication or physical access.

**Informing the Public/DVR Clients about Access to Programs and Services**

Adequate signs need to be posted inside and outside to direct people to DVR offices, including directions to accessible paths of travel, entrances/exits, rest rooms and meeting rooms.

DVR offices need to post adequate information in the lobby/reception area to instruct individuals how to request auxiliary aids or interpreter services or alternate formats needed to communicate or gain access to services. Procedures need to be in place so that staff can be responsive to individuals who need services or assistance to communicate.

Once an individual applies for services, DVR staff work with the individual to determine the most appropriate method for communicating and providing information throughout the rehabilitation process.

**Auxiliary Aids**

Auxiliary aids and service ([DSHS Administrative Policy No. 7.02, Equal Access to Services for Individuals with Disabilities](#)) means a wide range of services and devices for ensuring effective communication. The type of auxiliary aid or services necessary to ensure effective communication will vary in accordance with the length and complexity of the communication involved. Examples of auxiliary aids and services include but not limited to:

1. For individuals who are **deaf or hard of hearing**, auxiliary aids include qualified interpreters, note takers, computer-aided transcription services, written materials, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, teletypewriter (TTYs), videotext display, and exchange of written notes, etc.;
2. For individuals who are **blind, visually impaired or learning disabled**, auxiliary aids include qualified readers, taped text, audio recordings, Brailled materials, large print materials and assistance in locating items, etc.;
3. For individuals who are **speech impaired**, auxiliary aids include TTYs, computer terminals, speech synthesizers, and communication boards, etc.

DVR will provide auxiliary aids or alternate formats for written communication when requested by an applicant or eligible individual to communicate with a DVR staff member or participate in a public meeting or event sponsored by DVR.

**See Also:**

WAC - Communication Access to VR Services

WAC - Interpreter Services

**WAC 388-891A-0720 What are interpreter services?**

Paying for Interpreter and Translation Services

**Sign Language Interpreters**

Each DVR office must:

- Establish procedures for securing services from qualified sign language interpreters and ensure staff are familiar with the procedures.
- Secure the services of a certified interpreter upon request. If a certified interpreter is not available, DVR may provide a qualified, non-certified interpreter if it is acceptable to the client.
- Whenever possible, DVR schedules contract interpreters identified by the individual as effectively meeting their communication needs.
- If an individual prefers to use their own sign language interpreter, they may do so at their own expense. This does not alter DVR’s responsibility to use a qualified interpreter.
- All sign language interpreters who contract with DSHS are required to follow a Code of Professional Conduct (outlined in DSHS Policy 7.20). Any violations of this code are grounds for termination of an interpreter’s contract and should be reported to the Office of Deaf and Hard of Hearing.
- Provide information in alternate formats, such as in large print, on a computer disk or other formats identified by an individual.

Note: The Office of Deaf and Hard of Hearing Services (ODHH) coordinates interpreter services throughout DSHS to ensure all interpreters are registered and trained on DSHS procedures. ODHH also maintains a list of certified and qualified interpreters.
The DSHS Office of Deaf and Hard of Hearing (ODHH) webpage has information about telecommunication relay services and equipment.

The ODHH website for Sign Language Interpreter Contractors lists Freelance Interpreters and Interpreter Referral Agencies. (There is a link to the contract for each of the Interpreter Referral Agencies).

Link to Interpreter Contract #03514

Link to the Collective Bargaining Agreement for Language Access Providers

Washington Relay Service (ODHH web site)

A free service provided by the Washington State Office of the Deaf and Hard of Hearing (ODHH) ensuring equal access to the telephone service for people who are deaf, hard of hearing, deaf-blind and speech disabled. The service allows hearing callers to communicate with text-telephone (TTY) users and visa versa through specially trained Communication Assistants (CAs). Anyone wishing to use Washington Relay Service simply dials 711 to connect with a CA. The CA will dial the requested number and relay the conversation between the callers. Contact numbers for the Washington Relay Service: 1-800-676-3777 TTY/Voice

See Also:

WAC- Translation Services

WAC 388-891A-0860 What are translation services?

Paying for Interpreter and Translation Services

Sign Language Interpreter Fees for Job Interviews

Translation services

DVR provides language translation services to individuals who do not speak English to access DVR services and/or communicate with DVR staff. Each DVR office shall establish procedures for securing language translation services needed by applicants or eligible individuals to access DVR programs and services and ensure staff are knowledgeable about how to use the procedures.
When an individual receiving DVR services does not speak or read English, DVR is responsible to translate specific documents into the individual’s primary language. DVR staff assist the individual, with the help of a translator if necessary, to complete required forms and documents in English, and then arranges for the documents to be translated. Documents to be translated include:

- Application for VR Services
- Notification of Eligibility or Ineligibility
- Individualized plan for employment
- Notification of case closure
- Notification of annual review, if appropriate
- Any other formal or written notice that requires a signature from the individual to continue receiving services

Other documents or case-related updates can be provided in person by a bilingual employee or contracted interpreter. If the DVR employee and client determine translation of other material is needed or desired, they can request translations.

**Translation Services are Provided under State of Washington General Administration Contract**

Category 1, Translation of Forms, Publications, Brochures and Pamphlets

Category 2, Translation of Letters, Reports, Fill-ins, Informational Materials

[Link to Contract # 04312](#)

**Translation of Forms, Publications, Brochures and Pamphlets**  
(Revised 8/15/2018)

Robyn Hofstad is the DVR contact for translating DSHS forms in other languages. Robyn can be reached at (360) 725-3626, or email: hofstr@dshs.wa.gov

If Robyn is not available and assistance is needed right away, the DSHS contact is Millie Brombacher, DSHS Records Office, Forms and Records Management Services. Millie can be reached at (360) 664-6048, or email: brombma@dshs.wa.gov.

The DSHS Forms and Records Management Services web site: [Link to DSHS Forms and Records Management Services](#)
Translation of Letters, Reports, Fill-ins, Informational Materials

Fax or email the Translation Order Request form (DSHS 17-120), with the document that needs to be translated to one of the contractors listed in the current Translation Services Contract # 06806 (Worldlink Technologies (WLT), CTS Language Link (CTS) or Dynamic Language Center, Ltd. (DLC). Please see links below:

Translation Order Request form (DSHS 17-120)

Policies, Procedures and Practices

DVR will modify policies, procedures and practices if necessary to provide equal access to an individual with a disability. An individual may request such modifications if they experience difficulty accessing VR programs, activities or services. If a DVR employee is aware that an individual is experiencing difficulty, the employee shall inform the individual of the option of requesting an accommodation and assist him or her in completing the request, if necessary. Requests can be verbal or in writing.

Requests are reviewed on a case-by-case basis. The VR counselor and, if necessary, the supervisor will discuss the accommodation request, options available, and decide upon a course of action.

DVR Facilities

The office supervisor or designee is responsible for ensuring DVR facilities are accessible to individuals with disabilities. This applies to all aspects of the facility operation, such as parking, elevators, paths of travel and communication features, such as TTYs and emergency signals and alarms.

Each office supervisor shall ensure that adequate number of staff are trained on how to use a TTY as well as other equipment necessary to provide communication access to individuals with disabilities.

Public Meetings, Hearings and Other DVR-Sponsored Events

DVR will hold public meetings, training, hearings, workshops, job fairs and other events in locations and facilities that meet the requirements of this policy. Whenever possible, events shall be held on or near public transit routes.
Printed notices and announcements for DVR sponsored events should contain information about how to request accommodations at no cost. Following is a sample notice:

Accommodations are available to individuals with disabilities to participate in and access this event. To request an accommodation, please contact (Name, telephone, including TTY) no later than (Date).

Communication access for public meetings shall be provided to meet the needs of individuals requesting such accommodations, and may include:

- Assisted listening systems compatible with hearing aids and cochlear implants;
- Use of microphones by speakers;
- Real-time captioning;
- Sign language interpreters; and/or
- Other methods of communication that are requested and can reasonably be made available.

If an individual requests accommodations within the specified time frame, but the accommodations cannot be scheduled or provided, DVR will postpone the meeting and reschedule at a date and time when appropriate accommodations can be provided.

**Written Material**

Written correspondence with clients or written material shared with clients, such as handbooks, guides, etc., need to be made available in alternate formats. Material must contain a statement with instructions about how to obtain the document in an alternate format. Following is a sample statement:

Upon request, this publication can be furnished in an alternate format for individuals with disabilities by contacting: (contact location, telephone, including TTY). Available formats include large print, Braille, audio tape, or electronic file.

**Screen Magnification**

Some options to consider when an individual requests screen magnification:

- Email forms/documents to the customer’s home/school or work computer where they have magnification software or screen reader software installed;
- Adjust magnification feature that is built into Microsoft Windows XP;
- Utilize CCTV or ZoomText software that are available in several DVR and WorkSource locations;
- Enlarge the document in a copier (that has this capability); and
• Consult with ATAP if you have questions or need technical assistance.

**Requesting Forms/Documents in Large Print**

To request a form/document in large print, copies can be made on regular size paper (requires more pages but is easier to work with and file), or request copies using larger sheets of paper (11 x 17 sheet that prints in 14 pt font), contact Millie Brombacher, DSHS Records Office, Forms and Records Management Services. Millie can be reached at (360) 664-6048, or email: brombma@dshs.wa.gov.

The DSHS Forms and Records Management Services web site: [Link to DSHS Forms and Records Management Services](http://www.dshs.wa.gov/)

**Requesting Forms/Documents in Braille**

Contact the Braille Access Service Center,

Washington School for the Blind

Phone: (360) 696-6321, Ext. 158.

Email address: braille@wssb.wa.gov.

Web site: [www.wssb.wa.gov](http://www.wssb.wa.gov) (select the Braille Access Center).

**Requesting Forms/Documents on Audio Tape (Books on Tape)**

Parminder Tolpa coordinates a Tacoma Community College program at the Washington Corrections Center for Women, WCCW (253) 858-4228. The offenders in the program read books on tape or scan them onto a CD.

Written materials may be sent directly to Parminder Tolpa or Mr. Richardson at Tacoma Community College at WCCW, YOVTP Coordinator 9601 Bujacich Road NW Gig Harbor, WA 98332. Ms Tolpa’s email address: ptolpa@tacomacc.edu.

**DVR Contractors and Providers**

DSHS contractors are required to comply with DSHS Policies related to equal access. When DVR uses contractors to deliver services, they are also responsible to provide equal access to programs and services, including the provision of services in accessible facilities and methods of communication. DVR will inform the contracted provider of the communications methods the individual has identified as being most effective at the time of referral.
Failure to meet these requirements is grounds for contract termination. Field staff can consult with the DVR Contracts Unit if access questions or issues arise regarding DVR contractors or providers.

**Fundamental Alteration/Undue Burden**

If a requested accommodation would require a fundamental alteration of a program, service or activity or would result in an undue financial or administrative burden, an alternate means of providing access will be used, if possible.

If an accommodation would fundamentally alter a service, program or activity or would create an administrative or financial hardship, the supervisor must document the reasons for the determination and submit the request in writing to the DVR Director or designee for final approval or denial.

If a request for accommodation is denied, DVR will offer other alternative methods to provide access, if possible, that would not fundamentally alter services or programs or result in an undue financial or administrative burden.

**Complaints**

Individuals denied access, auxiliary aids or services or who believe they have been discriminated against due to a disability may file a complaint with any or all of the following:

- Human Resources Division Investigations Unit (formerly the Investigations and Reasonable Accommodation Unit (IRAU) and previously DSHS Division of Access and Equal Opportunity)

  1115 S. Washington, OB2 2nd Floor NE Wing
  PO Box 45839
  Olympia, WA 98504-5839
  Toll Free 1-800-521-8060
  (inside Washington) Toll Free TDD 1-800-521-8061
  (inside Washington)

- Washington State Human Rights Commission

  1-800-233-3247
  1-800-300-7525
  [www.hum.wa.gov/](http://www.hum.wa.gov/)
• The U.S. Department of Justice

Civil Rights & Civil Liberties Complaints
Office of the Inspector General
U.S. Department of Justice
950 Pennsylvania Avenue, NW
Room 4706
Washington, D.C. 20530
Email: inspector.general@usdoj.gov
Hotline: (contact information in English and Spanish): (800) 869-4499, or Hotline fax: (202) 616-9898.

• The U.S. Health and Human Services Office for Civil Rights


Office for Civil Rights
U.S. Department of Health & Human Services
2201 Sixth Avenue - Mail Stop RX-11
Seattle, WA 98121
(206) 615-2290; (206) 615-2296 (TDD)
(206) 615-2297 FAX

Individuals who are deaf, deaf-blind or hard of hearing may file a complaint related to an interpreter by contacting:

• The Office of Deaf and Hard of Hearing (ODHH)

(360) 902-8000 Voice/TTY
(800) 422-7930 Voice/TTY
(360) 902-0855 Fax
Email Address: odhh@dshs.wa.gov

Contact ODHH by Video at:
D-Link Video IP Address: 209.181.93.249
D-Link Video Phone Number: 360-902-8000

Sorenson Video IP Address: 209.181.93.251
Sorenson Video Phone Number: 360-902-8000

Contact DSHS Headquarters at:
(360) 586-0609 Voice/TTY
WAC - Customer Rights

WAC 388-891A-0200 May a guardian or another representative request an exception to a rule, mediation, or fair hearing on my behalf with DVR?

WAC 388-891A-0205 How do I ask for an exception to a rule in this chapter?

WAC 388-891A-0206 Are there exceptions to rules in this chapter that DVR will not grant?

WAC 388-891A-0210 What happens after I submit a request for an exception to a rule?

WAC 388-891A-0211 What does a DVR counselor do when they make a decision to deny my request for VR services, reasonable accommodation, or any other request that affects my participation in VR program services?

WAC 388-891A-0215 What may I do if a DVR counselor makes a decision about my VR services that I do not agree with?

WAC 388-891A-0220 What is the client assistance program (CAP)?

WAC 388-891A-0225 What is mediation?

WAC 388-891A-0230 When may I ask for mediation?

WAC 388-891A-0235 Who arranges and pays for mediation?

WAC 388-891A-0240 Is information discussed during mediation confidential?

WAC 388-891A-0245 If the mediation session results in an agreement, do I receive a written statement of the results?

WAC 388-891A-0250 What is a fair hearing?

WAC 388-891A-0255 How do I request a fair hearing?

WAC 388-891A-0260 After I submit a request for a fair hearing, when is it held?

WAC 388-891A-0265 What is a prehearing meeting?

WAC 388-891A-0270 Do I receive a written fair hearing decision?

WAC 388-891A-0275 Is the fair hearing decision final?

WAC 388-891A-0295 May DVR suspend, reduce, or terminate my services if I request a fair hearing?
WAC - Communication Access to VR Services

WAC 388-891A-0420 If I do not speak English, how do I communicate with DVR throughout the VR process, beginning at application?

WAC 388-891A-0421 What accommodations are available to help me communicate with DVR throughout the VR process, beginning at application?

WAC 388-891A-0425 Does DVR translate written communication for me if I do not speak English?
Eligibility

Eligibility Index Page

In this section of the manual:

Assessment to Determine Eligibility

Eligibility Determination

Timeline for Eligibility Determination

Advance in Employment

Review and Assessment of Existing Records to Determine Eligibility

Conditions under Which a Community Based Assessment Can Be Used Prior to the Determination of Eligibility

Ineligibility May Be Determined at Any Point in the VR Process

Significance of Disability Determination

Assessment of Functional Losses

Functional Loss Definitions

Trial Work

Trial Work Experience (TWE)

Ineligibility Determination

Before Closing a Case Because an Individual is not Eligible or No Longer Eligible

WAC - Eligibility

See also:

CRP - Trial Work Experience
Assessment to Determine Eligibility

(Revised Section 6-30-12)

Eligibility Determination

Eligibility Requirements

The VR Counselor collects sufficient documentation to determine that an applicant:

1. Has a physical, sensory or mental impairment that results in a substantial impediment to employment;
2. Requires VR services to achieve employment; and
3. Can benefit from VR services by achieving an employment outcome consistent with his or her unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

Presumption of benefit: The VR Counselor presumes that an applicant who meets the eligibility requirements in (1) and (2) above can benefit from VR services, unless there is clear and convincing evidence that the provision of VR services will not result in employment due to the significance of the individual’s disability.

Presumption of eligibility for Social Security Recipients

An applicant who has been determined eligible for SSI/SSDI has demonstrated that he or she has a significant disability that results in a substantial impediment to employment. Therefore, the VR Counselor presumes an applicant who is a recipient of SSI/SSDI:

1. Has a physical, mental or sensory impairment that results in a substantial impediment to employment;
2. Requires VR services to achieve employment; and
3. Can benefit from VR services in terms of an employment outcome, unless there is clear and convincing evidence VR services will not result in an employment outcome due to the significance of the individual’s impairment.

Applicants with verified receipt of SSI/SSDI will appear in STARS in application status with a designation of “PE” (presumed eligible). Cases with this designation remain in application status until the eligibility screens are completed in STARS.
In many instances, the VR counselor will have sufficient existing information to complete the eligibility determination. If so, the counselor completes the eligibility screens in STARS, which changes the individual’s status to "eligible."

If a counselor is uncertain whether an individual can benefit from VR services due to the significance of the disability, the VR Counselor obtains additional information sufficient to make the determination before completing the eligibility determination.

**Ability to Benefit from VR services - Clear and Convincing Evidence**

If the VR counselor is uncertain that VR services will assist an applicant (whether receiving SSI/SSDI or not) achieve employment due to the significance of the disability, the VR Counselor obtains sufficient information to make the determination prior to completing eligibility. The VR Counselor conducts a trial work experience to explore the individual's abilities, capabilities, and capacity to perform in realistic work situations.

The results of the trial work assessment are used to determine:

1. That the individual can achieve employment through the provision of VR services and is eligible for VR services; or
2. There is clear and convincing evidence that the individual cannot benefit from VR services due to the significance of disability, and is ineligible for DVR services

**See Also:**

*Use of Existing Case Service Records in Lieu of a Trial Work Experience*

**Timeline for Eligibility Determination**

**Eligibility Over 60 Days**

*(Revised: 3/11/2019)*

The 60-day period within which a VR Counselor must determine if an applicant is eligible begins on the date the individual signs the Application for VR Services form.

If it will take longer than 60 days to determine eligibility, DVR staff may negotiate and agree to an extension of the eligibility determination period only when:

- there have been *exceptional and unforeseen circumstances* related to gathering the information needed to determine eligibility, or
- the counselor and applicant have agreed to a Trial Work plan that requires DVR to gather more information about the applicant’s ability to work, such as through the completion of a Trial Work Experience
The phrase “exceptional and unforeseen circumstances” describes circumstances outside of the control of DVR that make it impossible to collect adequate information to determine eligibility.

Examples of these situations include, but are not limited to:

- illness on the part of the applicant that prevents their attendance in meetings with the counselor,
- DVR staff received incorrect information from an applicant or provider and acted on that information in good faith, causing a delay in requests necessary to obtain information for determining eligibility,
- lapses in communication with medical providers (even after good faith efforts to prompt and promote a response from the provider) to acquire necessary medical records, or
- situations in which assessment is necessary prior to the determination of eligibility, but in which provider availability (even after good faith efforts to find an available provider) prevents an assessment from being conducted and a report being received within the eligibility determination period.

If the individual agrees to extend the eligibility period, the VR counselor and applicant complete the extension documentation and the VR counselor files a copy of the signed extension agreement in the case service record. This agreement is not valid until signed by the applicant.

DVR staff should allow reasonable time for mail delivery to and from the applicant if the extension agreement cannot be signed in person during an appointment. If the applicant does not return the signed extension agreement the VR counselor must follow up to obtain the signed agreement. The VRC will attempt to contact the customer via phone, email, mail, and by any other contact persons listed in STARS or on the VI form. Attempts to contact the customer must be documented as case notes in STARS. If contact is still not made, the VRC will send the customer a pre-closure notification.

Counselors must specify the date to which the applicant agrees to extend the eligibility period in the extension agreement; if the VR counselor has not been able to discuss the eligibility extension with the applicant beforehand, the counselor should propose a date by which they expect to make an eligibility determination in the extension agreement. The proposed extension of the eligibility determination period must be reasonable and allow enough time to gather and exchange information to complete the assessment for eligibility and severity of disability.

If the applicant does not return the signed extension agreement, the VR counselor must follow-up to obtain a signed agreement. If the VR counselor needs to gather or exchange information with other parties to complete the assessment for eligibility and severity of disability, the VRC must obtain signed consent forms from the applicant.
**Documenting an Extension to Eligibility**

(Revised 5/25/17)
VR Counselor prints the Eligibility Extension Letter in STARS. This letter along with any other supporting information must be documented in the case service record. The Eligibility Extension letter is under "Reports," and then "Letters," on the tool bar in STARS. The letter is called “Extend Eligibility” in the list of available letters.

When an Eligibility Extension letter is printed for signature, be sure to print two copies; one for the tan, Correspondence Jacket and one to be sent to the customer. To remain consistent with the placement of extension letters, the signed Eligibility Extension letter should be stapled to the inside left cover of the yellow Medical Jacket, DSHS 13-165.

To extend eligibility determination beyond 60 days for the purpose of determining legal work status, see: Identity and Citizenship.

**Advance in Employment**

An individual who is currently employed in a job that is not consistent with his or her abilities or capabilities, whose disability hinders his or her ability to secure such a job, and who needs VR services to obtain employment for which he or she is both capable and interested, is likely to be eligible for DVR services. In this case, DVR should assist the individual to advance into employment that is consistent with his or her abilities, provided the individual meets the eligibility criteria and is capable of performing more advanced work. The extent to which DVR should assist eligible individuals advance in employment depends on whether the individual has achieved employment consistent with this standard.

This does not mean that individuals with disabilities who are employed are automatically eligible to receive DVR services. Rather it is intended to recognize that "under-employed" individuals are eligible for DVR services provided they meet the eligibility criteria including the requirement that the individual’s disability constitutes a substantial impediment to employment and the individual requires VR services. This also does not mean entry-level employment is not permissible. An entry-level position is an entirely appropriate goal if it reflects the type of work that the individual is capable of performing or chooses to perform.

Current employment is neither a basis for automatically determining an applicant eligible for DVR services, nor a reason to find an individual ineligible. The eligibility criteria must be applied consistent with the requirement to assist individuals achieve employment that is consistent with their strengths, resources, priorities, concerns, abilities, capabilities and informed choice. In some instances, an individual with a disability who is already employed may not need financial assistance to achieve a more appropriate employment outcome, but needs a VR counselor’s expertise in addressing obstacles the individual faces in moving into a new and more challenging job.
Post-employment services (PES) are also available to assist eligible individuals who have already become employed to advance in employment. PES is appropriate when the individual still meets eligibility requirements and the VR counselor determines that short-term intervention will enable the individual to achieve his or her goal to advance in employment in the same or a closely related occupation.

**Review and Assessment of Existing Records to Determine Eligibility**

(Revised 12-9-13)

*The Eligibility Decision Involves More than Collecting Documents*

The eligibility decision is more than collecting documents. The VR counselor reviews and assesses information and uses his or her professional judgment about whether the individual has a physical, mental or sensory impairment that results in a substantial barrier to employment; that the individual requires VR services to prepare for, get or keep a job; and the individual is capable of working as a result of receiving VR services.

To make an eligibility determination, DVR must review and assess information about the individual’s disability. By law, only a VR Counselor is qualified to make an eligibility determination.

1. **Existing Records**

   A VR Counselor bases the determination of eligibility on a review and assessment of existing records including, but not limited to records provided by:

   - The individual or the individual’s family and others who know the individual well
   - Existing medical records
   - Education records
   - Determinations made by other state or federal agencies such as Social Security, the Developmental Disabilities Administration, Mental Health Agencies
   - Information provided by other outside professionals who serve the customer
   - A previous case service record (if the individual has received services from DVR before)

2. **Records obtained by purchasing VR Services**

   The VR counselor determines whether the existing records are adequate to make an eligibility decision. If the VR counselor determines that a new evaluation is necessary, an evaluation may be purchased from a qualified licensed...
professional. Before purchasing an evaluation the VR counselor is responsible to check the Department of Health website to make sure a health care provider has a current license:

Health Professions Quality Assurance (Washington Department of Health)

See Also:

Psychotherapy under Medical / Dental and Health Care Professionals

Disability Categories

Timely Development of IPE

Voter Registration

Conditions under which a Community Based Assessment Can Be Used Prior to the Determination of Eligibility

(New 6-30-12)

Generally a CBA is conducted after the individual is determined eligible for services.

A CBA may be conducted before eligibility is determined only under the following circumstances when information is needed to determine if an applicant requires vocational rehabilitation services:

- The individual is employed and seeking services to advance in employment; or
- The individual is seeking services to maintain employment.

Individuals receiving Supplemental Security Income or Social Security Disability Insurance are presumed to require VR services and shall not participate in a CBA before their eligibility is determined. However, if the individual cannot be presumed to benefit from services due to the significance of their disability, a TWE shall be conducted.

A trial work experience is done prior to the determination of eligibility or at any later point in the VR process before determining that the individual is not eligible or no longer eligible for VR services due to the significance of the individual’s disabilities.

Ineligibility May be Determined at Any Point in VR Process

(New 6-30-12)
After an individual submits an application and has been determined eligible for VR services, the individual can be determined ineligible at any point in the VR process when they no longer meet eligibility criteria.

See Also:

**WAC 388-891A-0545 What happens if DVR determines that I am not eligible or no longer eligible for VR services?**

**WAC 388-891A-0550 If I am not eligible or no longer eligible for VR services, does DVR help me find other programs and service providers to meet my needs?**
Significance of Disability Determination

A VR counselor determines the level of significance of an individual’s disability based on:

- A review of the information gathered to determine eligibility, and
- An assessment of the individual’s functional losses

Review of Information

A VR counselor determines the level of severity of an individual’s disability based on a review of the information gathered to determine eligibility. If additional information is necessary to make the determination, a VR counselor may:

- Obtain information from the individual, the individual’s family, an outside professional and/or another public agency; or (if necessary)
- Purchase diagnostics from a qualified service provider

A VR counselor reviews the data to determine:

1. The number of serious functional losses present as a result of a disability;
2. Whether an individual may need multiple VR services to achieve an employment outcome in supported employment or other integrated employment; and
3. Whether services are needed for an extended period of time. **NOTE:** No specific time frame is defined in statute or regulation for "an extended period of time." The VR counselor must consider each individual’s unique circumstances to determine whether services are needed over an extended period of time. For this purpose, 12 months may be used as a general guideline, but not applied as an absolute limit.

**Significance of Disability Matrix**

(Revised 8/15/2018)
<table>
<thead>
<tr>
<th>Level 1: Individual with a Most Significant Disability</th>
<th>Disabled</th>
<th>Loss</th>
<th>Requires VR services over an extended period of time**</th>
<th>Requires multiple services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>4 or more</td>
<td>Requires VR services over an extended period of time**</td>
<td>Requires multiple services</td>
<td></td>
</tr>
<tr>
<td>Level 2: Individual with a Significant Disability</td>
<td>Yes</td>
<td>3</td>
<td>Requires VR services over an extended period of time**</td>
<td>Requires multiple services</td>
</tr>
<tr>
<td>Level 3: Individual with a Significant Disability</td>
<td>Yes</td>
<td>2</td>
<td>Requires VR services over an extended period of time**</td>
<td>Requires multiple services</td>
</tr>
<tr>
<td>Level 4: Individual with a Significant Disability</td>
<td>Yes</td>
<td>1</td>
<td>Requires VR services over an extended period of time**</td>
<td>Requires multiple services</td>
</tr>
<tr>
<td>Level 5: Disabled</td>
<td>No</td>
<td>1 or More</td>
<td>No extended duration of VR services</td>
<td>Multiple services NOT required</td>
</tr>
</tbody>
</table>

**Assessment of Functional Losses**

To assure a complete and comprehensive assessment, the VR counselor considers the data and information about an individual’s disability as it applies to each of the seven areas of functional loss for each individual.

When considering each area of functional loss, the VR counselor determines whether:

1. A functional loss that results from a disability is present.
2. The functional loss presents a barrier to employment, and
3. The functional loss meets the definition of a serious limitation (see definition in Serious Limitation below) and the individual requires substantial VR services or intervention in the individualized plan for employment to address the limitation and achieve employment.
Only one "serious limitation" within a functional loss category (mobility, work tolerance, communication, self-care, interpersonal, cognition and learning (self-direction), and work skills) is needed to determine a serious functional loss is present in that category.

The VR counselor completes the Significance of disability form in STARS.

**Functional Loss Categories**

Areas of functional loss include the following:

- **Mobility**: Mobility is the ability to move about from place to place inside and outside the home compared to people who don’t have mobility limitations. Mobility limitations impact an individual’s ability to travel between work and home (using either private or public transportation), to get around within the work environment and/or to travel to meetings, training, or other job requirements. Mobility limitations may result in the need for a personal assistant, assistive technology or other specialized transportation services or may limit the range of an individual’s travel.

- **Work tolerance**: Work tolerance is the ability to meet the typical demands and working conditions of a job. Work tolerance relates primarily to an individual’s ability to tolerate conditions routinely expected in an employment setting, such as following an established work schedule, working continuously for a number of hours, the number and interval of breaks, the work setting and a typical amount of sitting, standing, lifting, etc. Work tolerance can also involve an individual’s ability to work under typical environmental conditions such as noise, heat, cold or the presence of everyday chemicals, dust or other substances. Work tolerance can impact how long or how fast an individual can work due to stamina and endurance. Work tolerance limitations result from disability-related fatigue, not from cognitive limitations (see cognition and learning).

- **Communication**: Communication is the ability to effectively exchange information through expressive or receptive methods, spoken words or concepts (writing, speaking, listening, sign language, adaptive methods). A functional loss in communications can impact an individual’s ability to get information and instructions from a supervisor or co-worker, to follow new directions or procedures, to ask questions and get clarification on assignments, to give information verbally, to answer a telephone, use email or use other typical modes of communication. Communication limitations often require the use of an interpreter or assistive technology device to facilitate communication.

- **Self-care**: Self-care is the ability to independently perform activities of daily living at a level which allows an individual to participate in work. An individual
experiencing a functional loss in self-care often requires personal assistance from another individual to accomplish routine personal care, such as bathing, using a bathroom, dressing, meals, medications, etc.

- **Interpersonal**: Interpersonal is the ability to establish and maintain personal, family, community and other relationships likely to affect job performance and security. A functional loss in interpersonal is present if an individual exhibits persistent behavior that results in exclusion, discipline, frequent conflict, or other negative consequences or has a persistent pattern of social avoidance, isolation or withdrawal. Individuals are sometimes extremely suspicious and/or have difficulty managing anger or aggressive behavior.

- **Cognition and learning** (self-direction): Cognition and learning is the ability to independently plan, initiate, learn, problem solve, and organize activities related to self, health, safety, socialization, recreation and work. A functional loss in cognition and learning is present if an individual cannot independently plan and organize tasks, remember or follow instructions, analyze and solve relatively simple problems, perform basic skills in reading or math, or judge the quality or accuracy of work they have completed. Individuals with cognition and learning impairments often require constant or nearly constant supervision to manage and organize tasks and/or intensive or specialized training to learn tasks.

- **Work skills**: Work skills is an individual's ability to perform tasks required to carry out job functions. Work skills related to this functional area are those routinely involved in typical work settings, such as the ability to keyboard, operate machinery or electronic equipment, such as a cash register, copy machine, telephone; write with pencil or pen; open doors, drawers or file cabinets; manipulate papers, folders, and files; pick things up, carry them or move them from place to place. Work skills limitations relate to an individual's capability to perform tasks and not from the individual's ability to learn or remember (see cognition and learning).

**Self-Reported or Observed Functional Loss**

A VR counselor may identify a functional loss based on an individual's self-report, information provided by family members, school representatives or others, or based on observations made by the counselor during interviews with the individual.

If a counselor identifies a functional loss that is not consistent with or not supported by disability-related documentation and determines additional information is necessary to understand and address the functional loss, the counselor and individual discuss and reach agreement on how to get the information.
**Documenting a Self-Reported or Observed Functional Loss**

To ensure the case service record explains and supports a self-reported or observed functional loss, the VR counselor documents that a loss was observed, a summary of the observations, and how the functional loss affects the applicant. The basis and rationale for any functional loss that is not clearly supported by medical documentation in the case service record needs to be documented by the VR counselor.

**EXAMPLE:** While interviewing an applicant who is hard of hearing, a VR counselor observes that the individual is not able to effectively communicate verbally. Medical records clearly establish a hearing impairment, but do not address verbal limitations. Because a functional loss in verbal communication is consistent with and commonly associated with a hearing loss, the VR counselor may determine, based on his or her observations, that a serious functional loss is present.

During this interview, the counselor also observed that the applicant would not make eye contact, did not engage with the counselor and was unusually withdrawn. After the interview and with the consent of the individual, the counselor followed up with family members and referral sources. The VR counselor learned that this is typical behavior and that this individual does not interact with others and tends to remain isolated and withdrawn. Family members confirmed that the behavior started when the hearing impairment was discovered and occurred with anyone outside the immediate family.

The VR counselor determined that the individual experienced serious functional losses in communications and interpersonal because employment success was not likely without substantial VR services (i.e., assistive technology, substantial counseling and guidance) to address the losses in both areas. The VR counselor documented that these two serious functional losses were observed and confirmed by family members and others, provided a summary of the observations, and described how the functional loss affects the applicant.

**Functional Loss Not Described in the Significance of Disability Form**

If the individual experiences a functional loss that is not described on the Prioritization for Services form, the VR counselor documents the functional loss by entering a description in the space provided under "other."

**Serious Limitation**

A serious limitation means an individual’s capacity is affected to the degree that successful employment is not likely to occur unless substantial VR service(s) to address the limitation are provided under an IPE.

Once the VR counselor determines a disability-related functional loss is present, he or she considers whether the functional loss meets the definition of a "serious limitation"
contained in the Functional Loss Definitions. If the functional loss meets the definition of a "serious limitation," the counselor checks the appropriate indicator on the Significance of Disability form.

**Factors Not Related To Disability**

Work-related limitations may result from or be compounded by external factors such as geographic location, poor public transportation, language, culture or lack of training. These factors do not relate to a disability and are not factors in determining a serious functional loss.

**Change in Significance Level**

After a level is established, it is not changed unless information supporting the change provides evidence that the determination was in error or the disability status of the individual has changed. The rationale for changing the level is documented in STARS case narrative.

**Information and Referral**

Individuals are offered information and referral about other programs and services that may meet their needs.

**Certification of Significance of Disability**

The VR counselor completes and signs a Certification of Significance of Disability for each individual as soon as sufficient information is available, but no later than 60 days from the date of application (unless an extension has been agreed upon).

**Functional Loss Definitions**

A **serious limitation** in a major functional area means a reduction in capacity of the individual to the degree that the person requires **substantial** services or accommodations not typically made for other individuals in order to prepare for, get, or keep a job.

While limitations may result from or be compounded by external factors, such as geographic location, poor public transportation, language, culture or lack of training, these factors should not be the basis of the limitation for the purpose of defining serious limitation. Defining limitations in these functional areas relies on the professional rehabilitation counselor's interpretation of the effect of the disability on the individual, as well as on medical or diagnostic evaluative data.
<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Overall Definition</th>
<th>Definition of Serious Limitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobility</td>
<td><strong>Mobility</strong> means the physical, cognitive, sensory and psychological ability to move about from place to place inside and outside the home compared to people who don’t have mobility-related limitations.</td>
<td><strong>A serious functional limitation</strong> exists when the individual has disability-related mobility limitations to the extent that <strong>substantial</strong> services or accommodations are needed to prepare for, find, keep, or advance in employment.</td>
</tr>
<tr>
<td>Work Tolerance</td>
<td><strong>Work Tolerance</strong> means the physical, cognitive, sensory and psychological ability to meet the demands of participating in work-related activities. (For example, how long and under what conditions the individual can work.)</td>
<td><strong>A serious functional limitation</strong> exists when the individual has disability-related work tolerance limitations (<strong>performance and endurance</strong>) to the extent that <strong>substantial</strong> services or accommodations are needed to prepare for, find, keep, or advance in employment.</td>
</tr>
<tr>
<td>Communication</td>
<td><strong>Communication</strong> means the physical, cognitive, sensory and psychological ability to effectively exchange information through <strong>expressive or receptive</strong> methods, spoken words or concepts (writing, speaking, listening, sign language, adaptive methods).</td>
<td><strong>A serious functional limitation</strong> exists when an individual has disability-related communication limitations to the extent that <strong>substantial</strong> services or accommodations are needed to prepare for, find, keep, or advance in employment.</td>
</tr>
<tr>
<td>Self-care</td>
<td><strong>Self-care</strong> means the</td>
<td><strong>A serious limitation</strong> is</td>
</tr>
<tr>
<td><strong>Self-Care</strong></td>
<td>physical, cognitive, sensory, or psychological ability to independently perform activities of daily living at a level which allows the individual to participate in work-related activities.</td>
<td>present if an individual is physically dependant upon other individuals, services or devices to complete activities of daily living.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Interpersonal</strong></td>
<td><strong>Interpersonal</strong> means the physical, cognitive, sensory, or psychological ability to establish and maintain personal, family and community relationships as it affects, or is likely to affect, job performance and security.</td>
<td><strong>A serious functional limitation</strong> exists when the individual has disability-related interpersonal limitations to the extent that <strong>substantial</strong> services or accommodations are needed to prepare for, find, keep, or advance in employment.</td>
</tr>
<tr>
<td><strong>Cognition and Learning (Self-Direction)</strong></td>
<td><strong>Cognition and learning (self direction)</strong> means the physical, cognitive, sensory or psychological ability to independently plan, initiate, learn, problem solve, and organize activities related to self, health, safety, socialization, recreation and work.</td>
<td><strong>A serious functional limitation</strong> exists when the individual has disability-related self-direction limitations to the extent that <strong>substantial</strong> services or accommodations are needed to prepare for, find, keep, or advance in employment.</td>
</tr>
<tr>
<td><strong>Work Skills</strong></td>
<td><strong>Work skills</strong> means the physical, cognitive, sensory, or psychological ability to perform tasks required to carry out job functions.</td>
<td><strong>A serious functional limitation</strong> exists when the individual has disability-related work skills limitations to the extent that <strong>substantial</strong> services or accommodations</td>
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</table>
Trial Work
(Revised Section 6-30-12)

Trial Work Experience (TWE)

A trial work experience(s) is an assessment in which the DVR customer performs work in an actual paid employment setting(s), or other realistic work setting(s), with the direct provision of appropriate supports and training.

The VR counselor conducts a trial work experience if the counselor cannot presume that the individual is capable of working as a result of receiving VR services because of the significance of the individual’s disabilities.

A trial work experience is conducted to determine:

- If the individual is capable of working as a result of receiving VR services and is eligible for VR services; or
- There is clear and convincing evidence that the individual cannot benefit from VR services due to the significance of the individual’s disabilities and is not eligible or no longer eligible for VR services.

Before determining that an individual is ineligible or no longer eligible the VR counselor follows the steps described in WAC 388-891A-0545 What happens if DVR determines that I am not eligible or no longer eligible for VR services? and WAC 388-891A-0550 If I am not eligible or no longer eligible for VR services, does DVR help me find other programs and service providers to meet my needs? .

Before a VR counselor makes a determination that an individual with a disability is incapable of benefiting from VR services, the VR counselor must conduct a trial work experience to obtain clear and convincing evidence to support the determination.

The VR counselor explains to the customer why a TWE is being done, what questions will be addressed, and informs the customer if there is clear and convincing evidence
that the individual cannot benefit from VR services because of the significance of the individual’s disabilities, the individual will be determined ineligible for services and the case will be closed.

A trial work experience may be arranged and conducted by DVR staff or purchased as a service from a Community Rehabilitation Program (CRP). If the TWE pays wages to the customer, benefit planning is recommended as the earned income could impact the individual’s benefits.

See Also:

Eligibility Determination

Clear and Convincing Evidence

(Federal Language)

Clear and convincing evidence means that the Division of Vocational Rehabilitation shall have a high degree of certainty before it can conclude that an individual is incapable of benefiting from services in terms of an employment outcome......The term clear means unequivocal. For example, the use of an intelligence test result alone would not constitute clear and convincing evidence. Clear and convincing evidence might include a description of assessments, including situational assessments and supported employment assessments, from service providers who have concluded that they would be unable to meet the individual’s needs due to the severity of the individual’s disability. The demonstration of "clear and convincing evidence" must include, if appropriate, a functional assessment of skill development activities, with any necessary supports (including assistive technology) in real life settings. (S.Rep.No.357, 102dCong., 2d.Sess. 37-38 [1992]) CFR 361.42

Use of Existing Case Service Records in Lieu of a Trial Work Experience

If an applicant has previously had an open DVR case that included a trial work experience in the past 12 months the VR counselor may use information from the previous case service record in lieu of a trial work experience if:

1. Sufficient services were provided in the previous case to assess the individual’s ability to benefit from services;
2. The case service record contains documentation that establishes clear and convincing evidence regarding the individual’s ability to benefit from VR services;
3. You have explored whether circumstances have changed that would increase the individual’s ability to benefit from DVR services at this time. For example, in the previous TWE if the customer refused to follow through with the treatment
recommendations such as taking medications, or participating in psychotherapy or other type of treatment and is willing to do so now, a new TWE must be conducted to assess if these supports will allow the customer to be successful.

If existing records are used in lieu of a trial work experience, the VR Counselor documents in case narrative the rationale for the decision and what information was used. If existing records do not establish clear and convincing evidence of an individual’s ability to benefit from VR services, a new trial work experience is used to obtain updated information. Consultation with the VR supervisor is recommended if the VR counselor has questions about whether the previous case record provides clear and convincing evidence or if a new trial work experience is necessary.

If there is a need to gather or exchange information with other parties to complete the assessment for determining eligibility and significance of disability, a VR Counselor must obtain signed consent and/or release forms from the applicant.

**Scope of Trial Work Experience**

A trial work experience provides an opportunity for an individual to perform in one or more realistic work settings while receiving appropriate support services. Possible areas of evaluation during a trial work experience include:

- Mobility to and from work or within a work setting;
- Ability to tolerate the typical demands of a regular work schedule or work environment;
- Ability to demonstrate the manual skills and dexterity to perform typical work tasks;
- Ability to manage self-care needs in a work environment;
- Ability to learn work tasks and identify what type and level of supports are needed to perform tasks;
- Ability to understand others and communicate effectively;
- Interpersonal skills and ability to respect typical social and personal boundaries.

**Trial Work Experience Requirements**

1. **Setting**

   Trial work experiences are conducted in the most integrated setting possible based on the individual's needs and informed choice. The trial work experience includes the number and variety of settings necessary to obtain sufficient information for the counselor and customer to make sound decisions. The ideal trial work experience is conducted in a real work setting, such as for-profit
businesses, non-profit organizations, government agencies, or home-based employment.

2. **Duration**

The duration of a trial work experience is determined based on an individual’s needs as determined by the nature and extent of the areas being explored and the estimated time needed to sufficiently assess the individual’s abilities, capabilities and capacity to perform in the trial work setting. The trial work experience is scheduled for the shortest time necessary to answer all of the questions about the customer’s work performance. In some instances, the questions that prompted the trial work experience will be answered right away. In other instances, additional time will be necessary.

3. **Supports and VR services during trial work experience**

Appropriate support must be provided during the trial work experience, including rehabilitation technology services and personal assistance services, to accommodate the rehabilitation needs of the individual. Any other VR service may also be provided to meet the individual’s rehabilitation needs during the trial work experience.

4. **Written Agreement**

Once a trial work site is identified, the VR counselor develops a written agreement to document the work site, timelines, VR counselor, customer and host/employer responsibilities and VR services to be provided to assess the individual’s abilities, capabilities and capacity to perform in the work setting. The written agreement is completed in STARS. This form is also available on the Intranet: [DSHS 11-058 Trial Work Experience Agreement](#)

The purpose of the TWE Agreement is to:

- Document the VR counselor, customer and host/employer understanding of each party’s role and responsibilities; and.
- Provide written documentation in the event of a misunderstanding or dispute about the TWE.

5. **Documenting Progress and Results**

The VR Counselor reviews the results of the trial work experience with the individual and others involved. The VR Counselor reviews the information learned about the individual’s abilities, capabilities and capacity to perform in the work setting, and discusses next steps in the rehabilitation process. The VR
Counselor summarizes in STARS case narrative the results of the trial work experience and the agreed upon next steps.

Unpaid Trial Work Experiences

An individual may participate in a Trial Work Experience as an unpaid volunteer at a for-profit business, non-profit organization, or government agency. If a for-profit business is used as a trial work site, United States Department of Labor (DOL) guidelines must be followed. The following conditions apply to an unpaid Trial Work Experience at a for-profit business:

- Monitoring and support of the individual is arranged through a CRP or provided by DVR staff. The business providing the site for the trial work experience is not required to pay wages or workers' compensation.
- The business is not obligated to offer the individual employment following the trial work experience.
- The business does not benefit from the activity. No workers are displaced and the customer's activities do not immediately benefit the business. The customer could perform work similar to other employees if other employees normally responsible for those duties are still performing the usual tasks for the same number of hours per week at the same pay. There are no vacant positions that are not being filled as a result of the customer's volunteer work.
- Placement at the work site is for assessment only.
- The customer agrees with and understands that participation is voluntary and that the business is not required to compensate him or her or make an offer of employment at the conclusion of the trial work experience.
- If a legal guardian is appointed, the guardian must agree to the terms of the trial work experience.

Paid Trial Work Experience

If the TWE pays wages to the customer, benefit planning is recommended as the earned income could impact the individual's Social Security benefits.

When a customer is paid by the employer for work performed during a trial work experience, an employer-employee relationship exists. The customer must be compensated in accordance with the U.S. Department of Labor, Fair Labor Standards Act. The following conditions apply to a paid trial work experience:

- Monitoring and support of the individual is arranged through a CRP or provided by DVR staff.
• The customer is hired as a regular employee with the same rights and privileges as other entry-level employees for the period of time jointly agreed upon by the customer, counselor and employer.
• The customer is paid an hourly rate of at least the minimum wage for the job being performed.
• The customer is covered by the employer’s workers’ compensation insurance if an injury occurs at the work site during the trial work experience. If the employer is not insured (businesses with less than 5 workers are not required to carry workers’ compensation insurance), the community rehabilitation program covers the individual during the trial work experience.
• If the employer agrees to provide supervision and/or training to the customer during the trial work experience, DVR may reimburse the employer for the cost of the supervision/training.
Ineligibility Determination

The VR counselor conducts a trial work experience if the counselor cannot presume that the individual is capable of working as a result of receiving VR services because of the significance of the individual’s disabilities.

A trial work experience is conducted to determine:

- If the individual is capable of working as a result of receiving VR services and is eligible for VR services; or
- There is clear and convincing evidence that the individual cannot benefit from VR services due to the significance of the individual’s disabilities and is not eligible or no longer eligible for VR services.

See Also:

CRP Trial Work Experience

Before Closing a Case Because an Individual is not Eligible or No Longer Eligible

Before the VR counselor closes a case because an individual is not eligible or no longer eligible because the results of a trial work experience provide clear and convincing evidence that the individual cannot benefit from VR services because of the significance of their disability, the VR counselor gives the customer an opportunity to discuss the decision, provides written notice with the customer’s appeal rights, explains the services available from the Client Assistance Program, and provides information and referral to other agencies or organizations, as described in WAC 388-891A-0545 What happens if DVR determines that I am not eligible or no longer eligible for VR services? and WAC 388-891A-0550 If I am not eligible or no longer eligible for VR services, does DVR help me find other programs and service providers to meet my needs?.

If a VR counselor determines an individual is not eligible or is no longer eligible for DVR services, the VR counselor must:

1. Prior to making the determination, provide an opportunity for full consultation with the individual to explain the reasons the individual is not eligible and provide an opportunity for the individual to ask questions and provide additional information relevant to the determination.
2. Send a letter informing the individual in writing, and using other methods of communication if necessary, of the ineligibility determination. The letter shall include:
   a. An explanation of the reason(s) for the determination
   b. The individual’s right to appeal the decision and how to request an appeal.
   c. Information explaining the purpose of the Client Assistance Program (CAP) and how to contact CAP for assistance.

3. Explain resources available from other organizations or programs that provide services that may meet the individual’s training or employment-related needs and initiate a referral, upon request, to:
   a. Other programs that are part of the Workforce Development System; or
   b. Local community rehabilitation programs that offer pre-vocational or extended employment work, if the ineligibility determination is based on a finding that the individual is unable to achieve an employment outcome in an integrated setting because of the severity of the disability.

4. Document information and referral provided to customer in a case narrative.

See also:

WAC - Case Closure and Annual Reviews

Case Closure

WAC – Eligibility

WAC 388-891A-0500 Who is eligible to receive VR services?
WAC 388-891A-0505 How does DVR determine if I am eligible?
WAC 388-891A-0506 Am I presumed to be eligible for VR services if I receive Social Security disability benefits?
WAC 388-891A-0507 Am I required to provide proof of my identity and work status?
WAC 388-891A-0510 After DVR receives my signed application, how long does it take to make an eligibility determination?
WAC 388-891A-0515 What if I do not agree to extend the eligibility determination period?
WAC 388-891A-0525 What criteria does DVR not consider in its eligibility determination?
WAC 388-891A-0526 May DVR determine that I am ineligible for VR services without additional assessment of the severity of my disability?
WAC 388-891A-0527 What is a trial work experience?

WAC 388-891A-0530 What is involved in a trial work experience?

WAC 388-891A-0535 What if I cannot participate in or decline to participate in a trial work experience?

WAC 388-891A-0540 When may DVR determine that I am not eligible or no longer eligible for DVR services?

WAC 388-891A-0545 What happens if DVR determines that I am not eligible or no longer eligible for VR services?

WAC 388-891A-0550 If I am not eligible or no longer eligible for VR services, does DVR help me find other programs and service providers to meet my needs?

WAC 388-891A-0555 Does a determination that I am eligible for VR services mean that I am entitled to any service?
Employment

Employment Index Page

In this section of the manual:

Employment Definitions: Competitive Employment, Employment Outcome, Extended Employment

Certification of Disability for Federal Employment

Work Opportunity Tax Credit, WOTC

Plan Employed

Customer Accepts Different Employment

Employment Searches

See Also:

On-the-Job Training, OJT

Paid On-the-Job Evaluation
Employment Definitions

**Competitive employment**
means:
(1) Part-time or full-time work;
(2) Work that is performed in an integrated setting;
(3) Work for which an individual is paid at or above the minimum wage; and
(4) Work for which an individual earns the same wages and benefits as other employees doing similar work who are not disabled.

**Employment outcome**
means competitive employment, supported employment, self-employment, telecommuting, business ownership, or any other type of employment in an integrated setting that is consistent with an individual's strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice.

**Extended employment**
means work in a non-integrated or sheltered setting for a public or private non-profit agency or organization that provides compensation in accordance with the Fair Labor Standards Act.

**Employment Documentation**

*(Revised: 12/24/2018)*

When entering an employment start date and wage information into STARS, the VR Counselor is responsible for ensuring that the documentation available in the case service record supports the information provided. DVR staff must include this documentation in the customer's employment jacket.

Specifically, the Rehabilitation Services Administration considers the following to be acceptable forms of documentation in support of employment date and wage information:

1. Pay stub identifying the individual’s start date.
2. Information from automated database systems indicating the individual’s start date or wage.
3. Verification received from employer (as appropriate) documenting the employment start date in case service record, including date of verification or copy of email, fax, or letter.
4. In the case of self-employment, self-employment worksheets with date and wage information.

5. Detailed case notes signed by the counselor in the case service record, including the date that employment start date / wage verification was received and justification for individual not providing formal documentation.

Certification of Disability for Federal Employment
(12-9-13)

To remove barriers and increase employment opportunities in federal government jobs, special hiring procedures are available to individuals with “mental retardation, severe physical disabilities, or psychiatric disabilities”. Individuals with these disabilities may apply for federal jobs under a provision called a Schedule A - Excepted Service Appointment of Persons with Disabilities. To use this provision, the individual must provide the hiring federal agency with:

- Certification of Disability (proof the individual has intellectual disabilities, severe physical disabilities, or psychiatric disabilities).
- The VR counselor provides a letter and includes as appropriate documentation (e.g. records, statements or other information) that certifies the applicant for federal employment is an individual with intellectual disabilities (formerly referred to as “mental retardation”), severe physical disabilities or psychiatric disabilities.
- There is a link to: Example - Schedule A Certification Letter.

Previously, an individual with a disability who wished to be appointed under the Schedule A authority was required to not only establish that he or she had a qualifying disability but also to submit “certification of job readiness,” essentially a formal written assessment by a medical professional, vocational rehabilitation specialist, or a disability benefit agency, that the applicant could reasonably be expected to perform in a particular work environment. The certification of job readiness is no longer required.

Under the revised policy (effective March 22, 2013) federal agencies are able to hire after determining that the person “is likely to succeed” in performing the duties of the position, a decision that can be based on any relevant work, educational or other experiences. If the individual is hired in a temporary position the agency may convert the individual, non-competitively, to a permanent position once the agency determines that the individual is able to perform the duties of the position.

Under the federal regulations (5 CFR 213.3102(u)) letters of certification can be provided by a VR counselor of a state vocational rehabilitation agency. Certification letters can also be provided by another state or federal vocational rehabilitation agency, such as the Department of Veteran Affairs, DSB, a tribal VR program, a licensed vocational rehabilitation specialist (i.e., state or private), or a licensed medical professional, such as a physician or other medical professional.

The certification letter is usually given to the individual and the individual submits the letter as part of their application materials. A signed release of information from the individual is not
needed if the letter is given directly to the individual. If DVR needs to collect or share information with others to assist the individual, follow the usual procedures related to obtaining a signed consent.

The VR office should keep a copy of the letter and any other supporting documentation on file in case follow-up is needed.

An individual does not have to be an applicant, or a current or former DVR client to apply using Schedule A or to request a certification of disability from DVR. The intent is to help individuals with disabilities to obtain employment and VR counselors have the expertise to provide these certifications.

NOTE: Individuals should indicate "Schedule A - 5 CFR 213.3102(u)" on their resumes and applications for federal employment.


**For more information:**


**Example - Schedule A Certification Letter**

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**Work Opportunity Tax Credit, WOTC**

(12-9-13)

The Work Opportunity Tax Credit (WOTC) or Welfare to Work (WtW) tax credit provides an incentive for employers to hire individuals from targeted groups that have a particularly high unemployment rate or other special employment needs.

It is expected that the VR counselor will:

1. Explain the availability of these tax credits so the customer can inform potential employers.
2. Assist the customer in completing the job applicant section of the forms.
3. Complete their sections, and give the forms to the customer (to give to the employer) or if appropriate, the forms can be mailed directly to the employer.
4. Explain that the State of Washington requires all WOTC applications to be submitted online through the [online filing system](http://www.wotc.com).
5. Provide information about these tax credits to CRPs involved with job placement.
6. Specify in the SDOP that the CRPs involved in job placement will share information about WOTC (and if appropriate WtW) with potential employers.
General Information and most forms can be found on the State of Washington Employment Security Department- WOTC website: ESD WOTC website

For additional information or specific questions, please call the Employment Security Department- WOTC Unit at 1-800-669-9271.

**Work Opportunity Tax Credit (WOTC) - One Year**

WOTC is a tax credit program which begins with the first day of employment for a qualified new hire who worked for at least 120 hours during the first 12 months of employment. The credit can be as much as 40% of the "qualified first year wages" up to a maximum of $2400.

**Welfare-to-Work (WtW) Tax Credit - Two Years**

WtW tax credit is a tax credit program which begins with the first day of employment for a qualified WtW new hire. Employers can claim 40% of the qualified first year wages for certified employees who worked at least 400 hours and 50% for the qualified second year wages. The maximum credit is $4,000 during the employee's first year of employment and $5,000 during the second year.

**The first year the employer must decide if they want to apply for WOTC or WtW Tax Credit**

If a hired employee is from more than one target group, for example, an individual with disabilities (WOTC), and an individual who has received public assistance for an extended period of time (WtW), the employer must choose which type of tax credit they claim. (The first year, an employer cannot claim both the WOTC and WtW for the same employee hired).

**Target Groups for WOTC / Eligibility Criteria**

A. Qualified recipients of Temporary Assistance to Needy Families (TANF).
B. Qualified veterans.
C. Qualified ex-felons hired no later than one year after conviction or release from prison.
D. High risk youth ages 18 through 24 who reside in a federally designated Empowerment Zone, Enterprise Community, or Renewal Community.
E. A person with a disability who is participating in a vocational rehabilitation program (currently has a plan (IPE) or had a plan within the past two years) through the State Division of Vocational Rehabilitation (DVR), Services for the Blind (DSB) or U.S. Veteran’s Administration. Also Social Security Ticket holders who choose to participate in the Ticket-to-Work program and choose Private Employment Network for services.
F. Qualified summer youth ages 16 through 17 who reside in a federally designated Empowerment Zone, Enterprise Community, or Renewal Community and have not previously worked for the employer seeking this tax credit.

G. Qualified Food Stamp recipients ages 18 through 39.

H. Qualified recipients of Supplemental Security Income (SSI). -- Any individual who is certified by the designated local agency as receiving SSI benefits under title XVI of the Social Security Act (including SSI benefits of the type described in section 1616 of such Act or section 212 of Public Law 93-66) for any month ending within the 60-day period ending on the hiring date.

I. Long-term recipients of TANF/Aid to Families with Dependent Children (AFDC).

Completing Forms and Referral to Prospective Employers

1. VR counselor assists the customer in completing the job applicant section of Form 8850 Pre-Screening Notice and Certification Request, and either ETA-9061 Individual Characteristics form (indicates that customer might be represented in a targeted group for WOTC-WTW) or ETA-9062 Conditional Certification (has much more weight, because it is signed by the VR counselor indicating the customer currently has a plan (IPE) for VR services or the customer had a plan within the past two years).

2. After the customer (job applicant) and VR counselor complete their sections, the forms are given to the customer (to give to the employer) or if appropriate, can be mailed directly to the employer.

   **Note:** Forms that are given to the customer and/or employer must have original signatures.

3. The employer completes the employer sections, signs/dates the forms and sends the forms to the Employment Security Department (address below).

   **Note:** All WOTC applications must be submitted online using the online filing system. Even if an application is mailed the application still must be completed online through the online filing system.

4. Employers should be advised that forms must be mailed on the first day of employment or no later than 28-calendar days from the employment start date to the address (below).

   **Note:** even if the application is mailed the application still must be completed online through the online filing system.

   Employment Security Department
   WOTC Administrative Unit
   PO Box 9046
   Olympia, WA 98507-9046

Certification by the Employment Security Department
As part of the certification process, the Employment Security Department will contact Kathy Shore, the DVR liaison (DVR State Headquarters office) to confirm that job applicant (customer) currently has a plan (IPE) for VR services or had a plan within the past two years.

The Employment Security Department will provide the employer with confirmation that the customer (job applicant) is certified, or not certified as a member of a targeted group. The employer includes the certification documentation from Employment Security when they submit claim for the tax credit.

**Guidance for Completing Forms:**

**Form 8850 Pre-Screening Notice and Certification Request**

(Complete Job applicant information, WOTC section and if appropriate, WtW section. Job applicant signs and dates the form at the bottom of the first page). Employer completes the second page of the form.

**ETA-9061 Individual Characteristics - WOTC and WtW Tax Credits**

(Form is used in conjunction with IRS form 8850 to determine eligibility for WOTC and WtW Tax Credits.) The form may be completed by the applicant, employer or employer representative, Community Rehabilitation Program (CRP), participating agency (DVR or other agency) and signed by the person or agency filling out the form. If job applicant (customer) does not currently have a plan, or has not completed a plan within the past two years, s/he will not be considered as part of the targeted group as receiving "Rehabilitation Services" (# 15). The customer might however, meet the requirements of another target group.

The form includes employer name/address, Employer Federal ID No, employment start date. In the middle section of the form, the applicant, employer or individual completing/signing the form indicates that job applicant has been determined to have characteristics of WOTC Target Group Certification. If appropriate, the job applicant completes the section (#18) about receiving Temporary Assistance for Needy Families (TANF) to help determine eligibility for WtW Tax Credit.

**ETA-9062 Conditional Certification for WOTC**

This form is not found on the Employment Security Department WOTC website. ETA-9062 is not widely distributed because it requires an authorized signature (VR counselor).

(VR counselor signs as Authorized Official (# 7) if customer currently has a plan (IPE) for VR services, or if customer had a plan within the past two years. Applicant signs form (# 14). Employer completes Part II Employer Declaration section, signs (# 20) and date (# 21) at bottom of the first page.

**Additional Guidance for Completing ETA-9062-Conditional Certification**

2. Select Participating Agency (# 2)
3. Indicate Type of Certification (# 3) Usually a. Original
4. In the space provided (# 7) the VR counselor signs the form indicating that the individual (customer) (1) has a physical or mental disability that results in a substantial barrier to employment, and (2) customer currently has a plan (IPE) for VR services or completed a plan within the past two years.
5. Enter the DVR office name and address (location of the VR counselor who signed the form) (# 6) as the State Workforce Agency Name/Address.
6. Enter the letter "E" as the Target Group Code (# 12)
7. Be sure customer signs in space provided (# 14)

Note: All WOTC applications must be submitted online using the online filing system. Even if an application is mailed the application still must be completed online through the online filing system.

**Plan Employed**

A VR counselor updates the STARS case service record to reflect "plan-employed" when all of the following conditions are met:

1. The customer is employed.
2. The customer is working in the specific job identified on the IPE.
   
   If the customer is working in a job that is different than the one identified on the IPE, the IPE needs to be amended to update the type of job achieved. If the customer chooses a job that does not offer the desired wages, hours, benefits, or other working conditions that were agreed upon, the case narrative needs to document that the customer understands the conditions of employment and is making an informed choice to accept the job.
3. For customers in supported employment, the customer has transitioned from DVR ongoing services to extended services.

After the customer is placed in employed status, the VR counselor reviews the employment every 30 days to determine how the customer is doing and whether further services may be needed to ensure job stability. The VR counselor documents the customer’s progress every 30 days in the case narrative notes.

If a customer’s employment status changes prior to case closure, the VR counselor updates the STARS case service record to move the customer back to plan status.

**Customer Accepts Different Employment**

**Plan Amendment and Closure - Successful Rehabilitation**

If a customer accepts employment that is different from the employment goal on the current IPE and the VR services provided on the current IPE have substantially contributed to the
employment, the VR counselor determines if the employment meets requirements for successful closure. If the requirements for successful closure are met or are expected to be met, the customer and the VR counselor will discuss the appropriateness of the employment.

To amend the plan to show the customer has accepted different employment the VR counselor:

- Starts with a blank amendment if there is a major change; or
- Starts with the existing plan if making minor changes. There is no limit on what can be changed in STARS until the plan amendment signature date is entered. The customer and the VR counselor must approve and sign the IPE amendment.

See Also:

Amending and Editing the IPE

The VR counselor places the customer in Plan - Employed status and documents that the customer understands the conditions of employment and is making an informed choice to accept the job.

The VR counselor reviews and documents the employment every 30 days to determine how the customer is doing and whether further services may be needed to ensure job stability. After 90 days of successful employment, the VR counselor follows procedures to close the case as successfully rehabilitated.

Options When Services Provided Have Not Substantially Contributed to Employment

If a customer accepts employment that is different from the employment goal on the current IPE and the VR services provided on the current IPE have not substantially contributed to the employment, the VR counselor and the customer need to discuss:

- Whether the employment is consistent with the customer’s primary vocational factors; and
- VR services the customer needs to maintain employment.

If the employment is consistent with the customer’s strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice (primary vocational factors) and services are identified to support the employment, the customer and the VR counselor amend the IPE to include the new employment goal, steps, and VR services needed to assist the customer maintain employment.

If the employment is inconsistent with the customer’s primary vocational factors, the VR counselor cannot support the customer’s choice. The VR counselor discusses his or her concerns about the nature of the employment and the reasons DVR cannot provide services or support. If the customer chooses to remain employed, the VR counselor discusses case closure with the customer and follows procedures to close the case as not successfully rehabilitated.
Employment Searches

(Revised 4/18/11)

State law and federal regulations prohibits any use of Employment Security records to verify an individual's employment. ESD data only can be used to look up aggregate employment trends or certain cases to investigate fraud.
Exceptions to Policy

(Revised 11-21-11)

Exceptions to Policy Process

WAC 388-891A-0205 How do I ask for an exception to a rule in this chapter?, WAC 388-891A-0206 Are there exceptions to rules in this chapter that DVR will not grant?, and WAC 388-891A-0210 What happens after I submit a request for an exception to a rule? provide the basis for considering a request for an exception to DVR policy.

Customers may not know they can request an exception to policy. The VR counselor explains to the customer that an exception to policy may be requested at any time during the VR process but not all requests can be granted.

The VR counselor:

1. Documents in a STARS case narrative why an exception to policy was requested, and the reason the VR counselor supports or does not support this request for exception to policy
2. Forwards a written request to the VR supervisor. As the Director’s designee, the VR supervisor may approve or deny most exception requests.

   The VR supervisor does not serve as the Director’s designee for exceptions to policy related to vehicle purchases

   The Area Manager approves or denies an exception to policy to pay for a customer’s moving expenses

The VR supervisor:

1. Reviews the case service record prior to granting an exception to policy
2. Determines if there is appropriate justification for an exception to policy, and that the exception to policy does not conflict with federal or state law, regulations or DSHS policy
3. Consults with the Policy Manager if there are questions about whether an exception to policy can be granted
4. Documents all exceptions to policy in STARS case narrative using the heading “Exceptions to Policy”
5. Responds in writing to a request for an exception to policy within 10 working days of receiving the request
6. Provides the customer with their appeal rights in writing including the right to request mediation, a fair hearing and assistance from the Client Assistance Program (CAP)

Exceptions to Policy that Cannot Be Granted

An exception to policy cannot be granted if it violates the Rehabilitation Act of 1973, as amended, the Code of Federal Regulations (CFRs), state or federal laws or DSHS policy. The following are items for which no exceptions can be granted because of legal requirements. DVR funds cannot pay for:

- A customer's normal living expenses as a maintenance service. The VR federal regulations define a maintenance service as support for expenses such as food, shelter, or clothing that are in excess of a customer's normal living expenses.
- Medical marijuana. Although some states (including Washington) have legalized medical marijuana, the acquisition of marijuana under any circumstances is still against federal law. DVR is bound by federal law and cannot purchase or assist in the acquisition of medical marijuana.
- Court fees, attorney fees, fines or penalties related to illegal acts that result from any civil or criminal legal proceedings or related matters.
- Insurance including, but not limited to, health, vehicle, home, and life insurance (WAC 388-891A-1180 What types of insurance does DVR pay for?).
- Payment of salaries, cash and any other form of direct payment to a customer as part of a self-employment plan.
- Leases, purchase of property/real estate or insurance.
- Religious education, training, supplies or materials (WAC 388-891A-0966 What if the employment outcome I choose is religious in nature?).
- Firearms, alcohol or tobacco.
- Refinancing existing business or personal debt, costs related to bankruptcies or co-signature of loans.
Forms Index

Commonly used forms, instructions and examples.

**Note**: all links to forms are accessible through the DSHS intranet only. For public facing forms, use the Electronic DSHS Forms website (link: https://www.dshs.wa.gov/fsa/forms/).

Application

**Form - Application for Vocational Rehabilitation Services, DSHS 11-022**

**Form - Preliminary Eligibility/Significance of Disability Worksheet, DSHS 11-049**

**Form - Vocational Information, DSHS 11-019**

**Form - Voter Registration Service, DSHS 02-541**

Assessment - OJT / OJE

**Form - OJT Agreement, DSHS 03-397**

**Form - On-the-Job Evaluation Agreement, DSHS 03-399**

**Form - OJT Report, DSHS 03-398**

Authorization / Consents

**Form - Authorization, DSHS 17-063**

**Form - Consent, DSHS 14-012**

**Form - Personal Information Release, DSHS 16-178**: This is the form a customer signs giving DVR permission to use personal info or photos for marketing, annual report, etc.)
Authorizing / Issuing / Paying

Form - Request for Records, DSHS 17-041

Form - Cost Estimate Worksheet for Hearing Aids, DSHS 10-393

Form - Direct Payment Agreement, DSHS 09-970

Form - Purchasing Checklist, DSHS 17-152

Form - Request for Quote, DSHS 17-153

Instructions - Refund or Cancelled Warrant Notice, DSHS 06-069

Form - Refund or Cancelled Warrant Notice Form DSHS 06-069

DVR staff complete the Refund Notice as follows:

1. DATE: Enter current date.
2. FROM: Enter name, city and mail stop of sending office.
3. VENDOR/PAYEE’S NAME: Enter name of the vendor/individual issuing the check to DVR.
4. AFP NUMBER: Enter the AFP number of the originating document. If the refund is for several AFPs, list all AFPs.
5. AMOUNT: Enter the dollar amount of the check. If the refund is for several AFPs list the dollar amount to be applied to each AFP.
6. CUSTOMER’S NAME: Enter customer’s name.
7. WARRANT NUMBER: Enter DVRs original warrant number refund is to be applied to.
8. REASON FOR REFUND: Briefly explain why money is being returned. Include check or money order number.
9. AUTHORIZED SIGNATURE: VR counselor’s signature.

Instructions - Affidavit of Forged Endorsement, DSHS 09-052

Form - Affidavit of Forged Endorsement, DSHS 09-052 - PDF

The Affidavit of Forged Endorsement is completed as follows:
1. Enter name of county
2. Enter warrant number
3. Enter name warrant was made payable to
4. Enter warrant number again
5. Enter date of warrant
6. Enter amount of warrant
7. Signature of payee or vendor signing for business. Enter business name if applicable and mailing address.
8. Notary Public area for witnessing of above signature.

Instructions - Affidavit of Lost, Stolen Or Destroyed Warrant DSHS 09-013

Form - Vendor Affidavit of Lost, Stolen or Destroyed Warrant, DSHS 09-013

The vendor completes the form as follows and returns the form to the Department of Social and Health Services, Office of Accounting Services (OAS) Central Operations, PO Box 45845, Olympia, WA 98504-5845. Prior to sending the form to OAS, verify that the information is complete and correct. Enter the:

1. Name of the county
2. Name the warrant was made payable to
3. Warrant number
4. Warrant date
5. Warrant amount
6. Signature of payee, or vendor signing for business. Enter business name if applicable, and mailing address
7. Notary Public area for witnessing above signature

Budget Worksheet

Instructions - Budget Worksheet

The Budget Worksheet, DSHS 11-067 is a counseling/guidance tool that may be used to help customers understand their current income and expenses and plan for the income they will need to meet their expenses when they are employed or self-employed.

This tool may be particularly helpful for customers who are preparing for self-employment and for customers to plan how they are going to take care of the additional expenses associated with owning and maintaining equipment such as a vehicle or vehicle modifications. The Budget Worksheet will help the customer anticipate the income he or she will need to meet these additional expenses.
The Budget Worksheet has a different purpose than the Financial Statement Form and does not replace the Financial Statement Form. The Financial Statement Form is used to determine if the customer has financial resources to contribute toward the cost of services. The Financial Statement Form must be in every customer’s case file and reviewed at least every year as part of the annual IPE review. Customers receiving SSI, SSDI or DSHS Income Assistance are exempt from completing the entire Financial Statement form.

Form - Budget Worksheet, DSHS 11-067

Case Transfer

Form - VRS Checklist for Case Transfer (DSHS 11-073)

Comparable Benefits - Veterans Benefits

Form - DVR Customer Request to WDVA (Washington Department of Veteran Affairs), DSHS 11-057

Community Rehabilitation Program (CRP)

Form - CRP Service Delivery Outcome Plan (SDOP) DSHS 11-031 (blank form)

Form - CRP Service Delivery Outcome Report, DSHS 11-030 (blank form)

Deaf-Blind Referral Criteria Checklist for Level 4 CRP Services

CRP SDOP Template Examples

CRP CBA Level 1 Template

CRP CBA Level 2 Template

CRP CBA Level 3 Template

CRP CBA Level 4 (Deaf-Blind) Template

CRP Intensive Training Level 1 Template
CRP Intensive Training Level 2 Template
CRP Intensive Training Level 3 Template
CRP Intensive Training Level 4 (Deaf-Blind) Template
CRP Job Placement Level 1 Template
CRP Job Placement Level 2 Template
CRP Job Placement Level 3 Template
CRP Job Placement Level 4 (Deaf-Blind) Template
CRP Job Retention Level 1 Template
CRP Job Retention Level 2 Template
CRP Job Retention Level 3 Template
CRP Job Retention Level 4 (Deaf-Blind) Template
CRP Off-Site Psycho-Social Job Support Services - Non-Supported Employment Level 1 Template
CRP Off-Site Psycho-Social Job Support Services - Non-Supported Employment Level 2 Template
CRP Off-Site Psycho-Social Job Support Services - Non-Supported Employment Level 3 Template
CRP Off-Site Psycho-Social Job Support Services - Non-Supported Employment Level 4 (Deaf-Blind) Template
CRP Off-Site Psycho-Social Job Support Services - Supported Employment Level 1 Template
CRP Off-Site Psycho-Social Job Support Services - Supported Employment Level 2 Template
CRP Off-Site Psycho-Social Job Support Services - Supported Employment Level 3 Template
CRP Off-Site Psycho-Social Job Support Services - Supported Employment Level 4 (Deaf-Blind) Template
CRP Trial Work Experience (TWE) Level 1 Template
CRP Trial Work Experience (TWE) Level 2 Template
CRP Trial Work Experience (TWE) Level 3 Template
CRP Trial Work Experience (TWE) Level 4 (Deaf-Blind) Template
CRP Vocational Evaluation - Brief Template
CRP Vocational Evaluation - Comprehensive Template

Customer Internship Program
Form - Attendance Log and Billing Invoice, DSHS 11-070
Form - Employer Expense Worksheet, DSHS 11-071
Form - Internship Agreement, DSHS 11-069
Form - Internship Application, DSHS 11-068
Form - Internship Evaluation, DSHS 11-072

Direct Payment Agreement
Form - Direct Payment Agreement, DSHS 09-970

DVR/CSO Communications
Form - DVR/ CSO Communications Document, DSHS 01-123

Eligibility / Significance of Disability
Form - Certification of Significance of Disability, DSHS 11-048
Form - Preliminary Eligibility/Significance of Disability Worksheet, DSHS 11-049

Form - TWE Agreement, DSHS 11-058

Equipment

Form - Loan Agreement for Tools, Equipment, DSHS 19-074

Fair Hearing

Form - DVR Request for Fair Hearing, DSHS 05-247

Financial Aid

Form - DVR Customer Financial Aid Information, DSHS 14-449

Financial Statement

Form - DVR Financial Statement, DSHS 14-068 Excel (Makes Computations)

Instructions, Financial Statement Form

Hearing Aids

Form - Cost Estimate Worksheet for Hearing Aids, DSHS 10-393

Independent Living, IL

Form – VI IL Addendum (DSHS 11-019B)
Form – IL Referral Checklist, DSHS 14-447

Form – IL SDOP, DSHS 11-040

Form – IL: Evaluation SDOP

Example: IL Skills Training SDOP

Form – IL Work-related Systems Access Services SDOP

**IPE Development**

Form - IPE Worksheet, DSHS 15-277

**Loan Agreement for Tools, Equipment**

Form - Loan Agreement for Tools, Equipment, DSHS 19-074

**On-the-Job Training, OJT / OJE**

Form - OJT Agreement, DSHS 03-397

Form - On-the-Job Evaluation Agreement, DSHS 03-399

Form - OJT Report, DSHS 03-398

**Overpayment- Referral to OFR**

DVR Referral to the Office of Financial Recovery, DSHS 06-162

**Payment to Customers**
Self-Employment

Form - Loan Agreement for Tools, Equipment, DSHS 19-074

Service Delivery Outcome Plan (SDOP)

Form - CRP Service Delivery Outcome Plan (SDOP) DSHS 11-031 (blank form)

CRP SDOP Template Examples

CRP CBA Level 1 Template

CRP CBA Level 2 Template

CRP CBA Level 3 Template

CRP CBA Level 4 (Deaf-Blind) Template

CRP Intensive Training Level 1 Template

CRP Intensive Training Level 2 Template

CRP Intensive Training Level 3 Template

CRP Intensive Training Level 4 (Deaf-Blind) Template

CRP Job Placement Level 1 Template

CRP Job Placement Level 2 Template

CRP Job Placement Level 3 Template

CRP Job Placement Level 4 (Deaf-Blind) Template

CRP Job Retention Level 1 Template
CRP Job Retention Level 2 Template

CRP Job Retention Level 3 Template

CRP Job Retention Level 4 (Deaf-Blind) Template

CRP Off-Site Psycho-Social Job Support Services - Non-Supported Employment Level 1 Template

CRP Off-Site Psycho-Social Job Support Services - Non-Supported Employment Level 2 Template

CRP Off-Site Psycho-Social Job Support Services - Non-Supported Employment Level 3 Template

CRP Off-Site Psycho-Social Job Support Services - Non-Supported Employment Level 4 (Deaf - Blind) Template

CRP Off-Site Psycho-Social Job Support Services - Supported Employment Level 1 Template

CRP Off-Site Psycho-Social Job Support Services - Supported Employment Level 2 Template

CRP Off-Site Psycho-Social Job Support Services - Supported Employment Level 3 Template

CRP Off-Site Psycho-Social Job Support Services - Supported Employment Level 4 (Deaf - Blind) Template

CRP Trial Work Experience (TWE) Level 1 Template

CRP Trial Work Experience (TWE) Level 2 Template

CRP Trial Work Experience (TWE) Level 3 Template

CRP Trial Work Experience (TWE) Level 4 (Deaf-Blind) Template

CRP Vocational Evaluation - Brief Template

CRP Vocational Evaluation - Comprehensive Template

IL SDOP Template Examples
Form – IL Evaluation SDOP

Form – IL Skills Training SDOP

Form – IL Work-related Systems Access Services SDOP

Tools and Equipment

Form - Loan Agreement for Tools, Equipment, DSHS 19-074

Training

Form - DVR Customer Financial Aid Information, DSHS 14-449

Form - OJT Agreement, DSHS 03-397

Form - On-the-Job Evaluation Agreement, DSHS 03-399

Form - OJT Report, DSHS 03-398

Transportation

Checklist for Vehicle Purchase and/or Vehicle Modifications, DSHS 11-081

Vendor Registration

Form - Statewide Vendor Registration - OFM

Vehicle Purchase and/or Vehicle Modifications

Checklist for Vehicle Purchase and/or Vehicle Modifications, DSHS 11-081
Veterans Benefits

Form - DVR Customer Request to WDVA (Washington Department of Veteran Affairs), DSHS 11-057

Vocational Information

Form - Vocational Information Form, DSHS 11-019

Voter Registration

Form - Voter Registration Service, DSHS 02-541

VR Services- Independent Living, IL

Form - VI IL Addendum (DSHS 11-019B)
Form - IL Referral Checklist, DSHS 14-447
Form - IL SDOP, DSHS 11-040

IL SDOP Template Examples

Form – IL Evaluation SDOP
Form – IL Skills Training SDOP
Form – IL Work-related Systems Access Services SDOP

Warrants
Instructions - Refund or Cancelled Warrant Notice, DSHS 06-069

Refund or Cancelled Warrant Notice Form DSHS 06-069

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2. FROM: Enter name, city and mail stop of sending office.
3. VENDOR/PAYEE’S NAME: Enter name of the vendor/individual issuing the check to DVR.
4. AFP NUMBER: Enter the AFP number of the originating document. If the refund is for several AFPs, list all AFPs.
5. AMOUNT RETURNED: Enter the dollar amount of the check. If the refund is for several AFPs list the dollar amount to be applied to each AFP.
6. CUSTOMER’S SOCIAL SECURITY NUMBER: Enter customer’s social security number.
7. CUSTOMER’S NAME: Enter customer’s name.
8. WARRANT NUMBER: Enter DVRs original warrant number refund is to be applied to.
9. WARRANT DATE: Enter DVRs original warrant date.
10. REASON FOR REFUND: Briefly explain why money is being returned. Include check or money order number.
11. AUTHORIZED SIGNATURE: VR counselor’s signature.

Instructions - Affidavit of Forged Endorsement, DSHS 09-052

Affidavit of Forged Endorsement, DSHS 09-052 - PDF

The Affidavit of Forged Endorsement is completed as follows:

1. Enter name of county
2. Enter warrant number
3. Enter name warrant was made payable to
4. Enter warrant number again
5. Enter date of warrant
6. Enter amount of warrant
7. Signature of payee or vendor signing for business. Enter business name if applicable and mailing address.
8. Notary Public area for witnessing of above signature.

Instructions - Affidavit of Lost, Stolen Or Destroyed Warrant DSHS 09-013

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The vendor completes the form as follows and returns the form to the Department of Social and Health Services, Office of Accounting Services (OAS) Central Operations, PO Box 45845, Olympia, WA 98504-5845. Prior to sending the form to OAS, verify that the information is complete and correct. Enter the:

1. Name of the county
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4. Warrant date
5. Warrant amount
6. Signature of payee, or vendor signing for business. Enter business name if applicable, and mailing address
7. Notary Public area for witnessing above signature
IPE Development / Implementation

IPE Development Index Page

In this section of the manual:

IPE Development / Implementation

Ticket to Work Program

IPE Amendments

IPE Case Narrative Documentation

WAC – IPE Development
IPE Development / Implementation

**Individualized Plans for Employment (IPEs) in 90 Days**

(Updated 11/1/17)

DVR must develop an Individualized Plan for Employment (IPE) for each eligible customer as soon as possible, but no later than 90 days following determination of eligibility, unless DVR and the individual agree to a specific extension of that timeframe.

The intent is to move all eligible individuals through the VR process with minimal delay in order to efficiently and effectively serve these individuals, resulting in the achievement of employment outcomes in competitive integrated employment.

When operating under an order of selection, if a customer is assigned to a closed priority category, they will have 90 days from the date of their release from the waiting list to develop an IPE. The time that a customer spends on a waiting list does not count toward these 90 days.

**Customer Driven Development of the IPE**

The 90-day timeline for plan development re-emphasizes the critical role customers play in their IPE development. DVR has developed a comprehensive tool, the Customer Handbook, to facilitate independent and informed plan development for customers. Increased transparency regarding the multifaceted vocational assessment conducted by VR professionals, services available, resources for career exploration, and customer rights creates an opportunity for customers to actively participate in analyzing the primary items that influence career choice.

DVR staff should provide the Customer Handbook to customers at the earliest point of engagement with DVR and must be readily available. It provides information that will influence an individual’s choice and decisions in the VR process; it is vital that customers have this information as soon as possible. DVR staff can encourage customers to bring their handbook to each DVR appointment.

The Customer Vocational Assessment Worksheet and IPE Worksheet are tools that empower customers in their own employment plan development. A customer can complete the worksheets and discuss with their VRC the answers to the assessment items or anticipated services that they may need on their IPEs. The customer worksheets are helpful tools, but are not mandatory for customers to complete while participating in the VR process.

**See also:**

Case Narrative Documentation

**Customer Option for Developing the IPE**
The VR counselor advises customers of the options available for developing the Individualized Plan for Employment (IPE) and the supports available for each option.

DVR does not require a customer to write their own IPE, but DVR encourages customers to draft a plan that they believe will lead to a high quality employment outcome in a competitive and integrated work setting that will result in family-sustaining wages. Customers can receive help in developing their IPE from other resources in the community, such as a disability advocacy organization or a qualified vocational rehabilitation counselor not employed by DVR. However, the customer’s assigned DVR counselor is still responsible for approving the IPE developed by the customer.

If a customer chooses to develop his or her own IPE, the VR counselor explains how to complete the Employment Plan Worksheet. Explain the instructions in as much detail as needed for the customer to understand how to use the worksheet.

Explain that the VR counselor approves a customer’s employment goal only if, in his or her professional judgment, it is competitive integrated employment, supported employment, or self-employment that is consistent with the customer’s strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice (primary vocational factors).

The VR counselor explains any elements on the worksheet that appear inconsistent with the customer’s primary vocational factors based on the data available. If there are inconsistencies, the VR counselor and the customer determine whether any services can be provided as part of the plan to improve its consistency with the customer’s primary vocational factors. For example, physical and mental restoration services may be provided as part of the IPE in order to improve a customer’s strengths, abilities, capabilities, and informed choice in achieving the customer’s employment goal.

If services cannot be identified to improve the consistency of the plan with the customer’s primary vocational factors, the VR counselor provides counseling and guidance to assist her or him to consider options that are consistent with the customer’s primary vocational factors.

If a customer presents an IPE that raises concerns or does not include all required content, the VRC provides substantial counseling and guidance surrounding the issues that are in question. The VRC provides the customer with informed choice regarding his or her proposed IPE and together they reach an agreement on services that will allow the customer to achieve a high quality employment outcome. The VRC approves the IPE once it is fully developed and includes all content necessary for the customer to achieve his/her chosen employment goal; the chosen employment goal must be consistent with the information and results of the assessment of the customer’s VR needs.

90 Day IPE Development Extension

(Last revised: 2/6/2018)

If the customer and VRC have not been able to develop an IPE in the required 90 day timeframe, an IPE Development Extension letter should be presented to the customer for signature. The letter can be presented in person, sent via [secure] email, or mailed to
the customer for signature. DVR staff should allow reasonable time for mail delivery to and from
the customer if the extension agreement cannot be signed in person during an appointment.
The IPE Development Extension is not valid until signed by the applicant.

*Please note:* If a VRC, along with the customer, determines that a CBA is
needed, it may be necessary to extend the IPE Development timeframe.

**IPE Development Extension Documentation Process**

In the Vocational Assessment screen, click on the IPE Development Extension button;
document the rationale behind the IPE Development Extension and the anticipated next steps
during the extended timeframe, a proposed IPE development deadline date, and the date by
which the customer-signed letter is requested to be returned to DVR.

The VR counselor should print two copies of the letter; one to be mailed to the customer and
one for the case record. When the letter is printed, it cannot be changed. Selecting the print
button produces the paper version and auto-generates a case note. Print the case note and
include it in the physical case record.

A copy of the letter that is provided to the customer should be placed in the *Tan
Correspondence Jacket, DSHS 13-613*.

If the customer does not return the signed agreement, the VR counselor must follow-up to
obtain the signed agreement or if applicable, follow the guidance on requesting an exception to
policy outlined below.

After the signed agreement is returned, then the IPE Development Extension should be
documented in STARS. In the Vocational Assessment screen, click on the IPE Development
Extension button and enter the customer signature date and the IPE Development Extension
date. Staple the customer signed letter to the inside left cover of the *Green Rehabilitation
Program Jacket, DSHS 14-146*. A case note will auto-generate when the extension process is
completed. Print a copy of the case note for the case record.

If multiple extensions are required, a new letter with new dates must be presented to the
customer for signature and the above steps followed. Each IPE Development Extension will
follow the protocol outlined above.

**When a Customer Does Not Agree to Extend IPE Development Timeframe**

After the VRC and the customer have a discussion regarding the reason(s) for the delay in
developing the customer’s IPE and the customer does not agree to an extension of time, the
VRC will advise the customer that a request must be made to the unit supervisor for an
exception to policy (ETP).

The VRC will then formally case note the discussion, the reasons for the delay and the
customer’s reasons for not wanting to extend the timeframe. The case note title should read,
“ETP request for IPE development timeframe – customer does not agree”.

If the VRS agrees to the ETP, the VRS will case note an ETP and outline DVR’s next steps to
assist the customer in developing an IPE. The case note title should read, “ETP request
approved for IPE development”.

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If the VRS does not agree to the ETP and believes that DVR has enough information to move forward with IPE development, the VRS will case note recommendation for moving forward without delay and consult with the VRC regarding IPE development. Upon review of the customer’s file, if the VRS determines the customer is not cooperating with required or agreed upon vocational assessment activities, the VRS will consult with the VRC regarding the customer’s failure to cooperate and outline next steps to promote successful vocational assessment or move towards case closure.

**IPE Development Timeframe Extension Flowchart**

For a representation of the process to follow when extending the IPE development timeframe, see the [IPE Development Timeframe Extension Flowchart](#).

**Employment Goal on the IPE**

**Employment Goal and Primary Vocational Factors**

If the customer chooses supported employment or other employment in a competitive integrated setting, the VR counselor and customer discuss how to use the results of assessments and other information gathered to identify an employment goal on the IPE that is consistent with the customer’s primary vocational factors (customer’s strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice).

If the customer selects an employment goal that is inconsistent with the customer’s strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice, the VR counselor and customer determine whether any services can be provided as part of the IPE to improve the customer’s primary vocational factors to meet that goal. For example, physical and mental restoration services may be provided as part of the IPE to improve a customer’s strengths, abilities, capabilities, and informed choice in achieving the employment goal.

If services cannot be identified to improve the consistency of the employment goal with the customer’s primary vocational factors, the VR counselor provides counseling and guidance to assist the customer to consider employment goal and VR service options that are consistent with his or her primary vocational factors.

**Choice of Employment Goal**

The customer’s IPE must contain a specific employment goal in supported employment or other employment in a competitive integrated setting that is consistent with the customer’s strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice (primary vocational factors) based on assessments and other information gathered to identify an employment goal.

For more information about assessments to determine an employment goal and VR services on the Individualized Plan for Employment, see also:

- [CRP - Vocational Evaluation Services](#)
- [Training as an Assessment](#)
Customer Chooses Extended Employment
If the customer chooses extended employment, follow procedure for closing any case and refer the individual to a Community Rehabilitation Program (CRP) that offers non-integrated work settings, if available.

Customer is Too Severely Disabled
If the customer cannot work in supported employment or other employment in a competitive integrated setting because of the severity of the disability, follow procedures and information about closing the customer as no longer eligible because of severity of disability.

VR Services on the IPE

VR Counselor Approval of Services
A VR counselor approves a VR service on the customer's IPE only if, in her or his professional opinion, the services are

1. Consistent with the customer’s strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice;

2. Needed to achieve his or her employment goal; and

3. Least cost.

All Services the Customer Requires Must Be Included on the IPE
The VR counselor must include all services to which they and the customer have agreed in order to achieve their employment goal on the IPE. This includes not only primary and support services paid for by DVR, but comparable services or benefits, as well.

When a change in the service(s) required or the provider(s) of primary VR service(s) occurs throughout the life of the plan, the VR counselor should follow the process described under IPE Amendments.

Customer Agreement to and VR Counselor Approval of IPE
The VR counselor approves and signs an IPE only if, in his or her professional judgment, both the selected employment goal and the VR services meet the conditions for both the employment goal and the VR services on the IPE. If a VR counselor does not approve a customer’s IPE, the VR counselor provides counseling and guidance to assist the customer to consider employment goal and VR service options that are consistent with his or her primary vocational factors.

When both the customer and the VR counselor agree on the employment goal and VR services needed to support the employment goal, the IPE is developed and signed by the customer and approved by the VR counselor (with a signature). The printed copy of the IPE requires
signatures and dates from both the customer and VRC, and it is stapled to the inside left of the Green Rehabilitation Program Jacket, DSHS 14-146.

**VR Services in a Non-Integrated Setting**
The VR counselor needs to explain the difference between integrated work and non-integrated work as it relates to the purpose and goal of VR services, which is supported employment or other employment in an integrated setting.

VR services may be provided in a non-integrated setting, if necessary or if chosen by a customer. If services are provided in a non-integrated setting, the case service record needs to include documentation that explains the reason(s) for using a non-integrated setting.

Services in a non-integrated setting may only be reflected on an IPE as one step toward achieving an employment outcome. A specific outcome and timeline for services provided in a non-integrated setting need to be identified. The case is not considered successfully rehabilitated until supported employment or other employment in an integrated setting is achieved.

If the customer chooses an employment goal in a non-integrated setting, the VR counselor explains that DVR must close the case, and that he or she may reapply for services at a later time to pursue supported employment or other employment in an integrated setting. Follow procedures for case closure and if possible, initiate a formal referral to a local Community Rehabilitation Program (CRP) who offers extended employment.

**Determining Whether a Setting is Integrated**
An integrated setting is a work setting typically found in the community in which the individual with a disability interacts with non-disabled individuals during the course of performing work, to the same extent than a non-disabled individual in the same type of job would interact with other people.

Usually, it is fairly easy to determine whether a setting is integrated using this definition. However, if the job or work setting is specifically designed to provide employment opportunities for people with disabilities, it is not always as clear. In these situations, the individual is often working for a Community Rehabilitation Program (CRP) or working under a government contract, such as JWOD or NISH. Each job must be evaluated to determine whether it meets the definition of an integrated setting.

To determine if the work setting is integrated, consider the following:

1. Are there similar job settings in the community in which non-disabled people perform the work?
2. Would the job setting under consideration exist if an employee with a disability were not performing it?
3. Will the individual with a disability have the same opportunities to interact with non-disabled individuals in the work setting as anyone else in a similar job setting?

If the answer is yes to all of these questions, the job setting is integrated, regardless of the actual amount of interaction that occurs on the job. In some jobs, people do not have much, if any, interaction with others. For example, someone working the graveyard shift as a janitor in a school may not interact with others at all. This setting is an integrated setting because it is a natural setting for non-disabled individuals to work. The level of interaction with non-disabled individuals is dictated by the job, not by who performs the job. Other types of work where very little interaction with others occurs naturally by the work and setting can meet the definition of integrated setting. Some examples include telecommuting, sales on the Internet, self-employment, and tractor driver (farming).

In another example, a manufacturer of auto parts sets aside an area within the firm for small parts assembly work for people with disabilities. The work performed in this area is performed only by people with disabilities and their VR service providers. In doing their jobs, the workers with disabilities do not interact with non-disabled workers from other parts of the firm even though it would be natural to do so as part of their job. The non-disabled workers in other parts of the firm interact with other non-disabled workers in the course of their jobs. Because the workers in small parts assembly are only comprised of people with disabilities and/or VR service providers, and they are segregated from non-disabled workers, the setting is not integrated. The individuals in this setting do not have similar opportunities to interact with non-disabled individuals.

See also:

WAC - Informed Choice

Assessment after IPE is Underway

The VR counselor determines whether an assessment is needed. An assessment can be an ongoing process and occur at any time during the VR process.

If an assessment is needed, the VR counselor and the customer may consult with a service provider about the assessment, but the customer is responsible for making decisions about the scope and duration of the assessment in consultation with the VR counselor.

The VR counselor monitors the progress of the customer's assessment at least once every 30 days, by speaking directly to both the customer and the service provider to determine whether the assessment is proceeding as originally agreed upon. If not, the VR counselor takes immediate steps to get the assessment back on track or terminate it.
Selecting Services and/or Service Providers

Prior to referral for a Community Rehabilitation Program (CRP), Independent Living (IL) and/or Rehabilitation Technology (RT) service, VR counselor makes sure that service is:

- Necessary and likely to result in an employment outcome;
- Consistent with the customer’s strengths, priorities, concerns, abilities, capabilities, interests and informed choice;
- The Least Cost option that will meet the customer’s needs;
- Comparable benefits/services have been explored and fully utilized.

See also:

CRP - Referral Criteria

WAC 388-891A-1150 May I select the services and service provider of my choice?

WAC 388-891A-1125 If comparable services and benefits are available from another program or organization, and I do not want to use them, who is responsible for the cost of the services?

Information Provided to the Customer

Provide the customer with information to the extent available; to adequately inform and explain to the customer what CRP, IL, or RT services and service providers are available to assist in completing the rehabilitation process. Information includes, but is not limited to:

1. The services offered by each service provider.
2. Cost of each service.
4. Average duration of each service.
5. Consumer satisfaction with service provider staff and services.
7. Qualifications of approved service providers.
8. Information about how the customer may contact a service provider representative directly to ask questions related to the services available, for example:

- What service delivery methods are available (e.g., whether services are provided in community settings, whether services are provided individually or in groups);
- Qualifications and experience of service provider staff, and customer options for choosing an appropriate staff member for services;
- Estimated time that services could begin and how long services might last;
- The customer’s involvement in making decisions about the way services are provided to them;
- For CRPs, the types of occupations and the employers an CRP targets for CRP Vocational Evaluation Services or CRP Job Placement Services; and
• For CRPs, the job placement rate and track record in assisting customers achieve competitive employment.

**Using Existing Information to Select an Employment Goal and Determine VR Needs**

1. DVR staff will make maximum use of existing information available from the customer and other sources to assist the individual in selecting an employment goal and determining the VR services needed to achieve that goal. The VR counselor will be responsible for determining which additional assessment information is needed and obtaining it at the least cost.

2. An adequate assessment must be conducted and documented in the case record to support the customer’s selection of a suitable goal and to substantiate their need for VR services.

Before purchasing assessment services to assist the customer in selecting an employment goal and determining the VR services needed to achieve that goal, maximum effort will be made to:

   a) Collect and make use of existing information that is available from the customer or other sources; and

   b) Conduct necessary assessments by the VR counselor (making full use of existing professional VR skills), using tools and resources that are already available through DVR, WorkSource, and other no-cost services.

**Purchasing Assessment Services**

• If CRP, IL, or RT services are needed to make an eligibility determination, assist the customer to make informed choices in decisions related to the services and/or the service providers.

• If CRP, IL, or RT services are needed to get information necessary to identify the customer’s VR needs, assist the customer to make informed choices about the CRP, IL, and RT services and/or service providers the customer will use.

**CRP- Vocational Evaluation Services - Employment Goal & VR Services on the IPE**

CRP assessments are limited to one per customer, if needed. The VR counselor must consult with the VR supervisor or designee prior to purchasing additional CRP assessment services.

The VR counselor assists the customer to narrow the occupational area(s) of focus for the customer’s IPE prior to purchasing CRP assessment services. The VR counselor and customer determine the scope and duration of a CRP assessment, and define the boundaries of the assessment in the referral document. The CRP service provider may be consulted, but the decision is made by the customer in cooperation with the VR counselor.
The VR counselor monitors the progress of the customer’s assessment at least once every 30 days, by speaking directly to both the customer and the service provider to determine whether the assessment is proceeding as originally agreed upon. If not, the VR counselor takes immediate steps to get the assessment back on track or terminate it.

**Job Placement**

1. VR counselors will provide DVR customers with job placement (direct services), and/or utilize no-cost services from WorkSource before referring a customer for CRP Job Placement Services.
2. CRP- Job Placement Services or CRP-Intensive Job Placement Services are appropriate when:
   
   a) The customer has clearly demonstrated they were not able to succeed in job search assisted by DVR staff, WorkSource; or 
   b) There is sufficient existing information to know that the customer would be incapable of succeeding in job search assisted by DVR staff or WorkSource due to the significance of their disability, or because Supported Employment is required.

3. DVR staff will actively assist customers in effectively using job search resources available through WorkSource. This includes working directly with customers at WorkSource locations to assist with their use of tools and other resources available for job search activities.
4. DVR staff will sponsor job clubs and other activities to directly assist customers with job search (e.g., resume’s completing job applications, finding job leads, practice interviews, etc.).
5. Where available through a DVR contract, job placement/retention or transitional employment services from a Clubhouse will be used in lieu of CRP services. DVR staff will actively refer customers to the maximum capacity provided by the contract.

**CRP Job Placement and CRP Job Retention Services**

The VR counselor authorizes CRP Job Placement/Job Retention services according to the following:

- A Service Delivery Outcome Plan for CRP Job Placement/Job Retention may be developed for up to 180 days.
- If CRP Job Placement/Job Retention has NOT resulted in placement within 180 days, the VR counselor consults with the VR supervisor or designee to determine what action is necessary.
While the length of the Service Delivery Outcome Plan may be for up to 180 days, the AFP for Job Placement/Job Retention services is limited to 90 days.

The VR counselor monitors the progress of the customer in Job Placement/Job Retention at least once every 30 days, by speaking directly to both the customer and the service provider to determine whether progress towards employment is being made.

Further services are not reissued in the hope that more time in job search will bring different results. Instead, the VR counselor and the customer review the IPE and the Job Placement/Job Retention services for feasibility of successful placement.

This review is completed by the VR counselor and the customer prior to authorization of further services. The review includes an analysis of information gathered through placement activities to date and the following questions.

- Are there sufficient openings in the chosen vocational goal to predict placement success?
- Can the customer demonstrate sufficient skills and aptitude to predict success in this placement effort?
- Are there other services necessary before placement efforts can be successful?
- Is the service provider effective, or would another service provider be more suitable?

If progress towards employment is not being made, the VR counselor takes immediate steps to get things moving or terminates the services that are not progressing.

**IPE Development**

If a customer determines that CRP, IL, or RT services are needed on his or her individualized plan for employment to achieve an employment outcome, assist the customer to make informed choices about the:

- Service providers that will provide the services;
- Setting in which the customer will receive services; and
- Methods of arranging and paying for the services from the methods available to DVR.

If a customer selects one or more CRP, IL, or RT services for his or her IPE, the service provider must be registered in STARS prior to any commitment to the customer or the service provider.

If a customer is referred to DVR from a county developmental disabilities program or regional support network where the customer uses an informed choice process to select services, service providers, settings, and methods of arranging and paying for services, the customer does not need to consider additional options or information.
If a customer chooses not to receive services from a CRP and the decision will jeopardize the customer’s ability to complete the rehabilitation process successfully, the counselor discusses other options available to the customer.

Ticket to Work Program

Last revised: 2/6/2018

Ticket to Work (TTW) is a voluntary program of the Social Security Administration (SSA) for all individuals, age 18-64, who receive Social Security Disability benefits, such as Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), or Social Security Disabled Adult Child (SSDAC) benefits. Individuals receive a “Ticket” that allows them to choose services from an Employment Network (EN) or vocational rehabilitation services from DVR that help them get or keep work (a physical ticket is not required and a customer does not need a ticket to receive services from DVR). When a customer’s Ticket is “in-use” with DVR, Social Security reimburses DVR for some of the in-plan VR services that the individual receives if he or she reaches TTW goals.

Standard Operating Procedure: Putting a Customer’s Ticket to Work “In-Use” with DVR (SSI/SSDI Customers)

Purpose: This procedure outlines how and when counselors can ensure that a customer with a Ticket to Work has their Ticket put “in-use” with DVR.

Reference:

Staff Only Resource – Ticket to Work Tip Sheet

DVR Resources for Ticket to Work (on SharePoint)

Materials:

Customer Handout – Ticket to Work

Ticket to Work: Ticket Unassignment Form

Definitions:

“Benefits Planning Query (BPQY)” - The Benefits Planning Query (BPQY) is part of the Social Security Administration’s (SSA) efforts to inform Social Security Disability Insurance (SSDI) beneficiaries and Supplemental Security Income (SSI) recipients about their disability benefits and the use of the work incentives. A BPQY statement contains detailed information about the status of a beneficiary's disability cash benefits, scheduled medical reviews, health
insurance, and work history. In essence, the BPQY provides a snapshot of the beneficiary’s benefits and work history as stored in SSA’s electronic records.

“Employment Network (EN)” - an entity that enters into an agreement with the Social Security Administration (Social Security) to either provide or coordinate the delivery of services to Social Security disability beneficiaries. ENs can be for-profit or non-profit organizations and service providers, state and local government agencies, or a group of providers working together as a single EN. Federal agencies cannot become ENs.

Traditional ENs are community-based service providers that have been involved in promoting employment for individuals with disabilities. Examples of these providers are Community Rehabilitation Programs, community mental health programs, Centers for Independent Living, habilitation providers, disability student services at community colleges and vocational training schools.

Note: questions that VRCs have about Ticket to Work, Employment Networks (ENs), Partnership Plus ENs, and recruiting ENs should be directed to the DVR Ticket to Work / Benefits Planning Specialist (State Office).

<table>
<thead>
<tr>
<th>Action by:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Once Customer Is Determined Eligible</strong></td>
<td></td>
</tr>
</tbody>
</table>
| VRC | 1. Verifies that customer is a current recipient of SSI/SSDI by checking the system-supplied values in question 7, “Financial Support and Medical Insurance,” on the Vocational Information screen, and/or checking the DSHS Client Registry. These update on a regular basis, and may have more current amounts of support than the customer’s self-report specified at application.  
   a. If a customer receives other Title II Disability Related Benefits, such as Social Security Disabled Adult Child (SSDAC), Social Security Childhood Disability Benefit (SSCDB), and /or Social Security Disabled Widows Benefit (SSDWB), they will still qualify for Ticket to Work. However, in these cases, DVR’s data-sharing is unlikely to identify the customer as a recipient of Title II benefits.  
   b. If a customer receives these other disability related benefits, the counselor should accept other forms of documentation, such as a SSA Award Letter, or a Benefits Planning Query (BPQY), for the purpose of placing their Ticket “in-use” with DVR.  
2. Provides customer with Customer Handout – Ticket to Work which has general information about the Ticket to Work program, answers to Frequently Asked Questions, and information about Timely Progress for Ticket to Work. |
If customer is assigned a closed priority of service category with a wait list:

3. Makes referral to an Employment Network (EN) provider. See the directory of ENs at: https://choosework.ssa.gov/findhelp/.

### During IPE Development and Prior to IPE Signature Date

<table>
<thead>
<tr>
<th>VRC</th>
<th>Note: for suggested talking points, see Staff Only Resource – Ticket to Work Tip Sheet.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4. Discusses Work Incentives Benefits Planning with the customer.</td>
</tr>
<tr>
<td></td>
<td>5. Discusses Ticket to Work with the customer in general terms.</td>
</tr>
<tr>
<td></td>
<td>6. Discusses Ticket to Work assignment with customer.</td>
</tr>
<tr>
<td></td>
<td>a. Unless the customer’s Ticket is currently assigned to an EN provider, it will automatically be assigned to DVR once they sign an IPE.</td>
</tr>
<tr>
<td></td>
<td>b. Ticket assignment puts the Ticket “in-use.”</td>
</tr>
<tr>
<td></td>
<td>7. Discusses what “in-use” status means for Ticket to Work, including Timely Progress goals, as outlined in Customer Handout – Ticket to Work.</td>
</tr>
<tr>
<td></td>
<td>8. Informs customer that Social Security suspends medical Continuing Disability Reviews (CDRs) for individuals when their Ticket to Work is “in-use.”</td>
</tr>
</tbody>
</table>

**IF CUSTOMER TICKET TO WORK HAS NOT YET BEEN ASSIGNED (PUT IN-USE) TO ANOTHER ENTITY, IT IS ASSIGNED TO DVR AUTOMATICALLY WHEN THE IPE IS MADE EFFECTIVE.**

**When Customer’s Ticket to Work Is Assigned to An Employment Network during IPE Development**

<table>
<thead>
<tr>
<th>VRC</th>
<th>Before signing the IPE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9. Encourages the customer to unassign their Ticket from their current EN so that DVR can put it “in-use.”</td>
</tr>
<tr>
<td></td>
<td>10. Assists customer with a request to unassign the Ticket by providing the Ticket to Work: Ticket Unassignment Form, and helping the customer to complete the form.</td>
</tr>
<tr>
<td></td>
<td>a. If the customer is unsure about which EN has been assigned their ticket, the counselor can consult with the DVR Ticket to Work / Benefits Planning Specialist so that the status of the ticket can be checked using the</td>
</tr>
<tr>
<td>Customer</td>
<td>After signing the IPE:</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------</td>
</tr>
<tr>
<td></td>
<td>11. Continues to make timely progress, as described in Customer Handout – Ticket to Work.</td>
</tr>
<tr>
<td></td>
<td>a. If a customer is not making timely progress, they can submit a written request to SSA’s Ticket Program Manager to put their ticket in inactive status.</td>
</tr>
<tr>
<td></td>
<td>i. The customer should send the request to:</td>
</tr>
<tr>
<td></td>
<td>Ticket Program Manager (TPM)</td>
</tr>
<tr>
<td></td>
<td>PO Box 1433</td>
</tr>
<tr>
<td></td>
<td>Alexandria, VA 22313</td>
</tr>
<tr>
<td></td>
<td>ii. The request should include:</td>
</tr>
<tr>
<td></td>
<td>1. customer’s name;</td>
</tr>
<tr>
<td></td>
<td>2. phone number;</td>
</tr>
<tr>
<td></td>
<td>3. SSN;</td>
</tr>
<tr>
<td></td>
<td>4. VR Agency (or EN, if the Ticket is not currently in-use with DVR); and</td>
</tr>
<tr>
<td></td>
<td>5. customer signature and date of the request.</td>
</tr>
<tr>
<td></td>
<td>iii. The suspension of Social Security CDRs does not apply for individuals if they have a ticket in inactive status.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VRC / Customer</th>
<th>Before case closure:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>13. VRC and Customer discuss ENs, which can be a good option for those who want protection from disability reviews, are employed gainfully, are meeting Timely Progress goals, or need basic ongoing employment supports.</td>
</tr>
<tr>
<td></td>
<td>14. If appropriate, VRC works with Customer to coordinate with an available EN who will be able to provide longer term supports. ENs change regularly; the most current list of ENs will always be on the SSA website:</td>
</tr>
<tr>
<td></td>
<td><a href="https://choosework.ssa.gov/findhelp/">https://choosework.ssa.gov/findhelp/</a></td>
</tr>
</tbody>
</table>
|                |     a. To search for ENs locally, click “Start Your Direct
| Search” at the website above. b. Enter the local zip code and ensure that the “Employment Network (EN)” checkbox is selected. If the local area is not densely populated, it may be necessary to increase the search radius to greater than 10 miles. |

At Case Closure, the Customer has 90 days to assign the Ticket to another provider and keep the Ticket “in-use.”

If appropriate, after Case Closure with DVR, the customer may continue to work with an EN and sign an “Individualized Work Plan” (IWP) to keep their Ticket “in-use.”
IPE Amendments and Edits

(Section revised, 4/19/2019)

Amendment to IPE

The VR counselor and customer amend an employment plan when there is a substantive change to the plan. The following are substantive changes that require an IPE amendment:

- The employment goal is changed;
- A primary service is added, deleted, or changed;
- A service provider for a primary service is changed;
- A support service is added which exceeds $500 or more than 6-months duration.

The VR counselor and customer should amend the IPE when other changes occur that affect the nature of one or more elements on the plan. The customer and the VR counselor must approve and sign the IPE amendment. The amended plan is not effective until it has been signed by the counselor and customer.

In time-sensitive situations, a customer may sign an IPE amendment that has been sent to them through the mail or electronically, take pictures or scan all pages of the signed document, and email those documents to their VRC through secure email. To accept amendments in these situations, all pages and elements of the IPE amendment must readable when printed. If the VRC accepts and approves the amendment, the VRC should print and sign the document for the paper case file. The original signed and printed IPE amendment must be received by the DVR office and stapled to the version signed by the VRC as soon as possible after receiving such documentation electronically. The VRC documents both the receipt of the electronic document and the rationale for accepting the document electronically in a case note.

Note: When DVR staff sign to approve an amended IPE, they are indicating approval of every detail in the plan, potentially re-affirming support for a job goal or for services about which the counselor may have since learned additional information. When a service must be added to the IPE after it has been finalized, counselors should exercise professional judgment regarding the appropriateness of the remaining details in the customer’s plan for employment before approving the amended plan.

The following are examples of when amendments are required:

- The customer and VR Counselor decide that welding is no longer an appropriate employment goal. They determine that the goal of machinist is more appropriate, even though the customer will attend the same school, for the same length of time;
- An On-The-Job Training contract is needed for the customer to be hired at a particular business, instead of the academic training which was originally planned;
- The customer and VR Counselor agree to use a different CRP for job development services;
- A vehicle repair is needed which will cost $800;
The customer moves off of a bus route, and is now requesting gas mileage reimbursement of $50/month for next nine months of training.

**Editing the IPE**

The plan may be edited (using the edit services feature in STARS) for changes that do not require a plan amendment, such as:

- A support service is needed which is less than $500, or less than six months in duration;
- Service dates for plan services are changed;
- Edits are made to costs of services, comparable benefits, or DVR contributions.
- When changing the level of CRP service (e.g. Job Retention), for example, from a level 3 to a level 2 or from a level 2 to a level 3.
- Incidental costs related to a CRP service, such as a health coverage bonus or transportation needed to participate in the CRP service

A STARS case note entry is required when an IPE is edited, to include “IPE Edit” in the case note title, and the details of the changes that have been made to the customer’s plan for employment in the body of the case note entry. A best practice is to print the edited IPE, highlighting and initialing the changes that have been made, and writing “EDITS ONLY” clearly on the top of the plan document. The print version of the edited plan can then be stapled into the green jacket.

**Note:** The original signed plan that has been edited must be retained in the green jacket, to maintain the signatures that indicate customer agreement and DVR approval.

The following are examples of when editing the IPE is permitted:

- The VR Counselor agrees to authorize $200 for the customer to purchase some interview clothes;
- The customer needs a bus pass at $20/month for the next 3 months;
- Child care services estimated at $150 is needed for the customer to participate in a job search workshop;
- An authorization is needed for $85 for the customer get his CDL license to go to work as truck driver;
- A customer requests DVR assistance to pay for an ASL interpreter for a meeting with a potential employer.

**IPE Amendments or Edits Table**

<table>
<thead>
<tr>
<th>Amendments</th>
<th>Edits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Require customer and counselor signature</td>
<td>Require a case narrative</td>
</tr>
<tr>
<td>Vocational goal is changed</td>
<td>Revisions to service costs, comparable services, or DVR contribution</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Primary service is added, deleted, or changed:</strong></td>
<td><strong>Changes or costs related to a CRP service when primary CRP service has not changed:</strong></td>
</tr>
</tbody>
</table>
| • Assessment (non CRP)  
• Community Rehabilitation Program (CRP Services)  
• Computer Purchase for Customer  
• All Training Service Categories  
• Independent Living Services  
• Rehabilitation Technology  
• Physical and Mental Restoration  
• Substantial Counseling and Guidance  
• Job Placement Services (non CRP)  
• Job Retention Services (non CRP)  
• Vehicle Purchases  
• Self-Employment Services | • Level of CRP service is increased or decreased  
• CRP: Transportation  
• CRP: Travel Time  
• CRP: Healthcare Coverage Bonus  
• CRP: CBA Permanent Employment Bonus  
• IL Related Mileage  
• IL Related Misc. Transportation Expenses  
• Il Related Travel Time  
• IL Work-Related Systems Access |
| **Service provider for primary service is changed** | **Change in service dates** |
| **Support service added exceeding $500 or more than 6 months duration** | **Add a support service under $500 for less than 6 months duration** |
| • Maintenance  
• Transportation  
• Vehicle Repair  
• Other (includes child care, tools & equip, licenses)  
• Interpreter Services  
• Translation Services  
• Financial Assistance Services |

**Assessments Conducted to Re-Evaluate IPE**

When it is necessary to re-evaluate a customer’s IPE, DVR counselors may conduct the assessment services that will be needed to determine whether a customer is capable of benefiting in terms of the specific employment outcome identified in the IPE. This can occur even while the customer is currently receiving services under the IPE.

When this happens, the assessment being provided is not a plan service, and does not need to be included in the plan itself. In these cases, DVR has interrupted services on the IPE to
determine whether the customer’s specific employment outcome in the plan is achievable with the plan services provided or whether the goal itself is appropriate. Before initiating this sort of assessment, counseling staff ensure that the customer understands the purpose of the assessment activities, and document with a case note both the discussion with the customer and the rationale for the interruption of plan services for assessment purposes. **Assessment services may be authorized without validating the presence of the assessment service in the IPE.**

When the counselor has reached a determination about the continued viability of the customer’s IPE, including the specific employment goal included in the IPE, the determination and any necessary next steps are also documented in STARS as case notes. If appropriate, the IPE may be amended as needed at this point to include any changes to the job goal or the services needed for the customer to achieve their employment outcome. However, there is no requirement to insert the provided assessment services into an amended IPE after the assessments have been completed.

**Customer Accepts Different Employment**

**Plan Amendment and Closure - Successful Rehabilitation**

If a customer accepts employment that is different from the employment goal on the current IPE and the VR services provided on the current IPE have substantially contributed to the employment, the VR counselor determines if the employment meets requirements for successful closure. If the requirements for successful closure are met or are expected to be met, the customer and the VR counselor will discuss the appropriateness of the employment.

To amend the plan to show the customer has accepted different employment the VR counselor:

- Starts with a blank amendment if there is a major change; or
- Starts with the existing plan if making minor changes. There is no limit on what can be changed in STARS until the plan amendment signature date is entered. The customer and the VR counselor must approve and sign the IPE amendment.

The VR counselor places the customer in Plan - Employed status and documents the that the customer understands the conditions of employment and is making an informed choice to accept the job.

The VR counselor reviews and documents the employment every 30 days to determine how the customer is doing and whether further services may be needed to ensure job stability. After 90 days of successful employment, the VR counselor follows procedures to close the case as successfully rehabilitated.
Options When Services Provided Have Not Substantially Contributed to Employment

If a customer accepts employment that is different from the employment goal on the current IPE and the VR services provided on the current IPE have not substantially contributed to the employment, the VR counselor and the customer need to discuss:

- Whether the employment is consistent with the customer’s primary vocational factors; and
- VR services the customer needs to maintain employment.

If the employment is consistent with the customer’s strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice (primary vocational factors) and services are identified to support the employment, the customer and the VR counselor amend the IPE to include the new employment goal, steps, and VR services needed to assist the customer maintain employment.

If the employment is inconsistent with the customer’s primary vocational factors, the VR counselor cannot support the customer’s choice. The VR counselor discusses his or her concerns about the nature of the employment and the reasons DVR cannot provide services or support. If the customer chooses to remain employed, the VR counselor discusses case closure with the customer and follows procedures to close the case as not successfully rehabilitated.

IPE Case Narrative Documentation

1. Within 90 days of the date eligibility is determined, describe the customer’s progress in developing the IPE at least once a month until the plan is signed by the VR counselor and the customer. Documentation should include as appropriate:

- Vocational assessment plans and results;
- How the employment goal was selected;
- Counseling and guidance strategies, and
- The next steps in plan development.

2. When the IPE cannot be developed within 90 days of the date of eligibility, at least once a month describe the:

- Obstacles to plan development;
- Remaining steps to plan development; and
- Estimated date for plan completion.

3. Describe how the VR counselor assisted the customer to use informed choice in the development of the IPE.
4. Describe the results of required annual reviews of the IPE by the customer and the VR counselor.

5. Describe the factors leading to other decisions or changes - rationale and how the customer was involved in the decision.

Examples:
- Availability and utilization of comparable benefits
- Purchases for customers in addition to those on the original plan
- Obtaining additional diagnostics
- Changing service providers
- Changing goals
- Adding/deleting/changing services
- Major changes in the customer’s life

Veterans - Follow-up about Benefits

6. If the customer chooses a job that does not offer the desired wages, hours, benefits, or other working conditions that were agreed upon for supported employment, the case narrative needs to document that the customer understands the conditions of employment and is making an informed choice to accept the job.

7. Entering Job Search Date in STARS Case Narrative:

When a customer in plan status is ready for job search, VR counselor enters a job search date in STARS. To enter the job search date, select the Job Search button on the Case Narrative screen, and enter the date. It is not necessary to enter title or documentation in this screen, only the date that customer starts job search, or is expected to start job search. Entering this information will help DVR track the number of customers in job search.

Case Record Documentation

Job Search/ Self-Directed

8. After the customer is placed in employed status, the VR counselor reviews the employment every 30 days to determine how the customer is doing and whether further services may be needed to ensure job stability. The VR counselor documents the customer’s progress every 30 days in the case narrative notes.

Standard Operating Procedure: Developing a Plan for Eligible Individuals at Immediate Risk of Losing Employment

Purpose and Background: Effective July 1, 2018, corresponding with an update to DVR’s portion of the Washington Combined State Plan, the state VR program will elect to serve individuals who require specific services or equipment to maintain employment when they are at
immediate risk of losing employment—irrespective of their placement in the current order of selection. This is a provision made available under the Rehab Act as amended by WIOA, and implemented by federal rules in late 2016. This allows DVR to assist individuals with disabilities in maintaining their economic self-sufficiency, retaining the employment in which they have skills and experience.

This option may be appropriate in situations such as those where an individual’s disabling condition has progressed or their job duties have changed, and without the provision of specific services or equipment in the very near future, they will “almost certainly” lose their current job. When made available, these services must be provided under an IPE, and be consistent with the goals of that IPE.

The Washington Administrative Code (WAC 388-891A-0610(5)) explains that a DVR customer must meet the following conditions before DVR may permit them to move into a plan that provides for specific services or equipment under this rule:

- The customer must be at immediate risk of losing competitive integrated employment for reasons related to their disability; and
- The customer must require specific services or equipment in the very near future to enable them to keep their job.

Reference:
WAC 388-891A-0610, How are individuals selected for services when DVR is operating under an order of selection?

“(5) DVR may provide you specific services or equipment without requiring that you wait for services under an order of selection if:

(a) You are at immediate risk of losing your job in a competitive integrated setting for reasons related to your disability; and

(b) You require specific services or equipment in the very near future that will enable you to keep your job.”

<table>
<thead>
<tr>
<th>Action by:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DVR Counselor</td>
<td><strong>When the customer is at immediate risk of losing competitive integrated employment for reasons related to their disability, and they would otherwise be placed on the waiting list for services due to their priority of service category assignment:</strong>&lt;br&gt;1. Requires the customer to provide documentation supporting the determination that without specific services or equipment provided in the very near future they would almost certainly lose their job in competitive integrated employment.</td>
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</table>

**Note:** If customer has given consent to discuss DVR
support with the employer, the counselor may assist the customer as they obtain necessary documentation from the employer.

a. Examples of this documentation may include formal written evaluations and warnings regarding customer job performance or other correspondence from the employer to the customer that indicates that the customer is likely to lose their job without specific services/equipment to help retain that job;

i. Documented issues with performance must be linked to the customer’s disabling condition;

ii. Counselors remain responsible for using their professional judgment as VR counselors to determine whether the occupation is consistent with the customer’s primary vocational factors;

b. If there is a consent in place to discuss the customer’s situation with their employer, or if the customer has come to DVR through a referral from an employer, the counselor requests documentation of any reasonable accommodations for customer.

Note: If the employer has been involved in the case through a referral, the counselor should consider staffing the case with a DVR business specialist, to determine whether any technical assistance or training may be provided to the employer regarding options for retaining skilled staff with disabilities.

2. Staffs case with unit supervisor (or the supervisor’s delegate) to discuss the determination that the customer faces an immediate risk of losing employment and what steps may be effective in facilitating the rapid provision of the services or equipment necessary for the customer.

3. Writes a case note detailing the documentation of the immediate risk to employment, as well as the results of case staffing with the supervisor.

4. Using the checkbox on the Eligibility Screen in STARS, indicates the customer meets the criteria of being at
5. Completes the Vocational Assessment Screen, verifying that maintaining employment in the customer’s current job is consistent with their unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

6. Completes Jobs and Training Inventory Screen with customer to obtain required demographic information.

7. Completes new IPE for customer to maintain their current employment.

**Note:** Once the customer’s plan is signed and approved, the employment screen can be completed to include as the employment start date the date that the services or equipment to maintain employment are provided. After 90 days, if the employment remains stable, the customer may be closed in STARS as “Closed-Rehab.”

Under no circumstances may customers receiving services under the “Immediate Risk of Losing Employment” exception to the order of selection amend the employment goal on their IPE. The services provided under this exception must be restricted to those intended to maintain their existing employment, as approved by the DVR counselor.
WAC 388-891A-0905 Are there circumstances in which DVR requires me to participate in additional assessment activities?

WAC 388-891A-0910 Do I need to tell my DVR counselor about my criminal history or negative actions that may appear in a background check for employment?

WAC 388-891A-0911 What is required for DVR to approve an IPE with a goal in self-employment?

WAC 388-891A-0912 What are the factors that a DVR counselor considers in determining whether to support an employment outcome in self-employment?

WAC 388-891A-0913 What conditions apply for DVR to support self-employment as a sole proprietorship or a limited liability company?

WAC 388-891A-0915 What is an individualized plan for employment (IPE)?

WAC 388-891A-0916 How long does it take to develop an IPE?

WAC 388-891A-0920 What information does DVR provide to help me develop my IPE?

WAC 388-891A-0925 Who develops an IPE?

WAC 388-891A-0930 Who may help me with developing an IPE?

WAC 388-891A-0940 What must be included on the individualized plan for employment?

WAC 388-891A-0945 When does the IPE become effective?

WAC 388-891A-0950 Is the IPE reviewed and updated?

WAC 388-891A-0951 When would my IPE require an amendment?

WAC 388-891A-0960 Will DVR support an employment outcome that involves activities that are illegal under federal, state, or local law?

WAC 388-891A-0965 Does DVR support any job I choose?

WAC 388-891A-0966 What if the employment outcome I choose is religious in nature?

WAC 388-891A-0970 What happens if I am not making the agreed upon progress in my IPE?
Informed Choice

(Revised 6/20/11)

Informed Choice Index Page

See Also:

Employment Goal on the IPE
VR Services on the IPE
Informed Choice

Informed Choice is a Process

Informed choice is a process by which customers in the public rehabilitation program make decisions about their vocational goals, the services and service providers necessary to reach those goals, and how those services will be procured. The decision-making process takes into account the individual’s values, lifestyle, and characteristics, the availability of resources and alternatives, and general economic conditions.

Guidelines

Informed choice does not mean unlimited choice. An individual’s choices are limited by several factors.

- The choice must relate to and be necessary to achieving an employment outcome.
- The choice must be cost effective.
- The choice must be consistent with the individual’s strengths, resources, priorities, abilities, capabilities, needs and interests.
- The choice must be made pursuant to all federal, state, and DSHS rules related to purchasing and providing services.

Notifying Customer of VRC’s Disagreement with Selected Employment Goal, Assessment Service, VR Service, and/or PES Service

The VR Counselor’s is responsible to provide a customer with written notification when the VRC disagrees with an individual’s selected employment goal, assessment service, VR service, or PES service. Such written notification is necessary so that the customer may exercise his/her rights to appeal within required timeframes and knows the specific reasons on which the VRC’s decision is based.

See Also:

Use of Required STARS Letters
What to do if you Cannot Support the Customer's Choice.

If a VR counselor does not support a customer’s choice of employment goal, assessment service, VR service, or post-employment service, the VR counselor must discuss their decision in a counseling and guidance session with the individual. This discussion must be followed by written notification to the customer. The customer may appeal the decision based on the written notification that is provided by the VRC. The VRC must:

1. Make sure the reasons you do not support the customer’s choice are based on objective information, facts, and applicable sections of Washington Administrative Code (WAC) 388-891A “Vocational Rehabilitation Services for Individuals with Disabilities.” If the individual’s selection of an employment goal is not consistent with the assessment of their VR needs, or they have selected assessment, VR, or PES services that are not required for achievement of their employment goal, discuss your concerns with the individual in an objective, factual way. Consult with others or invite the individual to discuss the decision with a supervisor and/or the Client Assistance Program (CAP).

2. After providing counseling and guidance send a letter to the customer within five (5) working days of your discussion to provide written notification of your decision not to support their selected employment goal, assessment service, VR, or PES service. Use applicable STARS template letters for providing this written notification. If the customer appeals your decision, this letter will provide the basis for the appeal.
   - When you disagree with a customer’s selected employment goal, you must state the objective reasons that you disagree with the goal and identify either a more appropriate goal or the steps they must take to decide on a better suited goal.
   - When you disagree with a customer’s selected assessment service or VR service, you must state the objective reasons that the service is not required for them to choose or achieve their selected employment goal.

3. Clearly document in a STARS case narrative why you cannot support the individual's choice. For example, the employment goal is not consistent with the individual's strengths and resources, the service is unnecessary, PES services will not be adequate and a new DVR case is needed, etc.

Role of the Customer

The role of the customer in the VR process has shifted with the change in the counselor's role. The amount of time and energy individuals commit to their vocational rehabilitation efforts directly impacts their outcomes. Individuals should be expected
and encouraged to assume as much responsibility as possible in making decisions that lead to achieving the goals outlined in the plan. By law, individuals make decisions about the employment outcome and setting, VR services and service providers.

Suggested ways to use the informed choice process to encourage responsibility and accountability include enabling individuals to:

- Determine which steps in the process they can perform independently.
- Determine which steps require support, and what support is needed.
- Gather information about vocational options and alternatives.
- Objectively discuss and consider information, counseling and guidance provided by a VR counselor.
- Evaluate the information as it relates to identified strengths, capacities, capabilities, needs, resources and interests.
- Explore and secure resources needed to achieve plan goals.

**Role of the VR Counselor**

The VR counselor facilitates the process with knowledge of rehabilitation and the VR process, an understanding of informed choice, information regarding rehabilitation resources and current labor market trends and the experience of assisting other individuals through the VR process.

The VR counselor explains the individual’s right and responsibility to make choices throughout the rehabilitation process, and uses a combination of skills to ensure individuals make effective choices, including:

- Ability to see the potential in each person.
- Advocate for individuals and their rights when appropriate.
- Challenge one’s own preconceived ideas about limitations.
- Effectively communicate information in a way that meets the individual’s needs and learning style.
- Understand what information is relevant to a decision and how to obtain it.
- Ability to understand and explain how each decision relates to achieving the employment outcome.
- Ability to explain rules related to making cost-effective decisions and helping an individual apply the rules to decisions.
- Help individuals assess advantages and disadvantages from various perspectives.
- Effectively and objectively work through conflict and/or disagreement.
- Recognize choices that do not contribute to an employment outcome or are not cost effective, explain the reasons DVR cannot support those decisions, and explore alternatives.
• Clearly document in STARS case narrative why you support or cannot support the individual's choice.
• Explain consequences of decisions and hold people accountable.
• Honestly and sensitively discuss an individual’s strengths and limitations as they relate to decisions.

Selecting Service Providers

Encourage customers to be actively involved in the selection of service providers. VR counselors need to ensure that individuals are offered the full array of choices among service providers available, with adequate information to assess the options and make an effective decision.

Suggestions about how individuals can participate in selecting the service provider include:

• Share information about service providers performance results available on the DVR Intranet.
• The VR counselor should discuss his or her experience and knowledge with various service providers.
• Arrange opportunities for individuals to discuss potential service providers with other knowledgeable consultants or staff.
• Encourage individuals to interview potential service providers in-person or by phone.

Case Documentation

The case service record should reflect an individual’s choices throughout the rehabilitation process. Case notes and narratives should clearly indicate to an uninvolved reader of the case file the level of involvement and responsibility the individual assumed in making decisions throughout the VR process.

Suggested case record entries might address:

• Level of support needed by the individual to make informed choices.
• Support provided by the VR counselor to assist an individual to make effective decisions.
• Individual’s involvement in gathering information necessary to make decisions.
• Other consultants or resources the individual used to make decisions.
• Risks involved with the decision and how the individual addressed the risks.
• VR counselor concerns about choices and counseling provided to address concerns.
WAC – Informed Choice

WAC 388-891A-0300 What is informed choice?

WAC 388-891A-0310 How does DVR support the informed choice process?

WAC 388-891A-0320 What if I do not know how to use the informed choice decision making process?

WAC 388-891A-0330 What decisions may I make using informed choice?

WAC 388-891A-0340 What information and assistance will DVR provide to help me make informed choices about VR services and service providers?
Letters Index

Example letters referenced in the manual:

Use of Required STARS Letters

Certification of Disability for Federal Employment - Schedule A

Letter to Employer – Customer Internship Program

Letter to Potential Employer – OJT

Letter to Maximus to Unassign Ticket

Letter for Subpoena Duces Tecum

Loaned Equipment Recovery Letter

Overpayment Letter Examples (Customer and Vendor)

Vendor Registration Letter
EXAMPLE Schedule A - Certification of Disability Letter

IMPORTANT NOTE - Use Agency Letterhead

Date:
To:
From:

Subject: Excepted Service - Appointment of Person with Disability 5 CFR 213.3102(u)

To Whom It May Concern:

Per requirements set forth under 5 CFR 213.3102(u) Excepted Service Appointment of Persons with Disabilities, this letter serves to certify that the applicant for employment, [Ms./Mr. J Smith], has [an intellectual disability, a severe physical disability, a psychiatric disability].

Please contact the applicant or myself if you need additional information or employment assistance with this applicant.

Thank you for considering [Ms./Mr. J Smith] for employment.

Sincerely,

[Counselor Name and Credentials
Address
Phone Number
Email]
EXAMPLE Letter to Employer- Customer Internship Program

IMPORTANT NOTE - Use Agency Letterhead

Date

Name

Address

Regarding: Internship for [name of customer]

Dear [name of employer]

Thank you for your willingness to offer temporary employment to [name of customer] through the Division of Vocational Rehabilitation (DVR) paid internship program. You are providing an invaluable resource that will greatly assist [customer’s first name] in gaining the work skills [he/she] needs to prepare for permanent employment.

Enclosed, please find the following documents:

• Signed Internship Agreement: This form outlines the job duties, wages/salary, expected schedule, contact information and the terms of DVR reimbursement for the host employer.

• Internship Evaluation: Please complete this form at the end of the paid internship.

• [Attendance Log and Billing Invoice (Optional): You can use this form to track the hours worked, and wages/salary paid, to the intern. If you choose, you can use your own invoice. If you use your own invoice, please include the following information: Host employer name and address, the name of the intern and the AFP number. ]
• Authorization for Payment (AFP): The AFP is legally binding; and acts as a contract between DVR and a registered vendor [host employer] or customer for goods or services purchased on behalf of the customer.

Billing Process:

1. Please submit a monthly bill to me, the DVR Counselor/Representative. [Name and address]
2. Please note the AFP number on each monthly invoice.
3. [(Optional) Submit the Attendance Log and Billing Invoice monthly that breaks down the actual hours and wages for the month.]
4. With the final bill, please include a completed Internship Evaluation form.

Please let me know if you have any questions or if I can be of further assistance. Please don’t hesitate to contact me with any feedback on [customer’s name]’s job skills, as my goal is to help [customer’s first name] be a successful employee and to transition to a permanent position in the community. I can be reached at [telephone number]. My e-mail address is [e-mail address]. Thank you again for providing this paid internship.

Sincerely,

[Name and Title]
EXAMPLE Letter to Potential Employer – On-the-Job Training

IMPORTANT NOTE - Use Agency Letterhead

Dear Prospective Employer:

The State of Washington, Division of Vocational Rehabilitation, is interested in developing on-the-job training (OJT) opportunities within the local business community.

On-the-job training enables individuals to receive training in at the actual work site. It offers an employer the opportunity to recover extra costs incurred to train a new employee when the individual is receiving employment services from the Division of Vocational Rehabilitation. Training costs are negotiated on an individual basis considering job requirements and the applicant’s skill level.

The individual presenting this letter is eligible for training funds. If you have a position available and would like to discuss on-the-job training, please contact me. I welcome the opportunity to work with you and your company. I have enclosed a brochure on OJT for you to review at your convenience.

Sincerely,

Vocational Rehabilitation Counselor
EXAMPLE Letter to Maximus To Unassign Ticket from EN and Reassign Ticket to DVR

IMPORTANT NOTE - Use Agency Letterhead

MAXIMUS, Inc.
11419 Sunset Hills Rd.
Reston, VA 20190
Voice: 1-800 MAXIMUS
email: info@maximus.com
FAX: 703-251-8240

Date:
Name of Customer:
Customer’s Social Security Number:

Maximus,

Please unassign my ticket from [name of employment network where ticket is currently assigned] and reassign it to the State of Washington Division of Vocational Rehabilitation.

[If customer has a signed plan with DVR, include in the request to put ticket “in use SVR” status].

[If the plan is not signed yet, indicate that the individual is “working with DVR”].

Effective date:
Customer’s Signature
EXAMPLE Letter- Subpoena Duces Tecum

IMPORTANT NOTE - Use Agency Letterhead

Name of requester Re: Subpoena Duces Tecum

Address Line 1

Address Line 2

Date

Dear-------------:

This letter confirms receipt of your enclosed letter forwarding the Subpoena Duces Tecum [and Notice of Deposition [if applicable]] for records that DVR may have about ___________. The Division of Vocational Rehabilitation received your letter on ____________.

If this person has been a DVR customer or DSHS client, we would not be able to give any records to you under the subpoena that you issued. Identifiable customer information in vocational rehabilitation records may only be disclosed to a third party if authorized under Federal or State law. These records are protected from disclosure under WAC 388-891A-0130 and 34 CFR 361.38 (e). DVR may only release personal information if a customer gives written authorization or if a court orders disclosure.

Because of these laws, we are objecting to the Notice of Deposition and Subpoena Duces Tecum under CR 45(d)(1). We cannot send the records and will not appear at the scheduled time.

For your assistance, the enclosed form, if signed by a DVR customer or someone authorized to consent for that customer, would allow DVR to disclose records to
you. You can also find this form, DSHS17-063, on the Internet at: https://dshs.wa.gov/fsa/forms.

You may use this form or any other one that meets state and federal laws. You may send the completed form to me at the locations listed on this letter.

Please contact me if you have any questions or need more information.

Sincerely,

Name, DVR Customer Relations Manager

Phone number, e-mail address

c/o: Megan Carper, Assistant Attorney General

__________, Attorney representing the individual, if applicable
Loaned Equipment Recovery Letter

Client Letter - Loaned Equipment

Overpayment Letter Examples (Customer and Vendor)

Customer Overpayment (Owe Money Notification) Letter

Vendor Overpayment (Owe Money Notification) Letter

Vendor Registration Letter

Vendor Registration Letter
Manual Revisions

4/25/2019 Summary of Major Changes

- The **expectations for collaboration between rehabilitation technicians and VR counselors** have been updated in the **Case Movement Expectations** section. This guidance addresses situations in which extension agreements may be necessary for eligibility determinations or IPE development.

- There has been an update to **Standard Operating Procedure: Providing Monthly Case Management Coaching for Counseling Staff** that reflects the updated expectations for VR counselor and rehabilitation technician collaboration.

4/19/2019 Summary of Major Changes

- To support the change in the way STARS permits AFPs to be drafted and issued, we have added information to the **“IPE Amendments and Edits”** section. This update addresses:
  - Which changes may be addressed through edits to IPE services, and which changes may be addressed through amendments to the IPE;
    - The most significant change in this area has to do with a shift in the way DVR policy treats changes in the level of CRP services, permitting IPE service edits when making adjustments of CRP service levels;
  - Enhancing existing guidance and best practice regarding the documentation of edits to IPE services;
  - When edits or amendments may not be necessary, because assessments are needed to re-evaluate the IPE.

3/15/2019 Summary of Major Changes

The following standard operating procedures have been added to the Supported Employment section of the manual:

- **Delivering Supported Employment Services to DVR Customers** – this procedure is designed to help staff identify when supported employment services are needed and how to provide them.

- **Foundational Community Supports Individual Placement and Support Referrals to DVR and the Vocational Rehabilitation Process** – this procedure must be followed when a recipient of FCS services applies to DVR. Minor edits were made to the Supported Employment section to mention Foundational Community Supports.

Additionally, to help staff determine when an eligibility extension is appropriate, the **Timeline for Eligibility Determination** section has been updated to include the definition of **exceptional and unforeseen circumstances**.
12/24/2018 Summary of Major Changes

This manual update includes major updates to implement new policies, including a requirement to utilize non-CRP Job Placement and for VR supervisors to approve the use of certain services. These have been distributed through email as separate guidance documents for ease of access, in addition to being available in this version of the Customer Services Manual.

The procedural guidance for Non-CRP Job Placement clarifies how staff are to implement the policy that non-supported employment customers access DVR staff-assisted job placement services and WorkSource-based resources for a period of at least 90 days prior to accessing CRP-provided Job Placement services. It also includes criteria to be used in evaluating under which circumstances customers might move into CRP-provided Job Placement services before 90 days have elapsed.

The procedural guidance for VR Supervisor Approval for Certain Services clarifies which criteria supervisors must evaluate when determining whether to approve the use of a CRP Community Based Assessment, CRP Job Retention services, Postsecondary Education services, or Self-Employment services.

The manual update also includes several minor changes that offer clarifications or slight changes in business practice. These include:

- The Standard Operating Procedure for Delivering Career Counseling and Information and Referral Services to Individuals Earning Below Federal Minimum Wage. This procedure has been field tested over the past year and a half, and is being formalized in the manual. It applies for any office that has a Federal 14c Certificate Holder in the local area with workers earning subminimum wages.

- An update to the procedural guidance for the use of secure email.

- Additional guidance around the criteria to be used in procuring risk assessment evaluations for customers with histories of violent or predatory behaviors.

- Clarification of responsibilities when receiving subpoenas duces tecum.

- A minor but potentially significant change to the procedural guidance regarding the use of information from previous case files when a customer has a new case (addressing instances in which older case files were missing necessary information).

- Clarified Federal requirements for supporting documentation of employment information.

8/21/2018 Summary of Major Changes

The following procedures have been added to the DVR Customer Services Manual. These procedures implement important business changes following the adoption of an amended Combined State Plan and chapter of WAC in July, 2018.
• The **Standard Operating Procedure for Developing a Plan for Eligible Individuals at Immediate Risk of Losing Employment** has been added to the conclusion of the Individualized Plan for Employment section of the manual. This procedure applies when individuals who would otherwise be placed on a waiting list for services under DVR’s order of selection are at substantiated risk for losing their employment if they do not receive specific VR services.

• The **Standard Operating Procedure for Providing Extended Services Paid for by DVR to a Youth with a Most Significant Disability** has been added to the Supported Employment Services portion of the manual. This procedure must be followed when, in the context of providing supported employment services to a youth with a most significant disability, no other source of extended services is presently available.

### 8/15/2018 Summary of Major Changes

In addition to some minor technical changes (fixes to broken links and typos), the following portions of the DVR Customer Services Manual have been updated or added, effective August 15, 2018:

• The “**Significance of Disability Matrix**” has been updated to reflect the use of five priority of service categories in DVR’s administration of the Order of Selection.

• The “**Standard Operating Procedure for Providing Monthly Case Management Coaching for Counseling Staff**” has been added to the **Case Movement Expectations** section of the manual. This procedure was developed in coordination with an update to the WebTool that was previously called the “Case Management Review Tool,” and which is now called the “VRS Coaching Tool.” Please note that there is a link to a “**User Guide**” for the tool.

• The “**Standard Operating Procedure for Resolving Disputed Closures Informally**” has replaced the section of the manual previously titled “Reopening a Case after being Closed – Other.” This procedure was developed to ensure that there is a clear process for documenting the rationale and decision-making in the event that—in very specific circumstances only—it is necessary to re-open a case that has been closed.

### 7/2/2018 Summary of Major Changes

References to WAC have been updated throughout the manual in response to the amendment of the chapter regulating the provision and scope of VR services (chapter 388-891 to 388-891A).

The procedure and instructions for the **Financial Statement** have been updated to align with the amended WAC.

Additionally, the links to the DVR Mini Fee Schedule have been updated to reference the 2018 rates.
5/1/2018 Summary of Major Changes

The following changes were made to update the “Authorizing / Issuing / Paying” section of the manual:

- Guidance surrounding those purchases that require quotes from vendors has been amended;
  - although these procedures have not changed in substance, they have been re-sequenced, revised for alignment in language with state procurement rules and Federal VR rules, and additional clarifying guidance addressing when the documentation of multiple quotes is necessary has been added;
  - examples have been revised to remove references to specific vendors that could be construed as an inappropriate preference, particularly in discussing the least cost options for tools and equipment;

- A Standard Operating Procedure to follow when an AFP category error occurs that involves pre-employment transition services has been provided;
  - this supplements the existing manual content for correcting AFP errors;
  - it ensures that staff have a standard process for alerting DVR’s Finance and Budget Unit when an AFP error occurs for pre-employment transition services activities that must be attributed to the correct funds; and

- The sequencing of sections has been adjusted to foreground decisions and actions that are required when making certain purchases prior to authorization.

2/6/2018 Summary of Major Changes

The following sections were updated or added to the manual:

- Updated the Definitions section of the manual to include definitions important for program activities but not currently in WAC. These include the definitions of “individual with a significant disability,” “individual with a most significant disability,” and “student with a disability.”
- Updated the Identity and Citizenship section to ensure that the manual has current USCIS document lists. These lists change periodically, and DVR’s manual now reflects the current documentation requirements from USCIS.
- Recently finalized Standard Operating Procedures have been included:
  - Added Standard Operating Procedure for Processing Customer Requests to Amend the Case Service Record.
  - Added Standard Operating Procedure for Putting a Customer’s Ticket to Work “In-Use” with DVR (SSI/SSDI Customers).
  - Added Standard Operating Procedure for Offering DVR Customers DVR-Provided Work Incentives Benefits Planning.
- Updated the manual content about Information and Referral Services to clarify that Rehabilitation Technicians can provide Information and Referral services, but that all counseling provided, even brief counseling in the course of providing Information and Referral, must be provided by a Vocational Rehabilitation Counselor.
In addition to these changes, a limited number of minor changes were made, such as the addition of clarifying language about the mailing of extension letters (in both the Timeline for Eligibility Determination section and the 90 Day IPE Development Extension section) to conform to a State Auditor finding and the updating of a number of broken hyperlinks.

11/1/17 Summary of Major Changes

The following sections were added and revised to incorporate procedural guidance intended to support the implementation of an order of selection, including a waiting list for services. Additionally, some sections were updated to align with the replacement of outdated policies, and others were updated to ensure that they remain current as references.

1. “I & R Services”

This section was updated to include information about the requirements for providing Information and Referral services under an Order of Selection. The section also now includes a Standard Operating Procedure for the provision of Information and Referrals using the new (as of 11/1) STARS screen for I & R.

2. “Application Procedures”

This section was updated to include the additional information that DVR staff must discuss with customers to ensure that they are providing an informed choice at application, when operating under an order of selection.

3. “Individualized Plans for Employment (IPEs) in 90 Days”

This section was updated to clarify that, for customers who have been assigned to closed priority categories, the 90 days for plan development begin once the customer has been released from the waiting list.

4. “Warrants” and “Refund Notices”

These sections were updated to align with the Standard Operating Procedure for “Processing Mail and Negotiables,” finalized in October of 2016, which superseded the previous guidance.

5. “VR Service Category Table”

This section was updated to incorporate the categories of service that have been added to STARS since 2014, and to improve the alignment of the service category names between those found in the manual and those available in STARS.

09/11/17 Summary of Major Changes

The following sections were added and revised to formally incorporate procedural guidance about pre-employment transition services to the manual, and to update both the fee schedule and available services under the DVR / CRP contract:
1. “Standard Operating Procedure: Referring Customers for Level 4 (Deaf-Blind) CRP Services”

This section provides a standard procedure for determining when it is appropriate to refer DVR customers to CRP Level 4 Services, including a link to the Deaf-Blind Referral Checklist form.

2. “CRP Fee Schedule”

This section updates the fee schedule to reflect the fees that will be effective as of 9/12/2017.

[Addendum, 11/2/17: the fees included in this manual update were correct, and are current to the 9/22/17 contract update; they were not impacted by the administrative update to the contract on 9/22/17, which had a typo in the fee schedule for the healthcare bonus. “Effective date”s listed in the manual have been updated to prevent confusion, but all fees have been effective since 9/12/2017 in both STARS and service-level SDOPs.]

3. “Pre-Employment Transition Services: Categories and Descriptions”

This section provides clarification about the activities that may be included under each of the service categories for pre-employment transition services.

4. “Standard Operating Procedure: Purchasing Work-Based Learning (WBL) and Workplace Readiness Training (WRT) Experiences for Students with Disabilities Who Are Current DVR Customers”

This section offers a standard procedure for purchasing these inter-related services from CRPs.

5. “Standard Operating Procedure: Purchasing Pre-Employment Transition Services from Vendors for DVR Customers”

This section provides a standard procedure with broader applicability for determining when to purchase pre-employment transition services for customers, as well as which services may be appropriate to purchase.

The following sections were added to update the manual’s format and incorporate standard operating procedures for the provision of VR services:

6. “Standard Operating Procedure: Offering Voter Registration Assistance to DVR Applicants and Customers”

This section provides a standard process for providing, and recording the provision of, voter registration assistance to customers.

7. “Standard Operating Procedure: Receiving Warm Handoff Referrals of CSD Clients”

This section provides a standard process that must be followed when receiving “warm handoff” referrals of CSD clients, as specified in the Memorandum of Understanding between CSD and DVR.
05/25/17 Summary of Major Changes

The following sections were added and revised to clarify DVR policy and update guidance to reflect changes in law and regulation. These changes were prioritized to comply with a plan proposed in response to a recent audit by the Washington State Auditor’s Office.

1. “Timeline for Eligibility Determination”

   When extending an applicant’s eligibility determination period beyond 60 days, the letter to the applicant should include a specific date to which their eligibility period is being extended. By signing the extension letter, the applicant agrees to the date on the letter. The proposed extension of the eligibility determination period must be reasonable and allow for enough time to gather and exchange information to complete the assessment for eligibility and severity of disability.

2. “Individualized Plans for Employment (IPEs) in 90 Days”

   This section clarifies the 90 day requirement for plan development.

3. “90 Day IPE Development Extension Process”

   This section clarifies the process and documentation required to extend the IPE development timeframe, including what to do “When a Customer Does Not Agree to Extend IPE Development Timeframe”.

4. “Customer Agreement to and VR Counselor Approval of IPE”

   When agreeing to and approving an IPE, the last signature and date on the IPE should be a VRC’s. The federal regulation is clear that a VRC must approve the services in an IPE. Ensuring that the VRC is the final signature on an IPE makes clear their approval of the content of the IPE. In the near future, there will be a STARS release that will align with the CSM update regarding signatures on an IPE. For now, please be sure that the customer signs and dates an IPE prior to a VRC approval signature, and please remember that all initial IPEs and subsequent amendments require both a customer and a VRC signature. An IPE is not final and approved until both the customer and VRC have signed and dated the IPE.

5. “All Services the Customer Requires Must Be Included on the IPE”

   All in-plan services that a customer requires must be included on an approved IPE. This includes not only primary and support services paid for by DVR, but comparable benefits or services as well.

   Additionally, some changes were made to update the manual contents and bring certain areas of guidance into alignment with VR laws and regulations.
After consultation with the DSHS Privacy Officer, references to HIPAA have been removed, and the HIPAA/Consents jacket has been revised to include a new title (Consents and Authorizations) and remove HIPAA-related documents, such as the DSHS Notice of Privacy Practices.

Updated the contents for Green, Yellow, and Lavender File Jackets to reflect current practice.

Clarified that increases to the level of a CRP service require an amendment to the IPE and that decreases to the level of a CRP service require an edit to the IPE.

Removed discussion of Homemaker as Employment Goal, Homemaker Closure and all other references to Homemaker Closure.

Removed discussion of Unpaid Family Worker Closure and all references to Unpaid Family Worker Closure.

Removed references to Extended Evaluation.

05/15/17 Summary of Major Changes

On April 17th, 2017, the manual was removed from the RoboHelp platform, leaving only the “printable” version of the manual available for staff and stakeholders. Following the transition of the manual to an MS Word format, an initial and substantial series of technical edits were made to the Customer Services Manual to improve its usability.

There were no changes in guidance, but the technical edits included:

- Correction of the structural mark-up of the manual to standardize headings;
- Fixes and updates made to broken internal and external hyperlinks;
- Redundant content consolidated and cross-linked where appropriate; and
- Internal content consolidated into the single-file manual for ease of navigation and searching.

04/25/14 Summary of Major Changes

The following changes were made in STARS and the Customer Services Manual. Here is a list of the major changes:

Guidance about the Changes in STARS

1. Adds guidance that describes the Services Screen in STARS. This screen helps DVR to track the services provided and up to 3 comparable benefits for each service
2. Adds guidance that Comparable Benefits are Listed on the File Copy of the AFP
3. Adds guidance that describes the Employment Screen in STARS - Customized Employment Checkbox added to the Employment Screen in STARS
4. Revises the guidance about the Reasons for Case Closure
• Removes the closure reasons Customer Agrees to Closure and Closed- All Other Reasons
• Adds the following closure reasons:
  o Declines to authorize release of info or participate in assessment
  o Does not agree to extend eligibility period
  o Does not require VR services, ineligible
  o Incarcerated in a prison or jail
  o No longer interested in receiving services- asks DVR to close case
  o No longer interested in receiving services- declines VR services
  o Referral to another agency (formal referral that involves getting a signed consent from the customer, using a referral letter/form and as appropriate, copies of records, reports, or the IPE)
  o Failure to cooperate changed to Refused to cooperate
  o Failure to cooperate- failed to authorize release of info changed to Refused to cooperate- declines to authorize release of info

5. Revises the guidance about the Use of Required STARS Letters

• Removes the closure letters Customer Agrees to Closure and Closed- All Other Reasons
• Adds the following closure letters:
  o Declines to authorize release of info or participate in assessment
  o Does not agree to extend eligibility period
  o Does not require VR services, ineligible
  o Incarcerated in a prison or jail
  o No longer interested in receiving services- asks DVR to close case
  o No longer interested in receiving services- declines VR services
  o Referral to another agency (formal referral that involves getting a signed consent from the customer, using a referral letter/form and as appropriate, copies of records, reports, or the IPE)
  o Failure to cooperate changed to Refused to cooperate
  o Failure to cooperate- failed to authorize release of info changed to Refused to cooperate- declines to authorize release of info

6. Other Guidance Added to the Customer Services Manual:
  o Substantial Vocational Rehabilitation Counseling and Guidance
    (changes title from Counseling and Guidance to Substantial Vocational Rehabilitation Counseling and Guidance)
      ▪ Adds examples of substantial vocational rehabilitation counseling and guidance and case management
      ▪ Adds guidance that VR Counselors are responsible for documenting substantial vocational rehabilitation counseling and guidance in the:
        ▪ Services Screen in STARS
        ▪ Individualized Plan for Employment (IPE)
- Case Narratives in STARS
  - Adds guidance that it is a best practice to include Substantial Vocational Rehabilitation Counseling and Guidance (SVRCG) in the title of case narratives
  - Application Procedures (add guidance about Completion of the Vocational Information (VI) Form)
    - Adds guidance that good counseling and guidance is used to conduct an intake and complete the VI form
    - Adds guidance that all agencies that receive federal funds must report race/ethnicity data either by a customer’s self-report or staff observations. (Adds the citation for this requirement)
    - Adds guidance if a customer chooses not to make a selection it is mandatory that DVR staff make a selection based on their observations and best professional judgment
  - Adds new VR Service Categories:
    - Apprenticeship Training
    - Apprenticeship Training- Books and Supplies
    - Hearing Aids was replaced with:
      - Audiological Evaluation
      - Hearing Aid Purchase
      - Hearing Aid Repair
    - Benefit Planning (No AFP, provided by DVR staff)
    - IL Skills Training- Interpersonal & Social
    - IL Skills Training- Organizational Abilities
    - IL Skills Training- Self-Care (Hygiene and Grooming)
    - IL Skills Training- Self-Care (Health and Meds Management)
    - IL Skills Training- Time Management
    - Information and Referral (No AFP, provided by DVR staff)
    - Job Club (No AFP, provided by DVR staff)
    - Job Search (non-CRP) (No AFP, provided by DVR staff)
    - Reader Services (separate category)
    - Substantial Vocational Rehabilitation Counseling and Guidance (new name and description)
    - Workstrides (No AFP, provided by DVR staff)
    - Workstrides / Dependable Strengths (No AFP, provided by DVR staff)

12/09/13 Summary of Major Changes

This manual revision includes new guidance about the eye glasses contract, purchasing work shoes/boots or orthotics, and title changes in the Public Disclosure section to the Area Public Records Officer and the Public Records Coordinator at the DVR State Office. Adds guidance if staff release records make a second copy of all documents released and send via certified mail.
to the Public Record Coordinator at the DVR State Office. Here is a summary of the new guidance that was added:

**Purchasing Eye Glasses On-Contract and Off-Contract**

- Adds guidance to clarify the eye glasses contract with Airway Optical/Correctional Industries is optional but preferred whenever possible as it offers the least cost.
- Clarifies that eye glasses can be purchased Off-Contract if the purchase is comparable to the least cost from a vendor such as America’s Best, Lens Crafters, Pearle Vision or Wal-Mart.
- Clarifies another option is that eye doctors in your area might be willing to provide glasses for DVR customers for the same price they charge for customers using medical coupons or give DVR a special package price for the exam, a small assortment of frames and fitting. In most instances the least cost will be to purchase the eye glasses On-Contract through Airway Optical/Correctional Industries or from one of the vendors listed above.

**Purchasing Work Shoes, Boots or Orthotics**

- Adds guidance that expensive shoes are not necessarily better. These items must be purchased at the least cost possible from vendors such as Sears, Kohl’s J. C. Penny, Wal-Mart.
- Orthotic devices such as arch supports or insoles must be prescribed by a qualified medical professional (medical doctor, orthotic or prosthetic practitioner). Do not include shoes/boots with arch supports or orthotics in the IPE or purchase these items without a prescription. DVR can pay for a doctor’s visit if necessary to get a prescription.

**Public Disclosure Requests**

- Updates the titles to the designated Area Public Records Officer and the Public Records Coordinator at the DVR State Office. These titles are consistent with DSHS Administrative Policy on Public Disclosure.
- Adds guidance if staff are asked to release records make a second copy of all documents released and send via certified mail to the Public Records Coordinator at the DVR State Office.

The biggest part of this manual update is that the guidance from the procedural guidance memos has been put into the manual. This guidance is not new but there is a lot of information on several topics. Here is a brief summary of what was added:

**Process for Collecting an Overpayment and Recovery of Equipment**

- Procedures for collecting overpayments and recovery of equipment
- Examples of client overpayment template letters in STARS and link to the DVR Referral Form to the Office of Financial Recovery

**Communicating with Customers in a Professional Manner- Complaint Resolution Standards**
• DVR staff members are expected to communicate with customers and other individuals in a courteous and professional manner.
• Provides complaint resolution standards that are consistent with DSHS Administrative Policy 8.11 Complaint Resolution and Response Standards.
• Specifies that DVR staff members must acknowledge and respond to recorded telephone messages within 48 hours, and respond to written complaints within seven business days.

Customer May Audio Tape Counseling Sessions or Meetings

• Clarifies that customers may audio tape counseling sessions or meetings.
• If a customer does not have a tape recorder DVR can purchase a tape recorder for the customer to use.

Customer Acquisition, Sale and Consumption of Marijuana

• Although Washington State has legalized the consumption of marijuana, the acquisition, sale and consumption of marijuana under any circumstances is still against federal law. DVR is bound by federal law and cannot purchase marijuana on behalf of a customer, or support an employment outcome that is related to growing, selling, producing or distributing marijuana.
• Many employers require drug testing as a condition for employment. The use of marijuana (medical or recreational) may disqualify an individual from certain kinds of employment.
• The VR counselor will need to determine on a case-by-case basis if the customer can continue to use marijuana and pursue an employment outcome.

Certification of Disability for Federal Employment

• Updated the guidance about certification of disability for federal employment- Schedule A employment.
• Certification of job readiness is no longer required.

Work Opportunity Tax Credits (WOTC)

• Adds guidance that all applications must be submitted online using the Online Filing System
• Adds a link to the Online Filing System

Purchases that Require Quotes and Approvals- Tool Purchases

• Tool purchases that cost less than $1,000 are purchased from Grainger or Craftsman from Sears or other vendors that sell Craftsman tools. Adds links to Grainger and Craftsman websites
• Three telephone quotes are required for tool purchases that cost more than $1,000 but less than $5,000
Documentation of 3 written quotes is required for tool purchases that cost $5,000 or more. In most instances tools from Grainer or Craftsman from Sears or other vendor that sells Craftsman tools are the least cost.

Provides the conditions under which tool purchases can be made from another source. For example, if the tool is not available from Grainer or Sears, or won’t meet a customer’s needs.

Equipment Purchases in Excess of $5,000- vehicle purchases and other purchase in excess of $5,000 that require DVR Fiscal approval should be emailed or faxed to the attention of Jeanette Ogg. Jeanette is responsible for reviewing quotes and the justification for purchases over $5,000.

Interpreter Services

- Clarifies that DVR purchases interpreter services using a mandatory state contract for spoken language interpreters, and sign language interpreters
- Adds procedures for requesting an American Sign Language (ASL) interpreter On-Contract
- Adds procedures for purchasing ASL interpreters Off-Contract
- Adds procedures for purchasing spoken language interpreters On-Contract
- Adds procedures spoken language interpreters Off-Contract
- Adds procedures for using Language Line Services

Purchasing a Computer for Customer Use

- Adds some benefits to purchasing computers On-Contract using the SmartBuy program
- Adds that IT staff enter a case narrative to document the recommendation
- Adds that consultation with the ATAP is required if the computer purchase addresses disability-related issues

Required Documentation Before the Vehicle is Released to the Customer

- Include the mailing address for the DVR Headquarters Office on the vehicle title

Payment to an In-State Mobility Dealer for a Vehicle Purchase is not Delayed Pending Installation of Adaptive Equipment from an Out-of-State Vendor

Review and Assessment of Existing Records to Determine Eligibility

- Removes restrictions on the use of school records. (Previously (February 2012) school records could only be used to document a customer’s lifelong condition or
developmental disability such as mental retardation, cerebral palsy or autism). This
guidance clarifies that the VR counselor determines whether the existing records are
adequate to make an eligibility decision.

- If the VR counselor determines that a new evaluation is necessary, an evaluation may
  be purchased from a qualified licensed professional.
- Before purchasing an evaluation the VR counselor is responsible to check the
  Department of Health website to make sure a health care provider has a current license:

  Health Professions Quality Assurance (Washington Department of Health)

**Confidentiality Guidelines for Staff Working in a Co-Located Facility**

- Provides guidance about confidentiality for staff working in a co-located facility. Some of
  the steps include obtaining a customer’s written consent to share any of their confidential
  information, and schedule and use interview rooms or conference rooms to have
  confidential conversations.

See Also:

  DVR Facility Guidelines and Standards

**Off-Site Job Supports After CRP Job Placement**

- Clarifies when this service is used for example, if a Customer chooses not to disclose
  their disability to the Employer; or
- When one-on-one supports are needed but they cannot be provided on-site;
- Allows for transportation, and partial payments, and payment is based on a flat fee of
  $1,000.
Medical / Dental / Health Care Professionals

Medical / Dental / Health Care Professionals Index Page

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Medical Fee Schedules (housed with LNI)

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Advanced Registered Nurse Practitioner, ARNP

Alcohol/Substance Abuse Services

Chiropractic Services

Dental Services

Serving Individuals with Sexual Offending Behavior
Medical Practices Overview

The guidelines included in this section were developed as a reference for vocational rehabilitation staff in decision making and purchase of medical assessments, goods, services, and treatment. The topics included represent the more common services that are utilized by DVR staff and customers. The guidelines are intended as supplemental information and are not intended to be applied in every case. Every individual brings unique circumstances and unique needs to the vocational rehabilitation process. The type or extent of medical services considered depends on the specific information needed by the counselor and/or the customer’s needs.

Consultation with a VR Supervisor is recommended for any anticipated dental service, psychotherapy or counseling services, cognitive rehabilitation, medication, driver’s evaluation, surgery, or when there is a question about the need for or appropriateness of a particular treatment.

- Extensive Dental Services
- Psychotherapy and Counseling Services longer than 12 sessions
- Cognitive rehabilitation and retraining
- Medications
- Surgery; or
- When there is a question about the need for or appropriateness of a particular treatment.

Consultation with Assistive Technology and Assessment Practitioner (ATAP) is recommended regarding vehicle modifications.

Topics covered in these guidelines include:

1. Alcohol/substance abuse evaluation
2. Advanced Registered Nurse Practitioner (ARNP) and Physicians Assistant Certified (PAC) services.
3. Chiropractic services
4. Counseling/psychotherapy
5. Dental services
6. Serving individuals with sexual or violent behaviors

Use of the Medical Fee Schedule (and DVR Mini Fee Schedule) for payment of medical fees.
Payment of Medical Fees
(Revised 6-30-10)

The following medical practices and procedures are required in providing and purchasing services on behalf of DVR customers.

Use of Medical Fee Schedules

The Division of Vocational Rehabilitation has adopted use of the Labor and Industries Medical Fee Schedule, specifically the sections titled evaluation and management; medicine; radiology; and pathology. The fees contained within these sections represent the maximum fees that DVR will pay for medical services. The Labor and Industries Fee Schedule is updated annually, and published effective July 1 each calendar year.

The L&I Fee Schedule, listed as Medical Fees, and Ratio of Costs to Charges, listed as RCC Rates can be found on the DVR Intranet under Rehab Resources. After clicking on the link for RCC Rates, scroll down and select the appropriate date when services were, or will be provided, then select Medicaid / Outpatient. (RCC Rates are shown on the table at the far right side of the page, second column from the end). For example, in July 2014, Providence St. Peter Hospital in Olympia showed an RCC Rate of 0.246 or 24.6%.

VR counselors may consult with the Assistive Technology and Assessment Practitioner (ATAP) for questions or technical assistance about medical fees and RCC Rates. ATAP can:

• Assist VR Counselors, as requested, in purchasing necessary services from Medical/Assistive Technology providers regarding the nature of treatment/services, duration, limitations, costs, and desired outcomes, including the use of proper CPT codes for the purchase of medical services.

• Provide occasional consultation to DVR staff on review of medical records, including additional diagnostic work-up, medical evaluations, and development of medical treatment plans as part of the Individualized Plan for Employment.

Technical assistance from the ATAPs will help VR Counselor to more effectively use the fee schedule and RCC Rates for purchasing medical services, and increase the consistency in how the medical fees and RCC Rates are utilized across the state.

DVR uses the RCC Rates to pay for hospital services:
The RCC rates are established by the Health and Recovery Services Administration, HRSA (formerly referred to as the Medical Assistance Administration), and based on Medicaid rates.

Paying for hospital services, according to the RCC Rates, results in substantial savings for DVR. For example, if the hospital typically charges $1000 for a given service, and the RCC Rate is 29%, DVR pays $290, and the hospital agrees not to bill the customer or DVR for the difference.

HRSA Fee Schedules are also used as baseline for purchase of prosthetics, orthotics, durable medical goods, and ambulatory surgery center services. Providers are familiar with these specialty schedules, and often willing to accept payment at these rates. The five-digit code for these services are contained in the Special Services Section.

- When requesting an appointment with a provider or authorizing routine office services, ask the medical office staff or office manager, what the name (description of the service) and AMA (American Medical Association) CPT code (i.e., a five digit number) for the particular procedure. Ask for the fee for that procedure.
- Once you have the above information you can cross-reference the code and fee in the L & I Fee Schedule. The amount to authorize on the AFP is the L & I fee or the office fee, whichever is less.
- **BR** is a designation, which stands for "By Report". Report means that the value of the service is too unusual, variable, or new and no reimbursements are established. This means that we negotiate the reimbursement rate with the provider, and if no discount is available, then reimbursement is at the rate requested by the provider.

**Driver Evaluations and Training at the University of Washington**

In order to keep the Disabled Drivers Program a viable service for our customers, DVR has agreed to pay the amount billed, rather than applying the RCC Rate for driver evaluations and training at the University of Washington.

On the AFP please note Assessment- non-CRP and use CPT Code 97799 for Driver Evaluation and Training. This CPT code is paid By Report. For a frame of reference, previously (November 2011) the UW charged $1237 for a driver's evaluation, and a flat rate of $603 for training.

DVR will continue to apply the RCC Rates for other hospital services at the University of Washington Medical Center and other health care facilities.

**Exceptions to Fee Schedule**
Any exception that exceeds the maximum allowable for a service requires the approval of the VR Supervisor or designee.

A short list of "COMMONLY USED PROCEDURAL CODES/FEES - DVR" is available called the Mini Fee Schedule. This document reflects current maximum fees for the most frequently used procedures. This will be updated annually to correspond with fee rates contained in the L & I Fee Schedule.

See Also:

Exceptions to Policy

Additional Medical or Medically-Related Services

(12-9-13)

1. **Eye Glasses on Contract**

DVR participates in the DSHS (formerly called the Medical Assistance Administration, MAA) contract with Airway Optical (Correctional Industries) for the purchase of eyeglasses. The use of this optional contract is preferred whenever possible as it offers the least cost option ([WAC 388-891A-1150 May I select the services and service provider of my choice?](#)). For purchases On-Contract through Airway Optical/Correctional Industries:

   - Send the AFP with the prescription and order form directly to Airway Optical. (The optician or optometrist is not to send the order directly to Airway.
   - The AFP and attachments may be sent by mail or fax to Airway Optical.
   - As Airway Optical is a prison industry, security arrangements are already in place to assure the privacy and confidentiality of our customers. Do not alter any procedure in creating or in sending the AFP. **Any change that you make may compromise this system.**

2. **Eye Glasses Not on Contract:**

The Eye Glasses Contract through Airway Optical/Correctional Industries is optional. If the Airway Optical Contract does not meet the customer’s needs, eye glasses can be purchased Off-Contract if the purchase is comparable to the least cost from a vendor such as America's Best, Lens Crafters, Pearle Vision or Wal-Mart. For reference, America's Best provides a free eye exam when purchasing two pair of glasses and two pair of glasses cost $69.95. Here is a link to the [America’s Best](#) website. Another option is that eye doctors in your area might be
willing to provide glasses for DVR customers for the same price they charge for
customers using medical coupons or give DVR a special package price for the
exam, a small assortment of frames and fitting. In most instances the least cost
will be to purchase the eye glasses On-Contract through Airway Optical/
Correctional Industries or from one of the vendors listed (above).

3. If special needs have been identified for the eye glasses by an
ophthalmologist or optometrist, a non-contract vendor may be used.

Non-contract vendors are preferred when the prescription is for progressive,
transition, or polarized lenses due to the time in manufacture, and special fitting
considerations. But check to see if the eye doctor will provide the glasses at a
discounted or package price for the exam, a small assortment of frames and
fitting.

4. Dental

This section of the medical fee schedule is a guide to recommended fees for
reimbursement of dental services. This serves as a baseline for negotiation with
the provider. DVR pays for the normal and customary rates charged by dentists
for services.

5. Hearing Aids/Related Assistive Technology

Audiologists and hearing aid vendors typically provide DVR and other state
agencies with the "wholesale price" for hearing aids. When purchasing hearing
aids, a current audiological evaluation must be obtained. This may be provided
by the customer if the evaluation has occurred within the past twelve (12)
months. If the customer does not have a current evaluation, DVR purchases one.
The Cost Estimate Worksheet for Hearing Aids and Services (DSHS 10-393) is
used to itemize costs for hearing aids and services.

6. Cochlear Implants
   (New 10/19/09)

Questions about DVR purchasing cochlear implants should be referred to the
Statewide Coordinator of Deaf Services. The coordinator can help clarify some
of the issues related to purchase, and give input to the VR Supervisor as they
consider requests to purchase cochlear implants on a case-by-case, exception
to policy consider basis.
7. Special Services

This section contains codes unique to DVR that includes such services as vehicle modifications, assistive technology consultation, orthotics and prosthetics, hearing aids, eye glasses, missed appointments, etc. Dollar values have not been established for most of these services and are therefore negotiated directly with the vendor.

Payment for Missed Medical Appointments

DVR has the flexibility to pay for missed medical appointments. It is expected that the VR Counselor/Rehab Tech counsel an applicant/customer to prepare them for the appointment. This includes information such as location of the appointment, adequate rest for lengthy psychological testing, whether child care is available during appointments, vendor cancellation policy, etc. Explain to vendors not to reschedule missed appointments without first contacting the VR Counselor/ Rehab Tech.

1. The missed appointment fee is paid off of the original AFP from which the appointment was authorized, and then the AFP is closed.
2. A line is drawn through the original CPT code and the appropriate missed appointment five-digit code noted. See the Labor and Industries Medical Fee Schedule or the Special Service Section for the appropriate missed appointment fee.
3. If another appointment is authorized by the VR Counselor/ Rehab Tech, a new AFP is issued.

Payment for Searching and Duplicating Medical Records and Postage Fees

Fees for searching and duplicating medical records are paid for according to WAC 246-08-400 How much can a medical provider charge for searching and duplicating medical records? DVR may also pay postage fees for medical records.

Marijuana - Customer Acquisition, Sale and Consumption of Marijuana

(12-9-13)

Although Washington State has legalized the consumption of marijuana, the acquisition, sale and consumption of marijuana under any circumstances is still a violation of federal law. DVR is bound by federal law and cannot purchase marijuana on behalf of a
customer nor assist a customer in the acquisition or consumption of marijuana. Further, DVR cannot support a customer in achieving an employment outcome that is related to the growing, selling, producing or distributing marijuana. There is not any exception to this prohibition.

When it becomes known to DVR that a customer is buying, selling or using marijuana, the VR counselor must take an appropriate course of action based on the following considerations:

1. Although marijuana is legal in Washington State, the acquisition, sale and consumption of marijuana under any circumstances is still against federal law. The individual could be prosecuted and convicted of a federal crime.

2. Many employers mandate drug-free workplaces and require drug testing as a condition for employment. The use of marijuana (medical or recreational) may disqualify an individual from certain kinds or employment. The VR counselor will need to determine on case-by-case basis if the customer can continue to use marijuana and pursue an employment outcome, or whether using marijuana is limiting the opportunities for the customer to achieve an employment outcome that is consistent with the individual’s strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice.

3. Having a medical marijuana card or a prescription for marijuana does not mean that an individual is eligible for VR services, nor can the prescription be used as documentation for eligibility. Other medical information and records will be needed that describe the disabling condition and functional limitations. Even though an individual has a medical marijuana card the VR counselor still must determine if the individual meets the eligibility criteria outlined in WAC 388-891A-0500 Who is eligible to receive VR services?

4. It is possible that the use of marijuana affects the individual’s motivation, judgment, problem solving skills, or interpersonal skills. This drug use may put the individual and/or others at risk in some jobs that involve driving or working around machinery. Before supporting an employment outcome the VR counselor assesses how using marijuana may affect the individual’s performance. It is possible that an individual may use marijuana in small quantities on the weekend and it does not appear to affect their ability to work. Any use at all could cause him or her to fail a drug test and be excluded from consideration for some jobs. A drug and alcohol assessment is recommended whenever there is concern that the customer’s use of marijuana or other substances affects the individual’s ability to achieve an employment outcome.

5. Whenever possible it is good to find out if there is a different medicine available that the individual can take to address symptoms such as pain or nausea. There might be a medicine the individual can take and still pass the drug tests.

6. In some instances, the individual might have to make a choice to either continue to use marijuana and not go to work, or stop using marijuana so he or she can pass the drug tests and achieve an employment outcome.
7. Consultation with the VR supervisor is required if the VR counselor needs additional guidance and support on how to proceed in a particular case.

**Medical Marijuana**

(New 4/18/11)

Although some states (including Washington) have recently legalized medical marijuana, the acquisition of marijuana under any circumstances is still against federal law. DVR is bound by federal law and cannot purchase or assist in the acquisition of medical marijuana. There cannot be any exception to this prohibition. See Marijuana- Customer Acquisition, Sale and Consumption of Marijuana (above).

**See Also:**

[Exceptions to Policy that Cannot be Granted](#)

**Purchasing Work Shoes, Boots or Orthotics**

(07/02/2018)

VR counselors must provide goods and services that meet the customer’s needs at the least cost possible as outlined in **WAC 388-891A-1150 May I select the services and service provider of my choice?** (2)(a). Expensive shoes/boots are not necessarily better. If you agree to pay for work shoes/boots make sure that the customer purchases shoes/boots that will meet their employment needs (standing for long periods of time, insulated or waterproof/resistant for outside use or steel toed for protection). Needing good work shoes with support is not justification to purchase shoes/boots at higher end vendors. Good work shoes/boots are available at least cost from competitive vendors.

Orthotic devices such as arch supports or insoles must be prescribed by a qualified medical professional (medical doctor, orthotic or prosthetic practitioner). Do not include shoes/boots with arch supports or orthotics in the IPE or purchase these items without a prescription.

DVR can pay for a doctor’s visit if necessary to get a prescription. That way it is more likely that the customer gets the supports s/he needs. Just sending the customer to get “good” shoes/boots is not sufficient justification. Specify the type of shoes/boots that are needed for employment purposes (not fashion). In most instances good work shoes/boots will be available at the least cost from vendors noted above.
Counseling and Psychotherapy

(Revised 1/10/2011)

When a psychological or psychiatric impediment to employment is present, DVR may provide psychotherapy services.

**Qualifications for Psychiatric or Psychological Evaluation**

1. If a current evaluation is needed, the evaluation may be completed by a licensed:
   - Psychiatrist (MD)
   - Psychologist (Ph.D.) or an
   - Advanced Registered Nurse Practitioner (ARNP), with a specialty in the mental health field

2. When a licensed psychiatrist (MD) or psychologist (PhD) is not available to perform a psychiatric or psychological evaluation, the VR counselor may ask for an exception to policy to purchase an evaluation from a licensed:
   - Marriage and Family Therapist;
   - Mental Health Counselor; or
   - Independent Clinical Social Worker.

**Qualifications for Professionals to Assess Need for Treatment**

1. If a current assessment is needed to determine the need for mental health treatment, the assessment may be completed by a qualified licensed professional including the following:
   - Psychiatrist (MD);
   - Psychologist (Ph.D.);
   - Advanced Registered Nurse Practitioner (ARNP), with a specialty in the mental health field; or
   - A Master’s level counselor licensed as a:
     - Marriage and Family Therapist;
     - Mental Health Counselor; or
     - Independent Clinical Social Worker.

2. DVR may also purchase treatment from a mental health "licensed associate" who has a graduate degree in the mental health field and is gaining supervised experience as a pre-licensure candidate. DVR purchases counseling services from a "licensed associate" as long as he or she is clinically supervised by a licensed master's level counselor, psychiatrist, psychologist or advanced
registered nurse practitioner. Psychotherapy treatment reports provided by a “licensed associate” must be co-signed by the professional supervising the associate.

3. In the event a licensed counselor is not available locally to serve the customer, the VR Counselor consults with the VR Supervisor to determine an alternative course of action to meet the customer’s needs. Examples would include:

- Assisting the customer in traveling to the nearest licensed counselor.
- Paying a licensed counselor from another locale to travel to meet the customer.

VR Supervisors are expected to consult with the Area Manager if they are uncertain about an appropriate course of action to follow.

Checking Status of License for Health Care Professionals

It is appropriate for counseling staff to make sure that health care providers are reputable. By accessing the Department of Health Quality Assurance Division web site (Washington), you can check on status of license and complaints. Many health care professions are listed on this web site including:

- Audiologist;
- Chemical Dependency Counselor;
- Counselor;
- Chiropractor;
- Licensed Marriage and Family Therapist;
- Licensed Mental Health Counselor;
- Licensed Social Worker;
- Dentist;
- Naturopathic Physician;
- Occupational Therapist;
- Physical Therapist;
- Optometrist
- Physician/Surgeon; and
- Psychologist

Health Professions Quality Assurance (Washington Department of Health)

Oregon Board of Psychologist Examiners
Advanced Registered Nurse Practitioner and Physician Assistant Services

Advanced Registered Nurse Practitioner (ARNP) is an independent practitioner, licensed to evaluate diagnosis, make referrals, prescribe medications and provide treatment in a variety of specialized areas. Areas of specialty may include Mental Health/Psychiatry, Family Medicine, Women's Health Care, and Adult/Child/Geriatric Health care. As with any state recognized providers of medical services, they must be certified and licensed, and are held accountable to professional standards of care. (WAC 246-840-305)

Physician Assistant or Physician Assistant-Certified provides health care services under the supervision/sponsorship of a physician/osteopathic doctor. The supervisor/sponsor is not required to provide signature approval, only availability for oversight and consultation. They may evaluate, diagnose, make referrals, prescribe medications (within the scope of their practice) and provide treatment in a variety of specialized areas as described above. They must be licensed and certified, and they are held accountable to professional standards of care. (WAC 246-918-005)

A PA-C may prescribe Schedule II-V medications if DEA registration number or supervising physician/osteopath DEA registration number followed by license number is recorded.

Guidelines

1. Fees are outlined in the Medical Fee Schedule (see Authorizing, Issuing and Paying for more information on medical fees). Typically, fees are lower than those charged by an MD/DO providing same service.
2. CPT codes are assigned by service provided, not by discipline.

Alcohol/Substance Abuse Services

If a customer demonstrates behaviors of alcohol and/or substance abuse and you are uncertain whether he or she can benefit from DVR services, you may refer the individual for a comprehensive evaluation. The evaluation may be conducted by a state-certified treatment center, a certified Chemical Dependency Counselor (CDC), or a psychologist or psychiatrist with special training in this area. An observed urinalysis may be required, if the circumstances suggest the need.

An alcohol assessment can also be a useful tool in helping a customer identify whether a substance abuse problem is present. The results can be used to assist the customer to look at substance abuse issues and receive professional guidance.
Guidelines

1. It is suggested the VR counselor consider the following elements when authorizing an evaluation:

- A comprehensive history which describes past treatment and the pattern of use including issues related to tolerance, abstinence, and withdrawal, consistent with "Diagnostic and Statistical Manual of Mental Disorders" (DSM-IV-TR).
- A description of the adverse effects of the substance abuse/dependency.
- An indication of loss of control over the substance.
- A description of the functional limitation to employment resulting from the effects of the abuse/dependency.
- Treatment recommendations and a description of support systems necessary to ensure continued abstinence, e.g., random urinalysis and/or lab tests or other appropriate monitoring.
- A description of prescribed medications as a part of the treatment program.
- Identification of the length of time the customer has been drug free.

2. Before entering into an IPE, it is suggested the customer:

- Be alcohol or drug free, or be participating consistently in a treatment or support program.
- Agree to include terms and conditions on the IPE related to participation in a state certified treatment program or a support program, such as Alcoholics Anonymous or Narcotics Anonymous, for maintaining substance-free behavior.
- Receive additional counseling or assessments, if indicated by behaviors that clearly impact employment potential.

3. It is generally recommended that a customer be in recovery for about 90 days before engaging in full time employment or a training program.

4. Comparable services and benefits are usually available through the Division of Behavioral Health and Recovery (formerly called the Division of Alcohol and Substance Abuse, DASA) for in-patient treatment. Outpatient treatment may also be needed when a customer’s alcohol or substance abuse is likely to interfere with his or her ability to complete the IPE or go to work.

5. The customer’s continued participation in services or treatment to maintain sobriety, such as AA, NA or state certified program might be included in the terms and conditions of the IPE.

6. If, at any time in the rehabilitation process, a VR counselor is uncertain whether the customer can benefit from DVR services in terms of employment, the VR counselor
may require an assessment to determine whether the customer is still eligible for DVR services. If an assessment indicates the individual is unable to benefit from DVR services, the case may be closed as ineligible or no longer eligible.

Chiropractic Services

The primary use of chiropractors for the treatment and relief of symptomatic pain as a short-term intervention may be appropriate treatment. This may be effective treatment for acute pain management and a preferred choice of customers. Even though the L & I medical Fee Schedule does not cover chiropractic manipulation costs, chiropractic treatment may be authorized if a primary physician recommends this service.

The use of chiropractic information may be used to determine eligibility only when the information provided is sufficiently comprehensive to determine eligibility. When additional information is needed to establish eligibility, chiropractic information may be used in conjunction with diagnostic reports from Medical Doctors, Advanced Registered Nurse Practitioner, or Physician's Assistant Certified.

1. Diagnostic visit (office visit) is suggested to complete an exam, gather pertinent history, and determine the appropriateness of a short-term treatment plan.
2. A review of other medical conditions is suggested to assure that the use of chiropractic treatment is not medically contra-indicated.
3. It is recommended that chiropractic treatment be limited to six to eight sessions, with additional treatment based on substantial improvement.

Dental Services

(Revised 07/02/2018)

Dental treatment may be provided by DVR when a customer’s treatment is directly related to an employment outcome, or in emergency situations involving pain, acute infections, or injury (WAC 388-891A-0750 What are physical and mental restoration services?).

Examples of disabling dental conditions for which restorative services may be authorized include widespread ulceration of teeth, destruction of tooth surfaces, decay that seriously affects the individual’s ability to eat, badly malformed or positioned teeth, or rejection of the individual for employment on the basis of appearance.

Guidelines

1. When referring customers for dental services, it is recommended that counseling staff contact dentist by phone or letter, and give dentist the reason(s) for referral.
A dental exam may be necessary, including x-rays.
Ask dentist:
- What work needs to be done now, versus what can wait until customer is employed and might have insurance.
- Specify which work is urgent, advisable or cosmetic.

2. Explain that counseling staff must review treatment plan before dental services are authorized.
3. Counseling staff should review dental treatment plan, and if necessary contact dentist for clarification.
4. Consultation with VR Supervisor is recommended, especially if extensive dental treatment is recommended. Consultation will help:
   - Determine if second opinion is needed;
   - Review comparable benefits (Medicare, Medicaid) and first dollar resources (insurance, non-profit or community dental services).
5. If a full mouth extraction and mouth replacement with upper and lower dentures is authorized, it is recommended that the case service record contain a case note that the customer has consented to full mouth extraction.
6. Usual dental practices apply in the following order of priority to develop a treatment plan. First priority is usually given to reduction or elimination of pain.
   - Reduction or elimination of pain.
   - Reduction or elimination of infection or disease.
   - Cosmetic - the dental condition is such that it negatively impacts the individual’s ability to obtain employment due to appearance or speech.
   - Long term dental care plan - procedures or treatment to be covered by the customer at some future date, after employment, and case closure.

Serving Individuals with Sexual Offending Behavior

Although a history of sexual offending or sexually predatory behavior may or may not be directly related to an individual’s disability, the behavior does represent a barrier to employment. If a VR Counselor receives information that indicates a pattern or presence of behavior that is sexually inappropriate or predatory, the potential risk from that behavior must be carefully assessed prior to referring the individual to community-based services and/or developing an employment plan. Once a VR counselor becomes aware of a potential risk, it is his or her responsibility to take the necessary steps to address those risks, with the support of the VR supervisor, VR specialists, and/or other qualified professionals. See Risk Assessment Evaluations for more information.

The goal in serving individuals with past sexual offending or predatory behavior whenever possible is to achieve an employment outcome that enables the individual to be successful and avoid repeating the behavior.
Note: Status as a registered sex offender or having a history of sexual offending or predatory behavior is not a disability-related impediment to employment nor is it included in the definition of an "individual with a disability" for purposes of eligibility determination.

Developing a Planning Team

If the individual is involved with other organizations or individuals whose support and involvement is necessary for the individual to achieve and maintain employment, the VR counselor works with the individual to identify a collaborative team.

The team may include case managers from other programs, such as the Division of Developmental Disabilities or Mental Health, residential providers, therapists, family members/guardians, law enforcement officials (probation/parole officers), school staff, and prospective employers. This collaborative approach needs to be based on complete sharing of information and ongoing communication.

Areas to be coordinated include:

- Service recommendations and resources;
- Job settings;
- Safety measures;
- Disclosure methods; and
- Housing and transportation resources.

It is important to establish and maintain communication protocols and channels to ensure that incidents or information that may affect the individual’s employment is shared in a timely and coordinated way.

Developing an Employment Plan

The VR counselor shares the results of assessments with the individual and other members of the planning team, if applicable. If the individual is a minor or has a legal guardian, the parent or guardian needs to be involved in this discussion.

The VR counselor needs to advise the individual that:

- Participating in appropriate services to address the risks is a condition of receiving VR services;
- The type of employment outcomes or employment settings that DVR supports may be limited based on the recommendations of qualified professionals; and
- Disclosure of risk to service providers and prospective employers is required.

If risks are identified during the assessment process, the VR counselor, individual and planning team need to discuss whether the risks are reasonable or unreasonable.
risks are reasonable, the VR Counselor and individual identify VR services to address the risks, which can include additional assessment services or other services identified on the employment plan.

Terms and conditions are documented in the employment plan to indicate that participation and cooperation in these services is a condition of continued support by DVR. Conditions and/or restrictions on the type of employment setting may also be needed to reduce risks, such as specific work hours, locations, increased supervision, etc.

Treatment for sexually related behavior must be provided by a certified Sexual Offender Treatment Provider. The best way to check if a provider is certified is to check the Health Professions Quality Assurance (Washington Department of Health) website. Information on the website is current and updated regularly.

The Sex Offender Treatment Provider Directory is convenient because it lists providers by name and county. However, the directory is not updated as often and not all providers are listed in the directory. If a provider's name does not appear in the directory double check the DOH Provider Credential Search website (above).

The employment outcome and services supported by DVR must be consistent with the results and recommendations of assessments and evaluations. Although services need to be provided in the most integrated setting possible, the individual’s triggers and environmental conditions that lead to repeating sexually-related or predatory behavior must also be taken into consideration in the selection. To support the individual’s success, it is important to screen both the employee and the employer to find a match between the individual’s needs and the employment setting.

Job Placement

The choice of employment outcomes may be limited based on criminal offenses or assessment results. Certain occupations prohibit entry by persons with specific crimes. Decisions to restrict a person’s choices must be supported by documentation provided by qualified professionals that concludes the restrictions are necessary for the protection of the individual, others, the community and/or property.

If uncertain about a specific employment setting, the VR Counselor may request the specific employment setting be evaluated by a Sexual Offender Treatment Provider, SOTP prior to approving the employment plan.

If assessment or evaluation results from qualified professionals indicate that repeating the behavior is likely or the level of supervision and/or safeguards are beyond the scope of VR services, DVR notifies the individual and/or the individual’s parent/guardian that DVR cannot develop an employment plan at this time. The VR counselor needs to document the rationale for the decision in the case service record.
Confidentiality

(Revised 07/02/2018)

Information regarding an individual’s history of sexual offending or predatory behavior is confidential and subject to the same standard of confidentiality as other disability-related information. The existence of a criminal record, in itself, is not adequate to determine an individual is a high risk for violent or predatory behavior and cannot be placed in employment. Determinations that an individual cannot safely be employed must be based on current assessments conducted by qualified professionals.

DVR permits the disclosure of confidential information without an individual's consent only under the conditions outlined in WAC 388-891A-0130 May DVR share personal information in my case service record with others?. If a VR counselor obtains documentation from a qualified professional that indicates a DVR customer poses a potential risk to a service provider, employer or the community, DVR discloses the information to parties directly involved in serving or employing the individual.

Any information shared with service providers, employers, or any other organization or individual that reports the names of victims must be altered to remove any references to those victims, unless the information is necessary to protect the individual(s) involved.

Disclosure

The VR Counselor and individual need to discuss the disclosure of results of assessments that document a potential risk of violent or predatory behavior conducted by qualified professionals to potential service providers and employers. Service providers and/or prospective employers need to be informed and aware if an individual to be served or employed poses a potential risk. It is not advisable to share details of the offenses, however it is recommended the disclosure include the nature of the offense, how long ago it occurred, and what precautions and safeguards are in place to prevent reoccurrence. The employer can be provided with suggestions or strategies to follow in the event any situation arises in which the individual creates a potential risk to himself or herself, other employees, or the community.

How the information is disclosed is important. The VR counselor needs to discuss with the individual what level of involvement he or she should take in making the disclosure in cooperation with the VR Counselor and/or other members of the team, such as a therapist or a job developer. Unless the individual’s disability prevents self-disclosure, the individual needs to be involved in disclosing his or her past offenses or behavior to the extent possible. The disclosure often occurs during the interview process.

How much information to disclose depends on the level of risk involved and what precautions, if any, need to be taken to ensure safety of the employer, co-workers,
customers and community. If a therapist or treatment provider has been involved, it is suggested he or she be consulted regarding the scope and level of disclosure.

The VR Counselor needs to document in the case service record what information is disclosed, when, and by whom.

**Individual Refuses to Cooperate**

If the individual does not agree to participate in or use services to address risk factors, does not follow through with planned services, or refuses to authorize disclosure of information to service providers or prospective employers, the VR counselor advises the individual that no further services will be authorized. VR services are discontinued until the individual agrees to cooperate.

If it becomes clear the individual will not cooperate, the case is closed. The VR Counselor documents the individual’s participation in required services in the case service record.

**Reporting Dangerous Behavior**

A VR Counselor has a legal and ethical responsibility to report information about an individual that poses an immediate danger to themselves or others. The VR Counselor reports the situation immediately to the VR Supervisor, Area Manager, Field Services Administrator and/or local authorities, as the situation warrants.
Miscellaneous

Miscellaneous Index Page

Case Movement Expectations

Certification of Disability for Federal Employment

Coordination of Services between the Community Services Division (CSD) and DVR

Reporting Abuse

See Also:

Customer Internship Program

Exceptions to Policy

Services to Relatives (Family) or Others with Whom the Employee has a Close Personal Relationship

Ticket to Work Program

Voter Registration

Work Opportunity Tax Credits
Case Movement Expectations

(Revised 6/15/07)

Case Movement Expectations of VR supervisors

VR supervisor has the responsibility to make sure that:

1. The VR counselors they supervise have continuous case movement on all cases in their caseloads.
2. If vendors, service providers or contractors don’t keep in contact with VR counselors, the VR counselors follow-up with them.
3. They monitor cases, conduct case staffing and provide guidance to VR counselors to help them keep their cases moving.
4. They intervene when a case is not making progress, suggest ways to improve case movement, and take appropriate steps that might include giving the VR counselor assignments, or using other strategies, to get the case moving.
5. They monitor the performance standards that are identified in each counselor’s Performance and Development Plan (PDP).

Case Movement Expectations of VR Counselors

VR counselor has the responsibility to make sure that:

1. Every customer’s case is in continual progress towards selecting and then achieving their employment goal.
2. When a customer gets stuck and stops making progress, the VR counselor initiates steps to help get case moving again.
3. If the VR counselor and/or customer are unable to resume progress in a reasonable period (within 30-45 days), it is the VR counselor’s job to close the case and explain why.
4. They meet the performance standards identified in their Performance and Development Plan (PDP).

Case Movement Expectations Table

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<td>VR supervisor monitor all cases that</td>
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within 60-days. If an eligibility determination cannot be determined within 60-days, VR counselor discusses the reason(s) with customer and asks if the customer agrees to an appropriate extension. If customer agrees to extension, VR counselor prints the Extend Eligibility Letter in STARS. This letter along with any other supporting information must be documented in the case service record.

Eligibility determinations that require a Trial Work Experience(s) to determine if the customer’s disability is too significant for the individual to benefit from VR services will frequently take longer than 60-days. In these instances, the VR counselor documents in the STARS Case Narrative the steps being taken to conduct the TWE and the expected timeframe for completing determination of eligibility.

Ninety-percent of all eligibility determinations will be completed within 60-days of a customer’s application date, except those that require a Trial Work Experience.

**Presumptive Eligibility**

Applicants with verified receipt of SSI/SSDI will appear in STARS in application status with a designation of "PE" (presumed eligible). Cases remain in application status until the eligibility screens are completed in STARS. If a counselor is uncertain whether an individual can benefit from VR services due to the significance of disability, the VR counselor obtains additional information before completing the eligibility determination.

have not had an eligibility determination made within 60-days to assure timely progress is being made.

During monthly case reviews, VR supervisor monitors cases to make sure that VR counselor obtains customer’s approval, and documents extension in case service record.

During case reviews and performance evaluations supervisors make sure that counselors complete ninety-percent of all eligibility determinations within 60-days of a customer's application date, except those that require a Trial Work Experience.

**Presumptive Eligibility:**

During monthly case reviews, VR supervisor monitors cases to make sure that VR counselor documents verification of presumptive eligibility in case service record.
VR counselor must document in the case service record the appropriate evidence used, such as an award letter or other type of verification that shows customer is a recipient of SSI Disability / SSDI benefits.

### IPEs

#### Assessment Prior to IPE:

VR counselor must conduct an assessment to determine the VR needs of each eligible individual, in order to develop enough information to identify and describe the individual’s needs. It is expected this assessment will be completed within a timely manner, so that the IPE is developed within 90-days from the date the customer is determined eligible for VR services.

#### Development of IPE:

VR counselor closely monitors and takes action on all cases that have been in IPE development more than 60-days.

VR counselor may only approve an IPE that:

1. Is designed to achieve an employment outcome that is consistent with an individual’s unique strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice; and

2. Contains an employment goal that the VR counselor agrees is achievable given the customer’s impediments to

#### Assessment prior to IPE:

During monthly case reviews, VR supervisor monitors cases to make sure that VR counselor conducts appropriate vocational assessments to identify barriers to employment and strategies to overcome these barriers.

VR supervisor monitors cases to make sure that VR counselors determine an individual’s needs in a timely manner, and monitor IPEs that are taking longer than 90-days to develop.

#### Development of IPE:

During monthly case reviews, VR supervisor monitors all cases that have been in IPE development more than 60-days to make sure timely progress is being made.

During monthly case reviews, VR supervisor monitors cases to make sure that VR counselor develops appropriate IPEs.
employment.

**IPE Timeframes:**

VR counselor is typically expected to develop at least 3 IPEs per month, within 90-days from OOS release.

Performance standards for the number of IPEs are identified in each counselor's Performance and Development Plan (PDP).

**Services Provided Are Required to Achievement of Employment:**

VR counselor makes sure that services provided in the IPE are required for the achievement of an employment outcome.

VR supervisor monitors all cases that do not have an IPE developed within 90-days from OOS release to make sure that timely progress is being made.

During performance reviews the VR supervisor determines if the VR counselor has developed the number of IPEs identified in the VR counselor's Performance and Development Plan (PDP).

**Services Provided are Required to Achievement of Employment:**

During monthly case reviews, VR supervisor monitors cases to make sure that counseling staff has followed-up with CRP Job Placement/Retention contractors; and contacted the customer; to make sure that adequate progress is being made; and 30-day contacts are documented in the case service record.

**Follow-up on CRP Job Placement/Retention Referrals**

At least every 30-days, VR counselor verifies that the CRP contractor provides a customer with Job Placement/Retention services; contacts the customer, to make sure progress is being made, and takes appropriate action if there is no progress. All 30-day contacts are documented in case service record.

**Follow-up on CRP Job Placement/Retention Referrals**

During monthly case reviews, VR supervisor monitors cases to make sure that counseling staff has followed-up with CRP Job Placement/Retention contractors; and contacted the customer; to make sure that adequate progress is being made; and 30-day contacts are documented in the case service record.
### Supporting Customers in Their Own Job Search (non-CRP cases)

At least every 30-days; VR counselor will contact customers in their own job search, or job search assisted by VR counselor or Rehabilitation Technician, to make sure that customer is making progress. VR counselor must take appropriate action if there is no progress. All 30-day contacts must be documented in case service record.

### Direct Contact with Customers

It is expected that VR counselors spend the majority of their day in direct contact with customers, assuring continual case movement is happening. "Direct contact" means in-person, by phone or email. This does not mean being in contact with every customer every day, but it does mean the VR counselor’s primary responsibility is to be actively working with every customer on their caseload.

### Demonstration of Continuous Case Movement

VR counselors will demonstrate they are keeping all of their cases in continuous forward movement by the overall record they keep in STARS. A review of a STARS file will generally reflect the actions taken by the VR counselor to make sure there is continuous case movement.

### Demonstrations of Continuous Case Movement

During monthly case reviews, VR supervisor monitors cases to make sure that there is continuous case movement.

### Rehabilitations

VR counselor is expected to manage overall caseload movement to achieve

VR supervisor monitors the number of rehabilitations in each counselor’s
at least the number of rehabilitations per year that are identified in each counselor’s Performance and Development Plan (PDP).

Performance and Development Plan (PDP), and provides VR counselor with guidance, support and training to improve the number of successful outcomes (rehabilitations).

**RT and VRC Collaboration for Effective Case Movement**

All VRC/RT teams will schedule weekly meetings to review each caseload’s Customers Needing Action Report and review all cases due for action within the next 30 calendar days.

The information below is intended as guidance for implementing this expectation.

**Eligibility Determinations Due within 30 Days:**
**Prior to the weekly meeting,** RTs review the STARS Case Narrative (and paper file as appropriate) to determine whether all records have been received and whether the file is ready to give or has been given to the VRC to make an eligibility determination.

**During the weekly meeting,** RTs and VR Counselors review the customers’ statuses. If the eligibility determination is likely to be delayed due to exceptional and unforeseen circumstances, the RT and VRC complete an eligibility extension letter and plan needed follow-up actions. Good faith attempts to contact the customer to discuss the need for an extension should be documented prior to sending the eligibility extension letter.

**If an extension is needed,** the RT contacts (or documents multiple attempts to contact) the customer to obtain a signature for the eligibility extension letter prior to the eligibility date.

**Note about accepting documents electronically: in time sensitive situations,** if a customer has been sent an eligibility extension letter, DVR may accept a printed, signed, and photographed or scanned copy of the eligibility extension letter, as long as the document is legible enough that all elements of the letter can be read when printed. The original signed letter must be received as soon as possible after acceptance of the photographed document, and should be included alongside the printed copy in the customer’s case file. The counselor must document receipt of the scanned/photographed document and the rationale for accepting the letter electronically in a STARS case note.

**Individualized Plans for Employment Due within 30 Days:**
**Prior to the weekly meeting,** RTs review the STARS Case Narrative (and paper file as appropriate) to note if there are assessments that are not completed or if there are other circumstances that prevent the IPE from being developed by the IPE due date.
During the weekly meeting, review the customers’ statuses with the VR Counselor. If the IPE is due within 10-15 business days and there are circumstances that will prevent an IPE from being developed and finalized by the IPE due date (e.g. the customer is in process of an assessment that will not be completed timely), the RT and VRC complete an IPE extension letter and plan needed follow-up actions.

If an IPE is ready to be finalized, the RT or VRC schedule the customer and any other individuals that need to be present for the IPE finalization prior to plan due date.

If an extension is needed, the RT contacts or makes several attempts to contact the customer to obtain a signature on the IPE extension letter by the IPE deadline.

Note about accepting documents electronically: in time sensitive situations, if a customer has been sent an IPE extension letter, DVR may accept a printed, signed, and photographed or scanned copy of the IPE extension letter, as long as the document is legible enough that all elements of the letter can be read when printed. The original signed letter must be received as soon as possible after acceptance of the photographed document, and should be included alongside the printed copy in the customer’s case file. The counselor must document receipt of the scanned/photographed document and the rationale for accepting the letter electronically in a STARS case note.

For more information about IPE Development extensions, see the IPE Development Timeframe Extension Flowchart.

Note: DVR does not have legal authority to close a case as “refused to cooperate” simply for declining to sign an IPE Development Extension agreement.

If contact is not made with the customer after several documented attempts, the VRC or RT checks Barcode, the case file, the Vocational Information form, or any other sources to attempt to make contact with the customer. If the customer is still not contacted, proceed with sending a contact letter to the customer with a date that contact needs to be made.

Standard Operating Procedure: Providing Monthly Case Management Coaching for Counseling Staff

Purpose and Background: The “VRS Coaching Tool” is a web application, the purpose of which is to provide a structured report about certain key case management measures for staff, as well as an opportunity for supervisors to provide coaching. These measures are intended to ensure the timely delivery of services, and they are evaluated according to standards given in the federal Rehabilitation Act.
DVR revised this tool in June and July of 2018 to emphasize the completeness of
documentation for and the timeliness of eligibility determinations and plan
development. DVR supervisors must use the tool to review the counts of cases on
counselor caseloads exceeding timeliness standards, identify areas of concern, and
provide written coaching that documents any countermeasures proposed for
addressing areas of concern.

Beginning with the August 2018 version of the tool, all cases in the categories
identified in the report are available in an itemized list for review. The previous version
of this tool provided only counts of cases under each of the categories identified.

Reference:

34 CFR 361.41(b)(1): “Once an individual has submitted an application for vocational
rehabilitation services…an eligibility determination must be made within 60 days,
unless—

(i) Exceptional and unforeseen circumstances beyond the control of the designated
State unit preclude making an eligibility determination within 60 days and the
designated State unit and the individual agree to a specific extension of time; or

(ii) An exploration of the individual’s abilities, capabilities, and capacity to perform in
work situations is carried out in accordance with…[regulation describing trial work
plans].”

34 CFR 361.45(e): “The individualized plan for employment must be developed as
soon as possible, but not later than 90 days after the date of determination of eligibility,
unless the State unit and the eligible individual agree to the extension of that deadline
to a specific date by which the individualized plan for employment must be completed.”

VRS Coaching Tool User Guide

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| VRS Coaching Tool Technical Product Owner (IT Web Team) | 1. Ensures that the VRS Coaching Tool stored procedure loads data into the web tool on the first day of each calendar month, to include all information valid for the previous month.  
2. Maintains and updates all staff assignments and permissions as necessary. |
| VR Supervisor (VRS)                          | 3. Each month, reviews the data reported in the VRS Coaching tool with each VR counselor in the supervisor’s unit, including the RT assigned to support the counselor. For information about how to utilize the |
tool’s functions, see “VRS Coaching Tool User Guide.”

4. Provides written coaching comments for each area reported in the Coaching tool, including:
   a. Eligibility determinations over standard;
   b. IPEs over standard for development;
   c. Cases without any activity in previous 120 days;
   d. Documentation for extensions of eligibility and plan development; and
   e. Any conversation about fiscal concerns.

**Note:** any case that has been extended but remains without plan is included in the VRS Coaching Tool’s case counts; however, extended cases are not considered “over standard” unless the extension was not completed appropriately.

5. If no coaching is needed regarding the documentation of appropriate extensions, checks the box to indicate that all extensions are documented appropriately.

6. Indicates the date that the in-person meeting was held with the VRC and RT in the field “Supervisor Comments.”

7. Saves the information entered on the VRS Coaching Tool.

8. Selects the “Email to VRC” button to send a copy of the coaching provided to the VRC.

9. As appropriate, selects the “Email to Regional Administrator” button to send a copy of the coaching provided to the Regional Administrator.

If you have questions about the functioning of the VRS Coaching Tool, please submit tickets through the DVR IT HelpDesk, using the category “WebTools.”

**Certification of Disability for Federal Employment**

(New 10/12/08)
To remove barriers and increase employment opportunities in federal government jobs, special hiring procedures are available to individuals with “mental retardation, severe physical disabilities, or psychiatric disabilities”. Individuals with these disabilities may apply for federal jobs under a provision called a Schedule A- Excepted Service Appointment of Persons with Disabilities. To use this provision, the individual must provide the hiring federal agency with:

- Certification of Disability (proof they are an individual with “mental retardation,” severe physical disabilities or psychiatric disabilities); and/or
- Certification of Job Readiness (they meet all of the qualifications for the position they are applying for; and they are likely to succeed in performing the duties of the position).

Under the federal regulations (5 CFR 213.3102(u)) letters of certification can be provided by a VR counselor of a state vocational rehabilitation agency. Certification letters can also be provided by another state or federal vocational rehabilitation agency, such as the Department of Veteran Affairs, DSB, a tribal VR program, a licensed vocational rehabilitation specialist (i.e., state or private), or a licensed medical professional, such as a physician or other medical professional.

The certification letter is usually given to the individual and the individual submits the letter as part of their application materials. A signed release of information from the individual is not needed if the letter is given directly to the individual. If DVR needs to collect or share information with others to assist the individual, follow the usual procedures related to obtaining a signed consent.

The VR office should keep a copy of the letter and any other supporting documentation on file in case follow-up is needed.

An individual does not have to be an applicant, or a current or former DVR client to apply using Schedule A or to request a certification of disability or job readiness from DVR. The intent is to help individuals with disabilities to obtain employment and VR counselors have the expertise to provide these certifications.

**NOTE:** Individuals should indicate "Schedule A - 5 CFR 213.3102(u)" on their resumes and applications for federal employment.


**Certification of Disability and Certification of Job Readiness**

1. The VR counselor prepares a letter and appropriate documentation (e.g., records, statements, or other information) that certifies the applicant for federal
employment is an individual with “mental retardation, severe physical disabilities or psychiatric disabilities”.

2. If the VR counselor has enough information about the duties of the position and the individual's work skills and experience, the VR counselor also certifies the individual's job readiness in the letter.

3. If the VR counselor can certify the disability but cannot certify job readiness, the counselor may provide a letter certifying the disability only. If the individual is later tentatively selected for the position, the VR counselor may conduct further analysis of job tasks or provide an on-site assessment to determine whether the applicant is likely to succeed in the performance of the duties of the position.

4. If the VR counselor cannot certify job readiness, the VR counselor can suggest that the individual request the certification of job readiness from a licensed medical professional, such as a physician or other medical professional. The federal agency is also permitted to temporarily appoint an individual to a position to evaluate his or her ability to perform the essential functions of the position for which the individual is applying.

For more information:


Office of Personnel Management Schedule A- Questions and Answers

Example - Schedule A Certification Letter

Coordination of Services between the Community Services Division (CSD) and DVR

(Revised 9-8-17)

DVR and the Community Services Division (CSD) of the Department of Social and Health Services have an agreement that outlines how the two divisions will work together to assure coordinated services, and leverage resources for customers receiving services at the same time by both divisions.
Under an agreement CSD refers individuals with disabilities who want to go to work and choose to learn more about VR services, and DVR refers individuals to CSD for financial assistance. The CSD cash programs offering financial assistance include the Aged, Blind, or Disabled (ABD), Housing and Essential Needs (HEN), TANF/WorkFirst, State Family Assistance (SFA), Basic Food, or Refugee Cash Assistance (RCA) programs.

Individuals receiving CSD services have a choice about whether to be referred for DVR services. It is important to help the client understand that a decision not to apply for DVR services will not impact his or her CSD benefits. DVR only serves individuals who voluntarily make a choice to engage in VR services. The CSO Liaison helps answer questions CSD staff may have about DVR services and what an appropriate referral looks like.

If an individual chooses to apply for VR services, then CSD requires that they participate fully in the VR process. If the client does not satisfactorily participate in VR services, CSD could impose sanctions or terminate benefits if there is not good cause for the lack of participation.

**Exchange of Information and Mutual Case Management**

1. CSD and DVR exchange information to establish eligibility and coordinate services including:
   
   a). Consent forms

   b). Medical reports and documentation


   d). DVR staff uses the [DVR/CSO Communication Document, DSHS 01-123](#) for providing key information such as:

   - Application date
   - Eligibility date
   - Missed appointments

2. DVR assigns a liaison for each CSD Community Services Office, (CSO), and each CSO identifies a DVR liaison. The liaisons are responsible for facilitating an effective interagency relationship.
3. Funding and Services

a). DVR pays for diagnostic and vocational assessment services required to
determine eligibility for DVR services or develop the IPE

b). WorkFirst pays for support services to complete the DVR eligibility
determination and support the IPE

c). DVR pays for foreign language or sign language interpreters, if required to
participate in DVR services.

d). Services paid for by WorkFirst may be considered as comparable benefits
and included in an IPE.

e). Services that are not available under WorkFirst may be included in the IPE
and paid for by DVR, if comparable services/benefits are not available or
sufficient to meet the individual’s needs.

f). CSD staff incorporates specific IPE activities into the WorkFirst IRP

g). ABD and WorkFirst clients may also be required to pursue other benefits,
such as SSI.
Standard Operating Procedure: Receiving Warm Handoff Referrals of Community Services Division (CSD) Clients

Purpose: In collaboration with CSD, DVR has negotiated a standardized process for receiving referrals of clients from CSD cash programs, including the Aged, Blind, or Disabled (ABD), Housing and Essential Needs (HEN), TANF/WorkFirst, State Family Assistance (SFA), Basic Food, or Refugee Cash Assistance (RCA) programs. This procedure outlines the actions necessary to complete the referral process for these CSD clients.

Reference:

DSHS Form 01-123, CSD / DVR Referral and Reporting Document

DSHS Form 14-012, Consent for Release of Information

Definitions (for CSD Cash Programs):

“Aged, Blind, or Disabled (ABD) program” - The Aged, Blind, or Disabled (ABD) program provides cash assistance to eligible low-income adults who are age 65 or older, blind, or determined likely to meet Supplemental Security Income (SSI) disability criteria based on a physical or mental impairment that is expected to last at least 12 consecutive months.

The Aged, Blind or Disabled cash assistance program provides a maximum monthly cash grant of $197.00.

“Housing and Essential Needs program” - The Housing and Essential Needs (HEN) Referral program provides access to essential needs items and potential housing assistance for low-income adults who are unable to work for at least 90 days due to a physical or mental incapacity and are ineligible for Aged, Blind, or Disabled (ABD) cash assistance.

Eligibility for a referral to the HEN program is determined by DSHS. Eligibility for HEN housing assistance is determined by the Department of Commerce through a network of homeless and homeless prevention service providers.

HEN assistance may include:

- Limited rent and utilities.
- Personal health and hygiene items.
- Cleaning supplies.
- Transportation.

“Temporary Assistance for Needy Families (TANF)/WorkFirst Program” - Temporary Assistance for Needy Families (TANF) provides temporary cash for families in need. Some families participate in the WorkFirst Program. The WorkFirst Program helps participants find and keep jobs.

Persons who are caring for a relative’s child, or legal guardians or are acting in the place of a parent are also able to apply for TANF benefits on behalf of these children through our Non-Needy Relative, In Loco Parentis and Legal Guardian Program.
Persons who are residents of Washington State and are ineligible for TANF solely because of eligibility changes due to the Welfare Reform Act may be eligible for State Family Assistance (SFA).

“State Family Assistance (SFA) Program” – DSHS clients are eligible for SFA if they are not eligible for TANF for the following reasons, but would otherwise be eligible for TANF:
  - You are a qualified alien and have been in the United States for less than five years as described in WAC 388-424-0006;
  - You are a nonqualified alien as defined in WAC 388-424-0001, who meets the Washington state residency requirements as listed in WAC 388-468-0005;
  - You are a nineteen or twenty-year-old student that meets the education requirements of WAC 388-404-0005;
  - You are a caretaker relative of a nineteen or twenty-year-old student that meets the education requirements of WAC 388-404-0005; or
  - You are a pregnant woman who has been convicted of misrepresenting their residence in order to receive benefits from two or more states at the same time.

“Basic Food Program” - The US Department of Agriculture (USDA), Supplemental Nutrition Assistance Program (SNAP), called Basic Food in Washington, helps low income people make ends meet by providing monthly benefits to buy food.

“Refugee Cash Assistance (RCA) Program” - The Refugee Cash Assistance (RCA) Program helps refugees by providing cash and medical assistance (Refugee Medical Assistance program) during their first eight months in the U.S.

<table>
<thead>
<tr>
<th>Action by: CSD Staff</th>
<th>Action:</th>
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<tbody>
<tr>
<td></td>
<td>1. Identifies that client has an interest in receiving services from DVR.</td>
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<tr>
<td></td>
<td>2. Provides the client with additional information about DVR, as well as a brief orientation to DVR services.</td>
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<tr>
<td></td>
<td>3. Offers preliminary screening for the following criteria to determine whether a referral to DVR is warranted:</td>
</tr>
<tr>
<td></td>
<td>a. The client wants to work and has a permanent physical, sensory, or mental disability that constitutes a significant barrier to their employment;</td>
</tr>
<tr>
<td></td>
<td>b. The client requires vocational rehabilitation services to eliminate or reduce their disability-related barrier(s) to employment; and</td>
</tr>
<tr>
<td></td>
<td>c. The client must agree to the referral, and if determined eligible by DVR, be available and willing to fully participate in DVR’s Individualized Plan for</td>
</tr>
</tbody>
</table>
4. When a CSD client meets referral criteria, CSD staff contacts the local DVR office by phone to assist the client with scheduling an intake appointment; if the local DVR office cannot be reached, CSD contacts the local DVR liaison by phone to schedule an intake appointment.

5. Upon receiving phone call for appointment from CSD staff, schedules an intake appointment within five (5) business days of the CSD referral date.

**Note:** DVR waives orientation for CSD clients coming to DVR through this warm handoff process.

6. Includes CSD referral information in appointment system.

7. Ensures that client signs a **Consent for Release of Information form (DSHS 14-012).**

8. Provides client with:
   
   a. DVR Appointment Notice;
   
   b. Copy of the signed Consent form (DSHS 14-012);
   
   c. Transportation assistance when warranted and available; and
   
   d. *(For WorkFirst Clients only)* Copy of their Individualized Responsibility Plan (IRP).


10. Sends the **CSD / DVR Referral and Reporting Document (DSHS 01-123),** completed through section 2, to the DVR VRC or RT with whom the intake appointment has been scheduled *via email*.

   e. *(For WorkFirst and Refugee Cash Assistance clients only)* CSD staff sets up a component code in the eJAS system in order to track the referral.

11. Upon receiving partially complete **CSD / DVR Referral and Reporting Document (DSHS 01-123)** from CSD staff making the referral, prints a paper copy of the form to keep in customer’s file. The referral email should be retained in Outlook, but no electronic records should be maintained outside of Outlook.

12. If the customer referred to DVR declines or misses their appointment:
a. completes the “3. DVR Review and Report” portion of the CSD / DVR Referral and Reporting Document (DSHS 01-123);

b. before close of business on the date of the missed or declined appointment, faxes the completed CSD / DVR Referral and Reporting Document (DSHS 01-123) to CSD via central fax;

c. verifies receipt of the faxed form; and

d. ensures that the print form, once faxed, is shredded.

13. If customer has attended their appointment, then at the time of the customer’s intake appointment:

e. completes the “3. DVR Review and Report” portion of the CSD / DVR Referral and Reporting Document (DSHS 01-123);

f. checks the box marked “Completed” and fills in the date of the appointment in the space provided, so that CSD can process the Actual Hours, if the customer is a WorkFirst client;

g. uses the space below this on the form to submit a request for further information about the customer to assist in an eligibility determination;

h. before close of business on the date of the customer’s intake appointment, faxes the completed CSD / DVR Referral and Reporting Document (DSHS 01-123) to CSD via central fax (1-888-388-7410);

i. files completed CSD / DVR Referral and Reporting Document (DSHS 01-123) in the Correspondence Jacket.

<table>
<thead>
<tr>
<th>CSD Staff</th>
</tr>
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<tbody>
<tr>
<td>14. Upon receipt of the complete CSD / DVR Referral and Reporting Document (DSHS 01-123), CSD staff fulfills any request by DVR staff for client information (e.g. medical records), based on available information in the case record.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DVR Staff (VRC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Determines customer’s eligibility for VR services.</td>
</tr>
<tr>
<td>16. Upon determination of eligibility, notifies CSD staff of record of the results of the eligibility determination via email/phone.</td>
</tr>
<tr>
<td>17. After phone/email notification of CSD staff, pulls from the file, completes the DVR “Report of Eligibility” portion of the CSD / DVR Referral and Reporting Document (DSHS 01-123), and sends the completed form to CSD via central fax (1-888-338-7410).</td>
</tr>
</tbody>
</table>
18. Files the completed CSD / DVR Referral and Reporting document (DSHS 01-123) in the customer's Correspondence Jacket.

19. For WorkFirst clients, DVR staff verifies Actual Hours by completing the WorkFirst Participation Verification form monthly. The WorkFirst client provides this form to DVR staff. DVR Staff returns the completed form to the client or sends it directly to CSD via central fax (1-888-338-7410).
Reporting Abuse

(Revised 8/24/09)

This guidance is consistent with DSHS Administrative Policy 8.02 Client Abuse Reporting.

DSHS/DVR Employees are Mandated Reporters

By law, all DSHS/DVR employees are mandated reporters and required to report known or suspected abuse, neglect, or exploitation of another individual within 24 hours of learning about or observing the abuse. Failure to report can result in disciplinary action and/or prosecution as a gross misdemeanor under Washington State law (RCW 74.34.053).

If a DSHS/DVR employee, volunteer, intern or work study student has reasonable cause to suspect any child or vulnerable adult has been abused, neglected or exploited, regardless of the source of information, he/she must:

- Report the situation as soon as possible, but no later than 24 hours from becoming aware of it, (contact number listed below); and
- Immediately notify his/her supervisor or manager.

All allegations of suspected client abuse against department employees are investigated.

Reports must be made within 24 hours of becoming aware of the suspected abuse, neglect or exploitation regardless of employee leave or days off.

Contact Number for Reporting

Call this number if you suspect that a child or vulnerable adult is being abused or neglected. The operator will connect you with the right DSHS office to make your report:
Mandated reporters calling a DSHS reporting unit should be prepared to provide, to the extent possible, the following information:

- Your name and address
- The name and address of the child or vulnerable adult, and the name of the facility providing care, if applicable
- The name and address of the client’s legal representative of alternate decision maker
- The nature and extent of the abandonment, abuse, financial exploitation, or neglect
- Any known history of previous abandonment, abuse, financial exploitation, or neglect
- The identity of the alleged perpetrator, if known, and
- Other information that may be helpful in establishing the extent of abandonment, abuse, financial exploitation or neglect

**Contacting law enforcement agencies**

If there is reason to suspect sexual or physical assault has occurred immediately contact your local law enforcement agency to report the situation and obtain instructions for:

- Emergency client protection
- Evidence preservation and collection, where applicable
- Coordinating with an abuse neglect specialist or a sexual assault center
- Investigation process and procedures

**Role of Supervisor, Administrative Staff and Witnesses**
After calling the DSHS reporting unit, report the incident to your supervisor within 24 hours. (The supervisor does not need to be contacted if the incident being reported is not work-related).

The VR Supervisor is responsible to:

1. Follow-up with the appropriate DSHS department and/or law enforcement agency if there is a report of child or client abuse that involves a DVR employee, volunteer, intern or work study student
2. Notify your supervisor (field staff also notify the Area Manager or, Field Services Administrator, or designee) about the report and status of the investigation
3. Contact the Human Resources Consultant for advice prior to placing an employee on alternative work assignment
4. In work-related situations, ensure witnesses have an opportunity to come forward without fear of reprisal from the DVR employee named in the report.
5. Ensure all staff involved in the handling of the matter, including administrative staff, protect the confidentiality of all parties
6. Implement preventative measures and corrective actions, as appropriate

External review when report of known or suspected child or client abuse or neglect involves the acts or omissions of the administrator or supervisor

An external review is required when the report of known or suspected child or client abuse or neglect involves the acts or omissions of the administrator or supervisor. In this situation, DVR contacts another DSHS division and/or local law enforcement agency to conduct an external review.

Standard Operating Procedure: Delivering Career Counseling, Information, and Referral (CC&IR) Services to Workers Earning Below Federal Minimum Wage

Purpose: Under the amended Rehab Act, DVR has a responsibility to provide career counseling, information, and referral services to all workers currently earning below the Federal minimum wage in the state of Washington. The purpose of this procedure is to provide guidance for staff who will be offering career counseling, information, and referral services to workers who earn below Federal minimum wage at a community-based CRP. This procedure assumes that a series of initial communications have already taken place and that the certificate holder has completed DSHS 05-254. More detail about these early steps can be found in the document “High-Level Process for Career Counseling, Information, and Referral Services Provided to Current, CRP-based, Subminimum Wage Workers.”
Reference:

Reference – “High-Level Process for Career Counseling, Information, and Referral Services Provided to Current, CRP-based, Subminimum Wage Workers”

Reference – “Scheduling Timeline for CC & IR”

Reference – “CC & IR Presentation Checklist”

Reference – “Information and Referral Packet Checklist”

Forms:

**DSHS 05-253, “Career Counseling, Information, and Referral Services for Subminimum Wage Workers”**

**DSHS 05-254, “Federal Subminimum Wage Certificate Holder” (Referral)**

<table>
<thead>
<tr>
<th>Action by:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Notifies all subminimum wage workers and legal guardians that CC&amp;IR session will be taking place and that verification of this session is needed for continued employment under 14(c) certificate.</td>
</tr>
<tr>
<td></td>
<td>4. Ensures that meeting space is available and work-schedules align.</td>
</tr>
<tr>
<td></td>
<td>5. Proposes dates for scheduling CC&amp;IR sessions to DVR staff.</td>
</tr>
<tr>
<td>DVR Field Staff</td>
<td>6. Confirms dates for CC&amp;IR sessions.</td>
</tr>
<tr>
<td></td>
<td>7. Blocks out schedule for at least one (1) VRC and one (1) RT to conduct CC&amp;IR sessions.</td>
</tr>
<tr>
<td></td>
<td>9. Confirms functioning of projector and laptop for presentation.</td>
</tr>
<tr>
<td>DVR Supported Employment Specialist</td>
<td>10. Ensures that copies of <a href="#">DSHS 05-253, “Career Counseling, Information, and Referral Services for Subminimum Wage Workers,”</a> are prefilled with information contained in the printed referral,</td>
</tr>
<tr>
<td>Role</td>
<td>Tasks</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>DSHS 05-254, “Federal Subminimum Wage Certificate Holder (Referral)”</strong></td>
<td>11. Ensures that field staff receives a print copy of the certificate holder’s referral form, marking the form “Do Not Duplicate.”</td>
</tr>
<tr>
<td><strong>DVR Field Staff</strong></td>
<td>12. Requests information about which workers will attend which sessions, if there are multiple sessions of CC&amp;IR, from the Certificate Holder.</td>
</tr>
<tr>
<td><strong>CRP 14(c) Certificate Holder</strong></td>
<td>13. Provides information, if available, about which workers will attend which sessions.</td>
</tr>
</tbody>
</table>
| **DVR Field Staff**         | 14. Organizes prefilled [DSHS 05-253, “Career Counseling...”](#) forms by session, if possible.  
15. On day of session, ensures that materials from [Reference - “CC&IR Presentation Checklist”](#) have been consolidated for transportation to the site of the presentation. |
| **DVR Staff – VRC**         | 16. Prepares for presentation by becoming familiar enough with the provided slideshow to elaborate, reinforce, or give relevant examples.  

**NOTE:** Keep in mind these four points:  

a. Self-advocacy, self-determination, and high expectations;  
b. Review of and self-reflection about strengths;  
c. Benefits planning can be provided by DVR; and  
d. Local labor market information can help in selecting a vocational goal.  

And remember: **this is an excellent opportunity for us to improve the income and self-sufficiency of individuals with significant disabilities.**  

17. At the site, coordinates with the certificate holder’s representative to ensure that projector, laptop, and room set-up will work for the presentation.  
18. Collects all appropriate guardianship paperwork from the certificate holder’s representative and checks it against the information on the pre-filled forms.  

**NOTE:** as a best practice, do not bring the printed
19. Before beginning presentation, ensures that any translators or other needed accommodations are present for workers.

20. Before beginning presentation, introduces all DVR staff present.

21. Before beginning presentation, gives the group notice about how long the presentation and review of Information and Referral packets will last.

22. Assures all attendees that they are not being asked to change anything about their current work; they are just there to receive information about opportunities for competitive integrated employment.

23. Delivers career counseling presentation.

<table>
<thead>
<tr>
<th>DVR Staff – RT</th>
<th>24. At the site, assists VRC in coordinating with the certificate holder’s representative to ensure that all appropriate guardianship paperwork is present and all expected guardians are present.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25. Ensures that pre-filled forms are available for those who are in attendance, and blank forms are available for unexpected attendees.</td>
</tr>
<tr>
<td></td>
<td>26. While VRC is delivering presentation, assists in advancing slides or organizing Information and Referral packets for distribution.</td>
</tr>
<tr>
<td></td>
<td>27. Hands out Information and Referral packets once presentation has concluded.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DVR Staff – VRC</th>
<th>28. After completing the presentation, reviews the information contained in the Information and Referral packet.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>29. Asks the group whether anyone would like to speak one-on-one.</td>
</tr>
<tr>
<td></td>
<td>30. Meets individually with those in attendance who would like a more confidential or more detailed conversation about their vocational goals.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DVR Staff – RT</th>
<th>31. While VRC is meeting one-on-one (or even if not), explains the form, DSHS 05-253, “Career Counseling…” in a way that the group understands.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>32. Assists the group in completing the form on an individual basis if necessary, showing workers and...</td>
</tr>
<tr>
<td>DVR Staff – VRC</td>
<td>33. When available to complete paperwork (after meeting with workers individually), signs, prints name, and dates the completed “Career Counseling…” forms, and gives these forms to the RT to copy.</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| DVR Staff – RT  | 34. Makes two copies of each completed “Career Counseling…” form, placing each original into a folder that can be mailed back to DVR Supported Employment Specialist for DVR’s records.  
35. Distributes duplicate forms to workers, instructing them to give one copy to the certificate holder (this may be the individual’s supervisor, a representative that is in attendance from the CRP, or whomever else can put the file in their record).  
36. Ensures that copies of any available guardianship paperwork goes into a folder or envelope with the completed **original** forms for DVR’s records.  
37. Works with VRC to pack up equipment and supplies, and is available for informal follow-up with any workers or guardians remaining. |
| DVR Field Staff | 38. Places all original forms and guardianship paperwork into a package for mailing to DVR Supported Employment Specialist.  
40. Reviews print copy of DSHS 05-254, “Federal Subminimum Wage Certificate Holder,” to update fields where appropriate and establish a list of those individuals who will require rescheduling (for, e.g., work absences, absent guardians, or other reasons).  
41. Follows up with the CRP 14(c) Certificate Holder to schedule those individuals who will require another meeting. |
| DVR Supported Employment Specialist | 42. Files completed forms in state office Section 511 file.  
43. Follows up with both DVR Field Staff and CRP 14(c) Certificate Holder to solicit feedback for continuous improvement. |
Reference

Disability categories
DOL Statement of Principle
FLSA Special Wage Certificate
Services Screen in STARS
Comparable Benefits Listed on the File Copy of the AFP
Employment Screen in STARS - Customized Employment Checkbox
Rules for Dates in STARS

Disability Categories

Washington State Department of Social & Health Services
Division of Vocational Rehabilitation

Federal Disability Codes effective 10/01/2001

<table>
<thead>
<tr>
<th>Disability Category: Blindness</th>
</tr>
</thead>
<tbody>
<tr>
<td>The valid Cause Descriptions for this category are:</td>
</tr>
<tr>
<td>Cause unknown</td>
</tr>
<tr>
<td>Accident/Injury (other than TBI or SCI)</td>
</tr>
<tr>
<td>Cancer</td>
</tr>
<tr>
<td>Cardiac and other Conditions of the Circulatory System</td>
</tr>
<tr>
<td>Congenital Condition or Birth Injury</td>
</tr>
<tr>
<td>Diabetes Mellitus</td>
</tr>
<tr>
<td>End-Stage Renal Disease and other Genitourinary System Disorders</td>
</tr>
<tr>
<td>Multiple Sclerosis</td>
</tr>
<tr>
<td>Parkinson's Disease and other Neurological Disorders</td>
</tr>
<tr>
<td>Physical Disorders/Conditions (not listed elsewhere)</td>
</tr>
<tr>
<td>Stroke</td>
</tr>
</tbody>
</table>

Disability Category: Both Mobility and Manipulation/Dexterity
### Orthopedic/Neurological

The valid Cause Descriptions for this category are:

<table>
<thead>
<tr>
<th>Cause Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cause unknown</td>
</tr>
<tr>
<td>Accident/Injury (other than TBI or SCI)</td>
</tr>
<tr>
<td>Amputations</td>
</tr>
<tr>
<td>Arthritis and Rheumatism</td>
</tr>
<tr>
<td>Blood Disorders</td>
</tr>
<tr>
<td>Cancer</td>
</tr>
<tr>
<td>Cardiac and other Conditions of the Circulatory System</td>
</tr>
<tr>
<td>Cerebral Palsy</td>
</tr>
<tr>
<td>Congenital Condition or Birth Injury</td>
</tr>
<tr>
<td>Diabetes Mellitus</td>
</tr>
<tr>
<td>Multiple Sclerosis</td>
</tr>
<tr>
<td>Muscular Dystrophy</td>
</tr>
<tr>
<td>Parkinson's Disease and other Neurological Disorders</td>
</tr>
<tr>
<td>Physical Disorders/Conditions (not listed elsewhere)</td>
</tr>
<tr>
<td>Polio</td>
</tr>
<tr>
<td>Spinal Cord Injury (SCI)</td>
</tr>
<tr>
<td>Stroke</td>
</tr>
<tr>
<td>Traumatic Brain Injury (TBI)</td>
</tr>
</tbody>
</table>

### Disability Category: Cognitive Impairments

The valid Cause Descriptions for this category are:

<table>
<thead>
<tr>
<th>Cause Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cause unknown</td>
</tr>
<tr>
<td>Alcohol Abuse or Dependence</td>
</tr>
<tr>
<td>Anxiety Disorders</td>
</tr>
<tr>
<td>Attention-Deficit Hyperactivity Disorder (ADHD)</td>
</tr>
</tbody>
</table>
**Disability Category: Communicative Impairments**

**The valid Cause Descriptions for this category are:**

- Cause unknown
- Accident/Injury (other than TBI or SCI)
- Autism
- Cerebral Palsy
- Congenital Condition or Birth Injury
- Mental Illness (not listed elsewhere)
<table>
<thead>
<tr>
<th>Disability Category: Intellectual Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muscular Dystrophy</td>
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<td>Parkinson's Disease and other Neurological Disorders</td>
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<td>Physical Disorders/Conditions (not listed elsewhere)</td>
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<td>Specific Learning Disabilities</td>
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<td>Spinal Cord Injury (SCI)</td>
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<td>Stroke</td>
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<tr>
<td>Traumatic Brain Injury (TBI)</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Disability Category: Deaf-Blindness</th>
</tr>
</thead>
<tbody>
<tr>
<td>The valid Cause Descriptions for this category are:</td>
</tr>
<tr>
<td>Cause unknown</td>
</tr>
<tr>
<td>Accident/Injury (other than TBI or SCI)</td>
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<tr>
<td>Congenital Condition or Birth Injury</td>
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<tr>
<td>Traumatic Brain Injury (TBI)</td>
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<tr>
<th>Disability Category: Deafness, Primary Communication Visual</th>
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</thead>
<tbody>
<tr>
<td>The valid Cause Descriptions for this category are:</td>
</tr>
<tr>
<td>Cause unknown</td>
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<tr>
<td>Congenital Condition or Birth Injury</td>
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<tr>
<td>Physical Disorders/Conditions (not listed elsewhere)</td>
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<tr>
<td>Cause unknown</td>
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<tr>
<td>Accident/Injury (other than TBI or SCI)</td>
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<td>---------------------------------------</td>
</tr>
<tr>
<td>Asthma and other Allergies</td>
</tr>
<tr>
<td>Cancer</td>
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<tr>
<td>Congenital Condition or Birth Injury</td>
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<tr>
<td>Physical Disorders/Conditions (not listed elsewhere)</td>
</tr>
<tr>
<td>Stroke</td>
</tr>
<tr>
<td>Traumatic Brain Injury (TBI)</td>
</tr>
</tbody>
</table>

**Disability Category: General Physical Debilitation**

The valid Cause Descriptions for this category are:

- Cause unknown
- Accident/Injury (other than TBI or SCI)
- Anxiety Disorders
- Arthritis and Rheumatism
- Asthma and other Allergies
- HIV and AIDS
- Immune Deficiencies excluding HIV/AIDS
- Physical Disorders/Conditions (not listed elsewhere)

**Disability Category: Hearing Loss, Primary Communication Auditory**

The valid Cause Descriptions for this category are:

- Cause unknown
- Accident/Injury (other than TBI or SCI)
- Congenital Condition or Birth Injury
- Physical Disorders/Conditions (not listed elsewhere)
- Polio
- Respiratory Disorders other than Cystic Fibrosis or Asthma
<table>
<thead>
<tr>
<th>Schizophrenia and other Psychotic Disorders</th>
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</thead>
<tbody>
<tr>
<td>Specific Learning Disabilities</td>
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<td>Stroke</td>
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<tr>
<td>Traumatic Brain Injury (TBI)</td>
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<tr>
<td>Cause unknown</td>
</tr>
<tr>
<td>Accident/Injury (other than TBI or SCI)</td>
</tr>
<tr>
<td>Congenital Condition or Birth Injury</td>
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<tr>
<td>Physical Disorders/Conditions (not listed elsewhere)</td>
</tr>
</tbody>
</table>

**Disability Category: Manipulation/Dexterity Orthopedic/Neurological Impairments**

**The valid Cause Descriptions for this category are:**

<table>
<thead>
<tr>
<th>Cause unknown</th>
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</thead>
<tbody>
<tr>
<td>Accident/Injury (other than TBI or SCI)</td>
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<tr>
<td>Arthritis and Rheumatism</td>
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<tr>
<td>Blood Disorders</td>
</tr>
<tr>
<td>Cancer</td>
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<tr>
<td>Cardiac and other Conditions of the Circulatory System</td>
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<tr>
<td>Cerebral Palsy</td>
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<tr>
<td>Congenital Condition or Birth Injury</td>
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<tr>
<td>Diabetes Mellitus</td>
</tr>
<tr>
<td>Multiple Sclerosis</td>
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<tr>
<td>Muscular Dystrophy</td>
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<tr>
<td>Parkinson's Disease and other Neurological Disorders</td>
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<tr>
<td>Physical Disorders/Conditions (not listed elsewhere)</td>
</tr>
<tr>
<td>Polio</td>
</tr>
<tr>
<td>Spinal Cord Injury (SCI)</td>
</tr>
</tbody>
</table>
**Disability Category: Mobility Orthopedic/Neurological Impairments**

The valid Cause Descriptions for this category are:

- Blood Disorders
- Cause unknown
- Accident/Injury (other than TBI or SCI)
- Arthritis and Rheumatism
- Cancer
- Cardiac and other Conditions of the Circulatory System
- Cerebral Palsy
- Congenital Condition or Birth Injury
- Diabetes Mellitus
- Epilepsy
- Multiple Sclerosis
- Muscular Dystrophy
- Parkinson's Disease and other Neurological Disorders
- Physical Disorders/Conditions (not listed elsewhere)
- Polio
- Spinal Cord Injury (SCI)
- Stroke
- Traumatic Brain Injury (TBI)

**Disability Category: No Impairment**

The valid Cause Descriptions for this category are:
<table>
<thead>
<tr>
<th>No impairment</th>
</tr>
</thead>
</table>

**Disability Category: Other Hearing Impairments**

**The valid Cause Descriptions for this category are:**

- Cause unknown
- Accident/Injury (other than TBI or SCI)
- Cancer
- Congenital Condition or Birth Injury
- Immune Deficiencies excluding HIV/AIDS
- Stroke
- Traumatic Brain Injury (TBI)

**Disability Category: Other Mental Impairments**

**The valid Cause Descriptions for this category are:**

- Cause unknown
- Accident/Injury (other than TBI or SCI)
- Alcohol Abuse or Dependence
- Congenital Condition or Birth Injury
- Drug Abuse or Dependence (other than alcohol)
- Mental Illness (not listed elsewhere)
- Personality Disorders
- Traumatic Brain Injury (TBI)

**Disability Category: Other Orthopedic Impairments**

**The valid Cause Descriptions for this category are:**
| Cause unknown |
| Accident/Injury (other than TBI or SCI) |
| Cerebral Palsy |
| Congenital Condition or Birth Injury |
| HIV and AIDS |
| Immune Deficiencies excluding HIV/AIDS |
| Physical Disorders/Conditions (not listed elsewhere) |

**Disability Category: Other Physical Impairments**

**The valid Cause Descriptions for this category are:**

- Epilepsy
- Muscular Dystrophy
- Physical Disorders/Conditions (not listed elsewhere)
- Respiratory Disorders other than Cystic Fibrosis or Asthma
- Stroke
- Cause unknown
- Accident/Injury (other than TBI or SCI)
- Alcohol Abuse or Dependence
- Anxiety Disorders
- Blood Disorders
- Cancer
- Cardiac and other Conditions of the Circulatory System
- Cerebral Palsy
- Congenital Condition or Birth Injury
- Digestive
- Drug Abuse or Dependence (other than alcohol)
- Eating Disorders (e.g., anorexia, bulimia, or compulsive overeating)
### Disability Category: Other Visual Impairments

The valid Cause Descriptions for this category are:

- Cause unknown
- Accident/Injury (other than TBI or SCI)
- Cancer
- Cardiac and other Conditions of the Circulatory System
- Congenital Condition or Birth Injury
- Diabetes Mellitus
- End-Stage Renal Disease and other Genitourinary System Disorders
- Multiple Sclerosis
- Physical Disorders/Conditions (not listed elsewhere)
- Stroke
- Traumatic Brain Injury (TBI)

### Disability Category: Psychosocial Impairments

The valid Cause Descriptions for this category are:

- Cause Unknown
- Accident/Injury (other than TBI or SCI)
- Alcohol Abuse or Dependence
- Amputations
- Anxiety Disorders
- Arthritis and Rheumatism
- Asthma and other Allergies
- Attention-Deficit Hyperactivity Disorder (ADHD)
- Autism
<table>
<thead>
<tr>
<th>Category</th>
<th>Conditions</th>
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<tbody>
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<td>Blood Disorders</td>
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<td>Congenital Condition or Birth Injury</td>
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<tr>
<td>Cystic Fibrosis</td>
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<tr>
<td>Depressive and other Mood Disorders</td>
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<td>Diabetes Mellitus</td>
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<td>Digestive</td>
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<td>HIV and AIDS</td>
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<td>Spinal Cord Injury (SCI)</td>
<td></td>
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</tbody>
</table>
**Stroke**

Traumatic Brain Injury (TBI)

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**Disability Category: Respiratory Impairments**

**The valid Cause Descriptions for this category are:**

- Cause unknown
- Accident/Injury (other than TBI or SCI)
- Asthma and other Allergies
- Cancer
- Cardiac and other Conditions of the Circulatory System
- Congenital Condition or Birth Injury
- Cystic Fibrosis
- HIV and AIDS
- Immune Deficiencies excluding HIV/AIDS
- Muscular Dystrophy
- Physical Disorders/Conditions (not listed elsewhere)
- Polio
- Respiratory Disorders other than Cystic Fibrosis or Asthma
- Spinal Cord Injury (SCI)
- Stroke
- Traumatic Brain Injury (TBI)

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**DOL Statement of Principle**

The U.S. Department of Labor and community-based rehabilitation organizations are committed to the continued development and implementation of individual vocational rehabilitation programs that will facilitate the transition of persons with disabilities into employment within their communities. This transition must take place under conditions that will not jeopardize the
protections afforded by the Fair Labor Standards Act to program participants, employees, employers or other programs providing rehabilitation services to individuals with disabilities.

GUIDELINES

Where **ALL** of the following criteria are met, the U.S. Department of Labor will **NOT** assert an employment relationship for purposes of the Fair Labor Standards Act.

- Participants will be individuals with physical and/or mental disabilities for whom competitive employment at or above the minimum wage level is not immediately obtainable and who, because of their disability, will need intensive ongoing support to perform in a work setting.

- Participation will be for vocational exploration, assessment or training in a community-based placement work site under the general supervision of rehabilitation organization personnel.

- Community-based placements will be clearly defined components of individual rehabilitation programs developed and designed for the benefit of each individual. The statement of needed transition services established for the exploration, assessment or training components will be included in the person’s Individualized Written Rehabilitation Plan (IWRP).

- Information contained in the IWRP will not have to e made available; however, documentation as to the individual’s enrollment in the community-based placement program will be made available to the Department of Labor. The individual and, when appropriate, the parent or guardian of each individual must be fully informed of the IWRP and the community-based placement component and have indicated voluntary participation with the understanding that participation in such a component does not entitle the customer to wages.

- The activities of the individuals at the community-based placement site do not result in an immediate advantage to the business. The Department of Labor will look at several factors.

  1. There has been no displacement of employees, vacant positions have not been filled, employees have not been relieved of assigned duties, and the individuals are not performing services that, although not ordinarily performed by employees, clearly are of benefit to the business.

  2. The individuals are under continued and direct supervision by either representatives of the rehabilitation facility or by employees of the business.

  3. Such placements are made according to the requirements of the individual’s IWRP and not to meet the labor needs of the business.

  4. The periods of time spent by the individuals at any one site or in any clearly distinguishable job classification are specifically limited by the IWRP.
• While the existence of an employment relationship will not be determined exclusively on the basis of the number of hours, as a general rule, each component will not exceed the following limitations:

  Vocational explorations / 5 hours per job experienced
  Vocational assessment / 90 hours per job experienced
  Vocational training / 120 hours per job experienced

• Individuals are not entitled to employment at the business at the conclusion of their IWRP, however, once an individual becomes an employee, the person cannot be considered a trainee at that particular community-based placement unless in a clearly distinguishable occupation.

An employment relationship will exist unless all of the criteria described in the Policy is met. If an employment relationship is found to exist, the business will be held responsible for full compliance with the applicable sections of the Fair Labor Standards Act, including those relating to child labor.

Businesses and rehabilitation organizations may, at any time, consider participants to be employees and may structure the program so that the participants are compensated in accordance with the requirements of the Fair Labor Standards Act. Whenever an employment relationship is established, the business may make use of the special minimum wage provisions provided pursuant to section 14 (c) of the Act.


Sec. 214. Employment under special certificates

(c) Handicapped workers

(1) The Secretary, to the extent necessary to prevent curtailment of opportunities for employment, shall by regulation or order provide for the employment, under special certificates, of individuals (including individuals employed in agriculture) whose earning or productive capacity is impaired by age, physical or mental deficiency, or injury, at wages which are -

  (A) lower than the minimum wage applicable under section 206 of this title,
  (B) commensurate with those paid to non-handicapped workers, employed in the vicinity in which the individuals under the certificates are employed, for essentially the same type, quality, and quantity of work, and
  (C) related to the individual's productivity.

(2) The Secretary shall not issue a certificate under paragraph (1) unless the employer provides written assurances to the Secretary that -
(A) in the case of individuals paid on an hourly rate basis, wages paid in accordance with paragraph (1) will be reviewed by the employer at periodic intervals at least once every six months, and

(B) wages paid in accordance with paragraph (1) will be adjusted by the employer at periodic intervals, at least once each year, to reflect changes in the prevailing wage paid to experienced non-handicapped individuals employed in the locality for essentially the same type of work.

(3) Notwithstanding paragraph (1), no employer shall be permitted to reduce the hourly wage rate prescribed by certificate under this subsection in effect on June 1, 1986, of any handicapped individual for a period of two years from such date without prior authorization of the Secretary.

(4) Nothing in this subsection shall be construed to prohibit an employer from maintaining or establishing work activities centers to provide therapeutic activities for handicapped clients.

(5)

(A) Notwithstanding any other provision of this subsection, any employee receiving a special minimum wage at a rate specified pursuant to this subsection or the parent or guardian of such an employee may petition the Secretary to obtain a review of such special minimum wage rate. An employee or the employee’s parent or guardian may file such a petition for and in behalf of the employee or in behalf of the employee and other employees similarly situated. No employee may be a party to any such action unless the employee or the employee’s parent or guardian gives consent in writing to become such a party and such consent is filed with the Secretary.

(B) Upon receipt of a petition filed in accordance with subparagraph (A), the Secretary within ten days shall assign the petition to an administrative law judge appointed pursuant to section 3105 of title 5. The administrative law judge shall conduct a hearing on the record in accordance with section 554 of title 5 with respect to such petition within thirty days after assignment.

(C) In any such proceeding, the employer shall have the burden of demonstrating that the special minimum wage rate is justified as necessary in order to prevent curtailment of opportunities for employment.

(D) In determining whether any special minimum wage rate is justified pursuant to subparagraph (C), the administrative law judge shall consider -

(i) the productivity of the employee or employees identified in the petition and the conditions under which such productivity was measured; and

(ii) the productivity of other employees performing work of essentially the same type and quality for other employers in the same vicinity.
(E) The administrative law judge shall issue a decision within thirty days after the hearing provided for in subparagraph (B). Such action shall be deemed to be a final agency action unless within thirty days the Secretary grants a request to review the decision of the administrative law judge. Either the petitioner or the employer may request review by the Secretary within fifteen days of the date of issuance of the decision by the administrative law judge.

(F) The Secretary, within thirty days after receiving a request for review, shall review the record and either adopt the decision of the administrative law judge or issue exceptions. The decision of the administrative law judge, together with any exceptions, shall be deemed to be a final agency action.

(G) A final agency action shall be subject to judicial review pursuant to chapter 7 of title 5. An action seeking such review shall be brought within thirty days of a final agency action described in subparagraph (F).

**Services Screen in STARS**

(Revised 07/02/2018)

The Rehabilitation Services Administration (RSA) requires state VR agencies to report the services that DVR pays for, services provided by another agency or program and services that are provided at no cost, and up to 3 comparable services and benefits for each service. A comparable service and benefit is a service that is paid for, in whole or in part, by other federal, state, or local public agencies, by health insurance, or by employee benefits as described in **WAC 388-891-0010(1)**. The Services Screen helps DVR to accurately track and report this data.

You can access the Services Screen directly and a Services icon is on the following screens: Application, Eligibility, IPE, 90-Day and Annual Reviews, and Closure.
To use the Services Screen select the “New Service” button and this will bring up the Service Detail Screen.

To enter a service, select a service from the Services Provided drop-down list. Then select a comparable service and benefit from the comparable service and benefit drop-down box. You can select up to 3 comparable benefits for each service. If there are more than 3 comparable benefits select the main 3. (Use your best judgment to make a selection).

Examples of services that you can select in the Services Screen in STARS:

- CRP Job Placement (service that DVR pays for)
- Job Club (provided by another agency or program)
- Examples of “no cost” services are counseling and guidance, benefits planning and information and referral

You only enter services once for the life of the case. For example, if you are providing training services at a college or university you only need to enter this once. It doesn’t need to be entered each quarter / semester.
**Note:** Even though you enter services in the Services Screen you still must enter services and comparable benefits on the IPE. This won’t happen automatically. You still must enter the services and comparable benefits on the IPE.

**Comparable Benefits Listed on the File Copy of the AFP, Counselors Check the Comparable Benefits and Counseling Staff Enters the Comparable Benefits in the Payment Screen in STARS**

(New 4-25-14)

A list of comparable services and benefits has been added to the file copy of the AFP. When the VR counselor approves a purchase and signs the AFP s/he puts a checkmark next to any comparable services and benefits that were used and gives the AFP to the RT to make the payment. As part of the payment process DVR staff (usually the RT, but may be the counselor) completes the Payment Screen in STARS and enters the comparable benefits that the VR counselor checked on the file copy of the AFP. This is one more way for us to track comparable benefits.

**Employment Screen in STARS- Customized Employment Checkbox**

(4-25-14)

A Customized Employment Checkbox has been added to the Employment Screen in STARS. Customized Employment involves individually negotiated services and supports, customizing a job description, developing a set of job duties or tasks or developing a job arrangement such as job carving, job sharing or flexible scheduling. The difference between Customized Employment and Supported Employment is that Supported Employment requires Extended Services or long-term supports and Customized Employment does not. Supported Employment might be customized but the checkbox is not selected for customers with an employment goal that requires Supported Employment Services.

**Rules for Dates in STARS**

In order to ensure data integrity, STARS checks all dates entered into the system using "computer rules". DVR developed these rules following the rehabilitation process and allowing for exceptions. The table below summarizes critical dates in STARS.

<table>
<thead>
<tr>
<th>SCREEN</th>
<th>DATE</th>
<th>RULE</th>
</tr>
</thead>
</table>

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<table>
<thead>
<tr>
<th>Section</th>
<th>Date Requirement</th>
</tr>
</thead>
</table>
| New Application Application     | • Cannot be more than 30 days before today's date  
|                                 | • Cannot be after (greater than) today's date                                                        |
| Eligibility Eligibility         | • Cannot be before the application date  
|                                 | • Cannot be more than 14 days before today's date  
|                                 | • Cannot be after today's date                                                                       |
| Agreement to Extend Eligibility Date | (Indicates timing for eligibility to be determined.)  
|                                 | • Must be after 60 days from application date  
|                                 | • Cannot be before the application date                                                              |
| Plan Main Plan End Date         | • Will be calculated based on the end date of the last service  
|                                 | • Can be any date in the future  
|                                 | • Cannot be before plan date                                                                         |
| Original Plan Signature Date    | • Cannot be before the eligibility date  
|                                 | • Cannot be more than 14 days before today's date  
|                                 | • Cannot be after today's date                                                                       |
| Plan Amendment Date             | • Must be after the Original Plan Signature Date (Case must be in Plan status)  
|                                 | • Defaults to today's date                                                                            |
| Employment Employment Start Date| • Must be after the Original Plan Signature Date (Case must be in Plan status)  
|                                 | • Cannot be more than 30 days before today's date  
|                                 | • Cannot be after 30 days from today's date                                                           |
| Closure Closure Date            | • If Closed-Rehab, must be 90 days after the Employment Start Date or job stabilization date if Supported Employment case  
|                                 | • If Closed-Other, must be after the last status date (application, eligibility or plan)  
|                                 | • Always equals today's date                                                                          |
|                                 | • Cannot be before the Closure Date (Case must be in Plan status)                                     |
| Post Employment | Start Date | Closed-Rehab or Closed-PES status)  
|-----------------|------------|--------------------------------------|  
|                 |            | • Cannot be more than 3-years after the closure date  
|                 |            | • Cannot be after today's date  
| Closure Date    |            | • Must be after the PES Start Date  
|                 |            | • Cannot be after today's date  
| AFP             | Begin Date | • Cannot be in a prior biennium (checked on issue)  
|                 |            | • Must be today's date or later  
|                 | Age-Off Date | • Must be after AFP begin date  
|                 |            | • Always on the 25th of the month  
|                 |            | • Cannot be more than 12 months after the begin date  
|                 |            | • Cannot be before today's date  
| Payment         | Process Date | • STARS fills in today's date  
|                 |            |  

Customers Who Threaten or Carry Out Acts of Violence

Customers Who Threaten or Carry Out Acts of Violence Index

Page

(New 02-18-11)

Identification of a Non-Imminent Threat

Non-Imminent Threat Assessment

Continuing Work with the Customer

Current Customer Evaluation

Counseling and Guidance

Treatment

Behavior Contracts

Accommodations

Notification of Other Staff

Documentation Requirements

Denial or Termination of Services and/or Case Closure

Due Process
Identification of a Non-Imminent Threat

DVR staff need to be aware of a customer who has a history of either threatening to or actually carrying out an act of violence toward others. DVR staff also need to be alert to a customer’s threat or violent behavior that is not immediately occurring, but has the potential to occur. Indicators include, but are not limited to increasing belligerence, homicidal/suicidal threats and outbursts of anger.

1. **Review of Case Record Information**
   When a customer applies for VR services and throughout the vocational rehabilitation process, the VR counselor reviews information in the record to determine whether a threat assessment of the customer is needed. Examples of indicators may include a history of uncontrolled anger, violent outbursts, destructive behavior and arrests, convictions or incarceration for assault or unlawful possession and use of a weapon. If the customer has a history of either threatening or actually carrying out an act of violence toward others, a threat assessment is conducted.

2. **Knowledge or Observation**
   When DVR staff have information about a customer threat or act of violence that is not immediately occurring, but has the potential to occur, a threat assessment is conducted.

Non-Imminent Threat Assessment

DVR staff are expected to conduct a non-imminent threat assessment in a reasonably prudent manner with good judgment and common sense. The actions of a person exercising common sense in a similar situation are the guide in determining whether an individual's actions are reasonable. For some individuals, a past negative experience can result in their relating in a manner that would not be reasonable. At a minimum, a VR counselor and VR supervisor perform the non-imminent threat assessment.

The purpose of the non-imminent threat assessment is to determine future actions including:

1. An evaluation of the threat itself; that is, the assessment of the credibility and overall viability of an expression of an intent to do harm;
2. An evaluation of the customer making the threat; and
3. Recommendations for future actions.
If after the non-imminent threat assessment, there is a concern, DVR staff meet with the Supervisor to determine a safe course of action. Documentation of the customer threat assessment and recommendations for future actions are shared with the Supervisor, Area Manager, Chief of Field Services and the DVR Director or designee. Prior to taking any further action, the DVR Director or designee reviews the recommendations for future actions and determines what action, if any, to take.

**Continuing Work with the Customer**

When either an imminent or non-imminent threat occurs, depending on the nature of the threat or act of violence, DVR continues to provide services unless continuing to work with the customer would compromise DVR’s commitment to promote and maintain a safe work place.

**Current Customer Evaluation**

After a non-imminent or imminent threat or act of violence occurs, the VR counselor assesses the customer. In consultation with the VR supervisor, the VR counselor may use existing information in the case service record or request a current mental health evaluation of the customer with regard to the threat or act of violence. The following are examples of factors to be considered in such an evaluation:

- Mental health diagnoses that contribute to the individual’s behavior;
- Whether behavior is opportunistic or predatory;
- Whether the primary threat is to persons or property;
- Potential target populations and triggers;
- Ability to understand the consequences of one’s behavior;
- Ability to make informed choices regarding vocational rehabilitation;
- Impact of threatening behavior on the customer’s employability;
- Treatment necessary to reduce threatening behaviors, such as individual or group therapy;
- Amenability to treatment; and
- Ability to comply with treatment requirements.

**Counseling and Guidance**

The VR counselor provides counseling and guidance to the customer to explain the need for any services to support the customer’s success in vocational rehabilitation and employment. Services may include, but are not limited to a formal psychological or psychiatric evaluation, treatment, a behavioral contract and accommodations.
**Treatment**

The VR counselor considers providing short term treatment to a customer to reduce or alleviate threatening or violent behavior if the results of the evaluation indicate that the customer:

- Can benefit from short term treatment in terms of employment;
- Is amenable to treatment; and
- Has the ability to comply with treatment.

**Behavioral Contracts**

The VR counselor gives strong consideration of a behavioral contract that will make future services contingent upon the customer’s ability to eliminate or control his/her threatening or abusive behavior. Proposed behavioral contracts are reviewed with the immediate supervisor.

**EXAMPLE:** [ Behavioral Contract ]

**Accommodations**

The VR counselor considers and provides, as appropriate, reasonable accommodation to enable a DVR customer to participate in a vocational rehabilitation program or in the client appeal process. Proposed accommodations are reviewed with the immediate supervisor. Examples of such accommodations include:

- Requiring the presence of a second employee or proximity of security staff when the individual is physically present in a service location.
- Requiring that contacts between the individual and DVR staff take place in a safe environment or location.
- Limiting communication between the individual and DVR staff to particular methods, intervals, or times.

**Notification of Other Staff**

DVR staff who are likely to have contact with the individual, must be notified of any behavioral contracts or safety accommodations established. Others such as CRP, IL and other service providers are notified, if appropriate, on a need to know basis. Proposed behavioral contracts or accommodations are reviewed with the immediate supervisor.

**Documentation Requirements**
Any determination that a customer has or is likely to subject employees or others in the work environment to a threat or act of violence shall be documented in a case note or otherwise substantiated in writing (e.g. a diagnostic report or by completing an Incident Report in the Web Tools application on the DVR Intranet). The case note or other written documentation includes an explanation of the basis for the determination.

When behavioral contracts, treatments or accommodations are deemed a necessary service, the VR counselor documents the following in the customer’s case service record:

- Consideration of the service;
- The nature and rationale for the service;
- The provision of the service; and
- The extent to which the customer is participating.

For customers who have an Individualized Plan for Employment, treatments, behavioral contracts, and/or accommodations are recorded as part of such a plan or plan amendment, as appropriate. When the customer refuses to agree to or participate in evaluations, treatments, behavioral contracts or accommodations, such refusal is also documented.

**Denial or Termination of Services and/or Case Closure**

DVR may deny or terminate services and close the case service record for a customer who has subjected staff or other persons in the workplace to threats or acts of violence and refuses or fails to comply with the following in terms of achieving an employment outcome:

- Services for evaluation;
- Treatment;
- Behavioral contract; or
- Accommodations to reduce or eliminate threatening or violent behavior.

**Due process**

The VR counselor follows all DVR policies and procedures regarding denial or termination of services and/or case closure, including notification and the right to appeal.
VR Services

VR Services Index Page
(Revised 07/02/2018)

VR Service Categories

- **WAC 388-891A-0700** What vocational rehabilitation services are available to individuals from DVR?

  See Also:

  *Conditions for Receiving VR Services under U.S. Citizenship and Immigration Services, USCIS Laws (Formerly called INS)*

Substantial Vocational Rehabilitation Counseling and Guidance

- **WAC 388-891A-0800** What is substantial vocational rehabilitation counseling and guidance?

Independent Living Services

- **WAC 388-891A-0710** What are independent living services and evaluation?

Information and Referral Services

- **WAC 388-891A-0715** What are information and referral services?

Interpreter and Translation Services

- **WAC 388-891A-0720** What are interpreter services?
- **WAC 388-891A-0860** What are translation services?

Job-Related Services

- **WAC 388-891A-0725** What is job search assistance?
- **WAC 388-891A-0730** What is job placement assistance?
- **WAC 388-891A-0731** What are customized employment services?
- **WAC 388-891A-0732** What are job retention services?

Maintenance Services

- **WAC 388-891A-0735** What are maintenance services?
Occupational Licenses
- **WAC 388-891A-0740 What are occupational licenses?**

Personal Assistance Services
- **WAC 388-891A-0745 What are personal assistance services?**

Physical-Mental Restoration Services
- **WAC 388-891A-0750 What are physical and mental restoration services?**
- **WAC 388-891A-0755 What are the medical treatments DVR does not pay for?**

Rehabilitation Technology Services
- **WAC 388-891A-0770 What is rehabilitation technology?**
- **WAC 388-891A-1177 When may DVR pay for vehicle modifications as a rehabilitation technology service?**

Self-Employment Services
- **WAC 388-891A-0785 What are self-employment services?**

Services to Family / Child Care Services
- **WAC 388-891A-0790 What vocational rehabilitation services may DVR provide for my family member(s)?**
- **WAC 388-891A-1190 When may DVR pay for child-care services?**

Supported Employment
- **WAC 388-891A-1000 What is supported employment?**
- **WAC 388-891A-1010 Who is eligible for supported employment?**
- **WAC 388-891A-1015 Who determines whether I am eligible for supported employment?**
- **WAC 388-891A-1030 When is a work setting integrated in supported employment?**
- **WAC 388-891A-1040 What are supported employment services?**
- **WAC 388-891A-1045 What are time-limited support services?**
- **WAC 388-891A-1050 What are extended services?**
- **WAC 388-891A-1060 Who provides the extended services I need?**
- **WAC 388-891A-1065 What are natural supports?**
• **WAC 388-891A-1075** What is required for me to change from time-limited support services to extended services?

• **WAC 388-891A-1080** Under what conditions does DVR close my case service record for supported employment?

• **WAC 388-891A-1090** Under what conditions does DVR provide time-limited support services as post-employment services?

**Tools, Equipment, Initial Stocks and Supplies**

• **WAC 388-891A-0805** What are tools, equipment, initial stocks, and supplies?

• **WAC 388-891A-1200** Under what conditions does DVR loan equipment, devices, or other items to me?

• **WAC 388-891A-1205** Are there instances in which DVR would issue equipment, devices, or other items directly to me without a loan agreement?

• **WAC 388-891A-1210** Does DVR provide items that require customization for my own personal needs?

• **WAC 388-891A-1230** What happens if I fail to return a device, tool, piece of equipment, or other item if requested by DVR?

• **WAC 388-891A-1240** What happens to a device, tool, piece of equipment, or other item that has been loaned to me by DVR if I will still need it after my case service record is closed?

**Training Services**

• **WAC 388-891A-0810** What are training services?

• **WAC 388-891A-0815** What is on-the-job training?

• **WAC 388-891A-0820** What is postsecondary training?

• **WAC 388-891A-0825** What is occupational or vocational training?

• **WAC 388-891A-0830** What is basic education or literacy training?

• **WAC 388-891A-0836** What is apprenticeship training?

• **WAC 388-891A-0837** What is job readiness training?

• **WAC 388-891A-0838** What is disability-related skills training?

• **WAC 388-891A-0840** What other training does DVR provide?

**Transition Services**

• **WAC 388-891A-0855** What are transition services?
Translation Services
- WAC 388-891A-0860 What are translation services?

Transportation Services
- WAC 388-891A-0865 What are transportation services?
- WAC 388-891A-0866 What are transportation services to facilitate my driving?

Post-Employment Services
- WAC 388-891A-0890 What are post-employment services?

VR Service Categories
See Also:
Conditions for Receiving VR Services under U.S. Citizenship and Immigration Services, USCIS Laws (Formerly called INS)

**VR Service Category Table**
(Revised 11/1/17)

<table>
<thead>
<tr>
<th>Service category</th>
<th>Service category description</th>
<th>Point in VR Process to Provide and Payment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Type</td>
<td>Description</td>
<td>Payment Category</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Apprenticeship Training</td>
<td>A work-based employment and training program that combines hands-on, on-the-job work experience in a skilled occupation with related classroom instruction. Elements that distinguish apprenticeship programs from other work-based efforts including on-the-job training, and internships are the following: includes supervision and structured mentoring; provides for wage increases as an apprentice's skills increase; is based on an employer-employee relationship; and provides an industry recognized certificate of completion of the program. If there are costs associated with apprenticeship training, this service category should not be used to pay wages. (Another entity such as an employer or union pays wages). This category can be used to pay for classroom based or other apprenticeship-related training that is not paid by the employer or union.</td>
<td>Plan-only AFP</td>
</tr>
<tr>
<td>Apprenticeship Training-Books and Supplies</td>
<td>Books, supplies for apprenticeship training. Use the Apprenticeship Training VR Service Category to purchase classroom based or other apprenticeship-related training.</td>
<td>Plan-only AFP</td>
</tr>
<tr>
<td>Assessment (non-CRP)</td>
<td>Services provided to determine eligibility, priority category, and/or the nature and scope of VR services to be included on the IPE. Includes training services provided as an assessment.</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td>Audiological Evaluation</td>
<td>Audiological evaluation or exam, selection of hearing aids. Use the Hearing Aid Purchase VR Service Category for hearing aid purchases, and the Hearing Aid Repair VR Service Category for hearing aid repair. See Also: Hearing Aids-Related Assistive Technology</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td>Benefits Planning (Provided by DVR staff)</td>
<td>Benefits planning is provided to help the customer understand how earned income will impact their SSDI, SSI or other public benefits and make an informed choice about the pursuit of employment.</td>
<td>Unlimited No AFP</td>
</tr>
<tr>
<td>Service</td>
<td>Description</td>
<td>Limitation</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Child Care</td>
<td>DVR only purchases child care services from licensed child care providers.</td>
<td>Unlimited</td>
</tr>
<tr>
<td></td>
<td><strong>Child Care Services</strong></td>
<td></td>
</tr>
<tr>
<td>Computer Purchase (Desktop)</td>
<td>Complete Desktop system (including computer, printer, printer ink/toner, printer cable, mouse etc.) or Computer only.</td>
<td>Unlimited</td>
</tr>
<tr>
<td></td>
<td>(Inventoried)</td>
<td></td>
</tr>
<tr>
<td>Computer Purchase (Laptop)</td>
<td>Complete Laptop system (including computer, printer, printer ink/toner, printer cable mouse etc.) or Laptop only.</td>
<td>Unlimited</td>
</tr>
<tr>
<td></td>
<td>(Inventoried)</td>
<td></td>
</tr>
<tr>
<td>Computer Peripherals</td>
<td>Hardware like monitor, printer or mouse separate from computer purchase including Assistive Technology devices.</td>
<td>Unlimited</td>
</tr>
<tr>
<td></td>
<td>(Inventoried)</td>
<td></td>
</tr>
<tr>
<td>Computer Service and Repair</td>
<td>Service &amp; Repair, Repossessions and Internet connection services (DSL, cable, dial-up).</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Computer Software</td>
<td>Software not included in computer purchase like accounting software, magnification software or voice activated software.</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Computer Training</td>
<td></td>
<td>Unlimited</td>
</tr>
<tr>
<td>CRP: Brief Vocational Evaluation</td>
<td>Typically completed in one day or less, and are paper and pencil tests, such as vocational, psychometric or personality test, vocational preference, or interest inventory, etc.</td>
<td>Unlimited</td>
</tr>
<tr>
<td></td>
<td><strong>CRP - Vocational Evaluation Services</strong></td>
<td>*Need Contract</td>
</tr>
<tr>
<td><strong>CRP: Comprehensive Vocational Evaluation Services</strong></td>
<td>May be completed in three days or less. Consists of tests or assessment methods to measure and document the customer's interests, values, work-related behaviors, attitudes, skills and physical capabilities.</td>
<td>Unlimited AFP *Need Contract</td>
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</tr>
<tr>
<td><strong>CRP: Community Based Assessment</strong></td>
<td>Contractor places a DVR customer into a paid employment setting, or other realistic work setting in which the customer performs work for a specified period with the direct provision of job supports and training to:</td>
<td>Unlimited AFP *Need Contract</td>
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<tr>
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<td></td>
<td>• Identify or verify the customer's abilities, interests, work skills, attitudes, skills or behavior, and</td>
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<tr>
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<td></td>
<td>• Identify the supports and accommodations needed for the customer to obtain and maintain competitive employment</td>
</tr>
<tr>
<td></td>
<td>(Four (4) levels available)</td>
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</tr>
<tr>
<td></td>
<td><strong>CRP - Community Based Assessment</strong></td>
<td></td>
</tr>
<tr>
<td><strong>CRP: CBA Permanent Employment Bonus</strong></td>
<td>A bonus of $675 is paid to the CRP contractor if the customer obtains a permanent, competitive, and integrated job as a secondary outcome of the Community Based Assessment, CBA.</td>
<td>Plan-Only AFP *Need Contract</td>
</tr>
<tr>
<td><strong>CRP: Healthcare Coverage Bonus</strong></td>
<td>A bonus of $675 is paid to the CRP contractor if the customer obtains a permanent, competitive and integrated job of 30 hours or more per week and includes employer-provided healthcare benefits.</td>
<td>Plan-only AFP *Need Contract</td>
</tr>
</tbody>
</table>
| CRP: Intensive Training Services | Intensive Training Services are intensive individualized “on-the-job” skills training services that enable a customer receiving Supported Employment to:

- Attain job stabilization in on-the-job performance with job supports;
- Meet their employer’s expected level of work productivity; and
- Transition to long-term Extended Services as provided by an entity other than DVR.

(Four (4) levels available)

CRP - Intensive Training Services | Plan-only
AFP

*Need Contract |

| CRP: Job Placement Services | Location and placement of a customer into a paid and integrated employment position.

(Four (4) levels available)

CRP - Job Placement Services | Plan-only
AFP

*Need Contract |

| CRP: Job Retention Services | Individualized training and support services that enable the client to learn the essential job functions of a job and meet the employer's expected level of performance.

(Four (4) levels available)

CRP - Job Retention Services | Plan-only
AFP

*Need Contract |
| CRP: Off-Site Psycho-Social Job Support Services (Non-Supported Employment) | May be used in lieu of CRP Job Retention to enable the customer to adjust to the work environment and manage the stresses of working. The service is used if a customer has not disclosed their disability to the employer or the employer prohibits access by the contractor to the worksite. The service is provided if needed after CRP Job Placement is achieved to ensure successful adjustment to the work environment for at least 90 days after authorized and started.

**See Also:**
[CRP – Off-Site Psycho-Social Job Support Services – Non-Supported Employment](#) |
| CRP: Off-Site Psycho-Social Job Support Services (Supported Employment) | Services are provided to a customer requiring Supported Employment services to enable the customer to adjust to the work environment, manage the stresses of working, achieve job stabilization and transition to Extended Services provided by an entity other than DVR. The services are used if the customer does not want to receive services at the worksite because the customer has not disclosed their disability to the employer or the employer prohibits access by the contractor to the worksite. The services are provided after Job Placement services and employment is achieved.

**See Also:**
[CRP – Off-Site Psycho-Social Job Support Services – Supported Employment](#) |
| Plan-only AFP *Need Contract | Plan-only AFP *Need Contract |
**CRP: Pre-ETS Informational Interview**

Pre-Employment Transition Services Informational Interviews are designed to help a student meet with employers to learn about vocational areas of interest. Each interview should be approximately 30-60 minutes in length.

Specific CRP services include:
- Working with the student to identify sites and contact businesses
- Helping student prepare and practice questions for the interview
- Helping student plan appropriate grooming
- Helping student plan transportation to the site
- Accompany student to the site
- Accompany student to the interview
- Helping student prepare and deliver a thank-you note to the person interviewed
- Post-interview debriefing with the student

**CRP: Pre-ETS Job Exploration**

Pre-Employment Transition Services Job Exploration activities are designed to help students discover and explore career interests.

Specific CRP services may include:
- Career, personality, values, learning styles, interest inventories, etc.
- Vocational and person-centered planning
- Exploring ‘dream jobs’
- Steps in setting career and educational goals
- Connecting current school studies with employment
- Helping students identify skill sets and strengths

**Unlimited AFP**

*only available for students with disabilities

*Need Contract
| **CRP: Pre-ETS Job Shadow** | Pre-Employment Transition Services Job Shadow is a one to five-hour observation at a business in the community. The job shadow should be located at a business or organization not related / connected to the CRP’s own agency. Specific CRP services include:  
- Developing the Job Shadow site(s) based on student interests  
- Helping student prepare questions for the employer  
- Helping student plan appropriate grooming  
- Helping student plan transportation  
- Accompany student to the site(s)  
- Helping student prepare and deliver a follow-up note to the employer  
- Post-Job Shadow debriefing with student | Unlimited AFP  
*only available for students with disabilities  
*Need Contract |
| **CRP: Pre-ETS Social Skills** | Pre-Employment Transition Services Social Skills Training is designed to help a student develop employment-related “soft” skills. Social Skills topic areas may include:  
- Accepting / giving feedback  
- Appropriate relationships on the job  
- Problem solving and conflict resolution  
- Body language and social cues | Unlimited AFP  
*only available for students with disabilities  
*Need Contract |
| **CRP: Pre-ETS Work-Based Learning (“Work learning 11+ hrs, [variable weeks]”)** | Pre-Employment Transition Services Work-Based Learning helps a student explore a work area of interest, and must be located in an integrated environment at a business in the community. Specific CRP activities include:  
- Developing the WBL site  
- Transporting and/or helping the student plan and access transportation to the site  
- Collecting employer feedback  
- Post WBL debriefing with the student. | Unlimited AFP  
*only available for students with disabilities  
*Need Contract |
| CRP: Pre-ETS Workplace Readiness Training | Pre-Employment Transition Services Workplace Readiness Training is provided in conjunction with student participation in Pre-Employment Transition Services Work-Based Learning Experiences. Specific CRP activities include:  
- Instruction in communication and interpersonal skills  
- Orientation and mobility  
- Understanding employer expectations for punctuality and performance  
- Other ‘soft’ skills necessary for employment | Unlimited  
AFP  
*only available for students with disabilities  
*Need Contract |
| CRP: Pre-ETS WBL Training / Wage Reimbursement | The CRP may be reimbursed when the CRP pays wages to the student to facilitate placement in a work-based learning experience. 
When the entity being reimbursed is the employer hosting a work-based learning experience, the category “Pre-ETS Employer Wage Reimbursement” should be used. | Unlimited  
AFP  
*only available for students with disabilities  
*Need Contract |
| CRP: Pre-ETS Related Mileage | Mileage is paid to the CRP contractor if the actual service delivery occurs more than fifty (50) miles from the contractor’s nearest office location. The mileage rate is set by the Office of Financial Management (OFM) State Administrative and Accounting Manual (SAAM), Section 10.90.20 | Unlimited  
AFP  
*only available for students with disabilities  
*Need Contract |
<table>
<thead>
<tr>
<th>CRP: Pre-ETS Related Misc. Trans. Expenses</th>
<th>CRP: Transportation (Mileage and Other Misc., Transportation Expenses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Misc. Transportation Expenses- the VR counselor may authorize payment to the CRP Contractor to cover Other transportation-related expenses such as state ferry fees and toll fares.</td>
<td>Mileage is paid to the CRP contractor if the actual service delivery occurs more than fifty (50) miles from the contractor’s nearest office location. The mileage rate is set by the Office of Financial Management (OFM) State Administrative and Accounting Manual (SAAM), Section 10.90.20 Other Misc. Transportation Expenses- the VR counselor may authorize payment to the CRP Contractor to cover Other transportation-related expenses such as state ferry fees and toll fares. Use the CRP Travel Time VR Service Category to pay for travel time.</td>
</tr>
</tbody>
</table>

Unlimited AFP
*only available for students with disabilities
*Need Contract

Unlimited AFP
*only available for students with disabilities
*Need Contract
<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Limitation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CRP: Travel Time</strong></td>
<td>Travel time is paid to the CRP contractor at a fixed rate of $35 per hour in quarter hour increments if service delivery occurs more than fifty (50) miles from the contractor's nearest staffed office location.</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Need Contract</td>
</tr>
<tr>
<td><strong>CRP: Trial Work Experience</strong></td>
<td>Experience(s) where the DVR customer performs work in an actual paid employment setting(s), or other realistic work setting(s), with the direct provision of appropriate supports and training. (Four (4) levels available).</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Need Contract</td>
</tr>
<tr>
<td><strong>Customer Internship Program</strong></td>
<td>DVR sponsored paid internship that enables individuals to gain work experience in their chosen field of employment.</td>
<td>Plan-only AFP</td>
</tr>
<tr>
<td><strong>Hearing Aid Purchase</strong></td>
<td>Includes hearing aid purchase, ear molds, accessories such as batteries, and insurance. Use the Hearing Aid Repair VR service Category for a hearing aid repair. Use the Audiological Evaluation VR Service Category for an audiological evaluation or exam.</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td><strong>Hearing Aid Repair</strong></td>
<td>Includes hearing aid purchase, ear molds, accessories such as batteries, and insurance. Use the Hearing Aid Repair VR service Category for a hearing aid repair. Use the Audiological Evaluation VR Service Category for an audiological evaluation or exam.</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td><strong>IL Comprehensive Evaluation</strong></td>
<td>Services provided to evaluate independent living services needed to achieve or retain employment. All ten (10) of the defined evaluation topics are in the IL Service Delivery Outcome Plan (SDOP). This may include an in-person consultation to discuss the results of the IL Comprehensive Evaluation with the VR counselor, the customer and the IL contractor for a flat fee of $72.00</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Need contract</td>
</tr>
<tr>
<td>IL Partial Evaluation</td>
<td>IL Partial Evaluation is when the VR Counselor authorizes a minimum of one (1) up to a maximum of five (5) of the defined evaluation topics in the IL Service Delivery Outcome Plan (SDOP). This may include an in-person consultation to discuss the results of the IL Comprehensive Evaluation with the VR counselor, the customer and the IL contractor for a flat fee of $72.00</td>
<td>Unlimited AFP</td>
</tr>
<tr>
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<td>-------------------------------------------------</td>
</tr>
<tr>
<td>IL Related Mileage</td>
<td>Mileage is paid to the IL contractor if the actual service delivery occurs more than fifty (50) miles from the contractor’s nearest office location. The mileage rate is set by the Office of Financial Management (OFM) State Administrative and Accounting Manual (SAAM), <a href="#">Section 10.90.20</a></td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td>IL Related Misc.</td>
<td>The VR counselor may authorize payment to the IL Contractor to cover other transportation-related expenses such as state ferry fees and toll fares.</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td>Transportation Expenses</td>
<td></td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>IL Related Travel Time</td>
<td>Travel time is paid to the IL contractor at a fixed rate of $35 per hour in quarter hour increments if service delivery occurs more than fifty (50 miles from the contractor’s nearest staffed office location.</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td>IL Skills Training Services</td>
<td>Services to develop a customer’s skills and abilities in decision making, money management or the use of public transportation (learning how to get to appointments, work and feel safe) to mitigate or eliminate their IL barriers to employment.</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td>IL Skills Training - Interpersonal &amp; Social</td>
<td>IL Skills training to assist the customer understand effective interpersonal and social relationships and how they may affect one’s personal life, judgment, decision making, functional behavior, common ground, and teamwork skills.</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td>IL Skills Training - Organizational Abilities</td>
<td>IL Skills Training helps develop a customer’s ability to identify and develop specific strategies, systems, and tools to increase their efficiency and independence at home, in daily living, and in employment.</td>
<td>Unlimited AFP * Need contract</td>
</tr>
<tr>
<td>IL Skills Training - Self-Care (Appropriate Hygiene and Grooming)</td>
<td>IL Skills Training to help develop the customer’s ability to manage basic independent life skills including grooming and hygiene (e.g. toileting, bathing, dressing.)</td>
<td>Unlimited AFP * Need contract</td>
</tr>
<tr>
<td>IL Skills Training - Self-Care (Health and Meds Management)</td>
<td>IL Skills Training to help the customer manage health (e.g. setting up doctor appointments, getting routine physical and preventive care, accessing medical, psychological, and other professional services as needed; and medication management (e.g. setting up a system to take medication on time, keeping doctors informed of changes in medication, getting prescriptions refilled).</td>
<td>Unlimited AFP * Need contract</td>
</tr>
<tr>
<td>IL Skills Training - Time Management</td>
<td>IL Skills Training to help the customer plan, schedule, and manage time related to employment, personal life, and home activities.</td>
<td>Unlimited AFP * Need contract</td>
</tr>
<tr>
<td>IL Work-related Systems Access Services</td>
<td>Services that assist the customer in accessing and utilizing public support systems. May include, but not limited to, assistance with income (Social Security, TANF) personal care, housing and/or medical coverage.</td>
<td>Unlimited AFP * Need contract</td>
</tr>
<tr>
<td>IL: Pre-ETS Comprehensive Evaluation</td>
<td></td>
<td>Unlimited AFP *only available for students with disabilities *Need Contract</td>
</tr>
<tr>
<td>Service Description</td>
<td>Details</td>
<td>Available</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>IL: Pre-ETS Partial Evaluation</td>
<td></td>
<td>Unlimited</td>
</tr>
<tr>
<td>IL: Pre-ETS Peer Mentoring</td>
<td>Pre-Employment Transition Services IL Peer Mentoring is designed to help a student receive peer mentoring from individuals with disabilities working in competitive integrated employment or engaged in post-secondary education or training.</td>
<td>Unlimited</td>
</tr>
<tr>
<td>IL: Pre-ETS Related Mileage</td>
<td>Mileage is paid to the IL contractor if the actual service delivery occurs more than fifty (50) miles from the contractor’s nearest office location. The mileage rate is set by the Office of Financial Management (OFM) State Administrative and Accounting Manual (SAAM), Section 10.90.20.</td>
<td>Unlimited</td>
</tr>
<tr>
<td>IL: Pre-ETS Related Misc. Transportation Expenses</td>
<td>The VR counselor may authorize payment to the IL Contractor to cover other transportation-related expenses such as state ferry fees and toll fares.</td>
<td>Unlimited</td>
</tr>
</tbody>
</table>

*AFP: *only available for students with disabilities *Need Contract
<table>
<thead>
<tr>
<th><strong>IL: Pre-ETS Related Travel Time</strong></th>
<th>Travel time is paid to the IL contractor at a fixed rate of $35 per hour in quarter hour increments if service delivery occurs more than fifty (50 miles from the contractor’s nearest staffed office location.</th>
<th>Unlimited AFP *only available for students with disabilities *Need Contract</th>
</tr>
</thead>
</table>
| **IL: Pre-ETS Self-advocacy** | Pre-Employment Transition Services IL Self-Advocacy Training activities are intended to help a student gain self-advocacy skills as specified below. Student training areas may include:  
- Problem-solving strategies  
- Assertiveness training  
- Strategies for exercising civil rights  
- Self-determination strategies | Unlimited AFP *only available for students with disabilities *Need Contract |
| **IL: Pre-ETS Skills Training** | Pre-Employment Transition Services IL Skills Training activities are intended to help a student gain independent living skills as listed below. Student training areas may include:  
- Use of transportation services;  
- Decision-making;  
- Money management;  
- Use of communication access services;  
- Organizational abilities;  
- Social and interpersonal relationships;  
- Time management;  
- Accessing community resources & benefit programs; | Unlimited AFP *only available for students with disabilities *Need Contract |
- Self-care;
- Self-protection;
- Attendant management.

<table>
<thead>
<tr>
<th>IL: Pre-ETS Work-Related Systems Access</th>
<th>Unlimited AFP</th>
</tr>
</thead>
<tbody>
<tr>
<td>*only available for students with disabilities *Need Contract</td>
<td></td>
</tr>
</tbody>
</table>

| Information and Referral (Provided by DVR staff) | Information and referral to another agency or program. | Unlimited No AFP |

| Interpreter Services (Deaf, Hard of Hearing, Deaf-Blind) | Sign language or oral interpretation for customers who are deaf or hard of hearing. Real-time captioning services composed of text, for customers who are deaf or hard of hearing to access content delivered by spoken words and sounds. Real-time captions, or Computer Assisted Real-time Translation (CART), are created as an event takes place. Tactile interpretation services for customers who are deaf-blind. Specially trained individuals perform sign language, oral interpretation, real-time captioning or tactile interpretation services. | Unlimited AFP |

<p>| Interpreter Services (Spoken Language) | Services to verbally interpret spoken information from one language to another. | Unlimited AFP |</p>
<table>
<thead>
<tr>
<th>Service Category</th>
<th>Description</th>
<th>Funding Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Club</strong></td>
<td>Job clubs offer networking opportunities with other job seekers, guest speakers, and employment specialists. Attending job club gives the customer a sense of not being alone in their job search. Job clubs often give lessons or presentations on resumes, cover letters, applications, informational interviews, and how to talk with employers, assistance with interviews, online job search, networking and overcoming barriers to employment. How, if, when to disclose a disability and ask for accommodations is discussed. A Job Club may be conducted by DVR staff or a vendor.</td>
<td>Plan-only AFP if provided by a vendor</td>
</tr>
<tr>
<td><strong>Job Place/Reten [Participating County]</strong></td>
<td>This service category is used for participants under the school to work contract.</td>
<td>Plan-only AFP</td>
</tr>
<tr>
<td><strong>Job Placement (Non-CRP)</strong></td>
<td>Referral of a customer to a specific job that results in job placement.</td>
<td>Plan-only No AFP</td>
</tr>
<tr>
<td>(Provided by DVR staff)</td>
<td></td>
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</tr>
<tr>
<td><strong>Job Retention (Non-CRP)</strong></td>
<td>Services provided to a customer who has been placed in employment in order to stabilize the placement and enhance job retention. Includes job coaching, follow-up, and retention services.</td>
<td>Plan-only No AFP</td>
</tr>
<tr>
<td>(Provided by DVR staff)</td>
<td></td>
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</tr>
<tr>
<td><strong>Job Search Assistance (non-CRP)</strong></td>
<td>Job search activities support and assist a customer in searching for an appropriate job. Job search assistance may include help in resume preparation, identifying appropriate job opportunities, developing interview skills, and making contacts with companies on behalf of the customer.</td>
<td>Plan-only No AFP</td>
</tr>
<tr>
<td>(Provided by DVR staff)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Maintenance</strong></td>
<td>Monetary support provided to a customer to pay for expenses such as food, lodging and clothing in excess of normal expenses that are required for the customer to participate in VR services. Costs include uniforms, interview clothing, per diem to participate in an assessment or training service not within commuting distance of the customer’s home, or security deposits necessary to relocate for a job placement.</td>
<td>Plan-only AFP</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>Services not specified in another category such as services to family members, occupational licenses. For Child care use the Child Care category.</td>
<td>Plan-only AFP</td>
</tr>
<tr>
<td><strong>Personal Assistance Services (PAS)</strong></td>
<td>Services provided by one or more persons, such as a personal attendant, to assist a customer with a disability perform daily living activities on or off the job that the individual would perform without help if he/she did not have a disability. DVR does not pay family members to provide PAS.</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td><strong>Physical &amp; Mental Restoration</strong></td>
<td>Diagnosis and treatment to correct or modify substantially a physical or mental impairment that results in an impediment to employment. Includes dentistry, drugs and supplies, eyeglasses, physical or occupational therapy, speech therapy, mental health services, and other medical services. (For hearing aid purchases use the Hearing Aids Purchase Service Category or for hearing aid repairs use the Hearing Aids Repair VR Service Category).</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td>Service Description</td>
<td>Description</td>
<td>Cost Category</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Pre-ETS Employer Wage Reimbursement</td>
<td></td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*only available for students with disabilities</td>
</tr>
<tr>
<td>Reader Services</td>
<td>Reader services are for customers who cannot read print because of blindness or other disability. Reader services include, in addition to reading aloud, computer based screen-readers, transcription of printed information into Braille or sound recordings if the customer requests such transcription. Reader services are generally for customers who are blind or deaf-blind, but may also include customers unable to read because of serious neurological disorders, specific learning disabilities, or other physical or mental impairments.</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td>Rehab Tech - Vehicle Purchase</td>
<td>A vehicle that is purchased already modified to address functional losses through the use of technological solutions that will increase, maintain or improve a customer’s functional capacities. For vehicles purchased without modifications use the “Vehicle Purchase” service category.</td>
<td>Plan-only AFP</td>
</tr>
<tr>
<td>Rehab Tech – Computer Purchase (Desktop)</td>
<td>Computer Desktop system (including computer, printer, printer ink/toner, printer cable, mouse etc.) or a desktop computer only, which is specialized to address functional losses through the use of technology solutions that will increase, maintain or improve a customer’s functional capacities.</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td>Rehab Tech – Computer Purchase (Laptop)</td>
<td>Complete Laptop system (including computer, printer, printer ink/toner, printer cable mouse etc.) or Laptop only.</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td><strong>Rehab Tech – Computer Peripherals</strong></td>
<td>Hardware that is specialized to address functional losses through the use of technology solutions that will increase, maintain or improve an individual’s functional capacities. Examples of computer peripherals: Monitor printer or mouse which is separate from the computer purchase.</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td><strong>Rehab Tech – Other (Loaned)</strong></td>
<td>Any rehabilitation technology device, equipment, or product used to increase, maintain or improve a customer’s functional capacity which does not fit into any other rehab tech category. This category is used when the item is loaned to the customer.</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td><strong>Rehab Tech - Other</strong></td>
<td>Any rehabilitation technology device, equipment, or product used to increase, maintain or improve a customer’s functional capacity which does not fit into any other rehab tech category. This category is used when the item is given to the customer. Also includes services that assist a customer to select, acquire, or use an assistive technology device, i.e., evaluation, fitting or customization, repairing or replacing devices. May include training or technical assistance in the use of a device to the customer or others involved in his/her life, if necessary for the customer to achieve an employment outcome.</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td><strong>Self-employment Services</strong></td>
<td>Technical assistance and consultation services to assess feasibility or develop a business plan. Includes supplies and other expenses related to self-employment.</td>
<td>Plan-only AFP</td>
</tr>
<tr>
<td><strong>Self-employment Tools and Equipment</strong></td>
<td>Required tools and equipment related to self-employment, such as mechanic, welding or carpentry tools, pottery, masonry or jewelry making tools, office furniture or small electronics. (Inventoried)</td>
<td>Plan-only AFP</td>
</tr>
<tr>
<td>Self-employment Feasibility Analysis</td>
<td>The self-employment feasibility analysis is provided by a DVR-approved self-employment consultant or another comparable resource. The analysis provides the VRC and customer a comprehensive, objective evaluation of the proposed self-employment venture including but not limited to an in-depth analysis of the business concept, the market, financial investment and income potential, customer training needs, availability of a strong support network for long term business success, need for a comprehensive business plan.</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td>Substantial Vocational Rehabilitation Counseling and Guidance (Provided by VR counseling staff)</td>
<td>Substantial vocational rehabilitation counseling and guidance includes information and support to assist a customer in exercising informed choice and is distinct from the case management relationship that exits between the counselor and the customer during the VR process. Substantial vocational rehabilitation counseling and guidance is provided by VR counseling staff to address medical, family or social needs to enable the customer to achieve or maintain an employment outcome.</td>
<td>Unlimited No AFP</td>
</tr>
<tr>
<td>Tools and Equipment</td>
<td>Tools and equipment required as a condition of employment, or training (not self-employment tools and equipment).</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td>Training Basic Ed/ Literacy</td>
<td>Adult basic education to remediate basic academic skills needed to perform a job, including literacy training.</td>
<td>Plan-only AFP</td>
</tr>
<tr>
<td>Training - Books/Supplies Basic Ed/Literacy</td>
<td>Books, supplies, and other fees related to adult basic education to remediate basic academic skills needed to perform a job, including literacy training. The books, supplies and other fees may be purchased at the same institution or elsewhere.</td>
<td>Plan-only AFP</td>
</tr>
<tr>
<td>Training-Post Secondary</td>
<td>Academic training above the high school level leading to a degree (Associate, Bachelors or other professional) or other recognized educational credential. Training is provided by a four year college, university, community college, junior</td>
<td>Plan-only AFP</td>
</tr>
<tr>
<td>Training - Books/Supplies</td>
<td>Post Secondary</td>
<td>Books, supplies and other fees related to academic training above the high school level leading to a degree (Associate, Bachelors or professional) or other recognized educational credential. Training is provided by a four year college, university, community college, junior college or technical college. The books, supplies and other fees may be purchased at the same institution or elsewhere.</td>
</tr>
<tr>
<td>--------------------------</td>
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</tr>
<tr>
<td>Training - Graduate School</td>
<td>Academic training above the Bachelor’s degree level leading to an advanced degree (Masters or Doctorate) or other advanced recognized educational credential. Training is provided by a four year college or university</td>
<td>Plan-only AFP</td>
</tr>
<tr>
<td>Training - Books/Supplies Graduate School</td>
<td>Books, supplies and other fees related to academic training above the Bachelor’s degree level leading to an advanced degree (Masters or Doctorate) or other advanced, recognized educational credential. Training is provided by a four year college or university The books, supplies and other fees may be purchased at the same institution or elsewhere.</td>
<td>Plan-only AFP</td>
</tr>
<tr>
<td>Training - Technical or Vocational Education</td>
<td>Occupational, vocational or specific job skill training (not leading to an academic degree) provided by a community college, business school, vocational, technical or trade school to prepare for work in a specific occupation.</td>
<td>Plan-only AFP</td>
</tr>
<tr>
<td>Training - Books/Supplies Technical or Vocational Education</td>
<td>Books, supplies and other fees related to occupational, vocational or specific job skill training (not leading to an academic degree) provided by a community college, business school, vocational, technical or trade school to prepare for work in a specific occupation. The books, supplies and other fees may be purchased at the same institution or elsewhere.</td>
<td>Plan-only AFP</td>
</tr>
<tr>
<td>Service Description</td>
<td>Description</td>
<td>Funding Type</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Training On-the-Job Training (OJT)</td>
<td>Training an employer provides after a customer has been hired to teach the skills necessary to perform the job.</td>
<td>Plan-only AFP</td>
</tr>
<tr>
<td>Training: Other misc.</td>
<td>Training not identified in another category, including high school completion, speech reading or sign language training, cognitive training or other miscellaneous training needed to facilitate an employment outcome. Includes books, supplies, and other fees related to the training, whether purchased at the same institution or elsewhere.</td>
<td>Plan-only AFP</td>
</tr>
<tr>
<td>Translation Services</td>
<td>Written translation of information from one language to another.</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td>Transportation services</td>
<td>Travel and related expenses necessary for a customer to participate in VR services, such as a bus pass or gasoline. Also includes relocation expenses needed to accept a job. Note: For vehicle/van purchase or repair, use Vehicle Purchase or Repair.</td>
<td>Unlimited AFP</td>
</tr>
<tr>
<td>Vehicle Purchase</td>
<td>Purchase of vehicles, including vans, scooters, cars, motorcycles and tractors. Does not include disability-related modifications for vehicles. (For modifications or when purchasing a vehicle/van and modifications as one purchase, use Rehabilitation Technology- Vehicle Purchase category). (Inventoried)</td>
<td>Plan-only AFP</td>
</tr>
<tr>
<td>Vehicle Repair</td>
<td>Repair of a vehicle. Note if repair is not likely to result in the vehicle’s safe, reliable condition, the VR counselor must work with the customer to determine other ways of meeting his or her transportation needs.</td>
<td>Unlimited AFP</td>
</tr>
</tbody>
</table>
**Workstrides**

Use the Workstrides/Dependable Strengths VR Service Category (below) for Workstrides with Dependable Strengths.

Workstrides is a career development workshop that engages customers in self-reflection and interactive group discussion to identify their strengths, interests, skills and work values, as well as researching local jobs. Participants in Workstrides learn from each other and practice working as part of a team.

**Unlimited**  
**Paid with A-19**

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**Workstrides / Dependable Strengths**

Use the Workstrides VR Service Category (above) for Workstrides without Dependable Strengths.

Workstrides with a 3-day Dependable Strengths workshop that engages participants in reflecting on their experiences in life, identifying patterns of strengths, and learning how to talk about their dependable strengths in ways that demonstrate their value.

**Unlimited**  
**Paid with A-19**

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**VR Supervisor Approval of Certain Services**

**Purpose**

DVR recently announced a new requirement for VRS approval of certain services, including Community Rehabilitation Program (CRP) provided Community Based Assessments, CRP Job Retention, and services supporting customer participation in post-secondary training. Since that time, DVR leadership has also determined that VRSs must approve services to support an IPE with an employment outcome in self-employment and CRP-supported job placement services (see additional guidance regarding “Non-CRP Job Placement”).

This document provides the criteria by which VR supervisors may identify instances in which CRP services, postsecondary services, and self-employment services are appropriate and may be approved. It also provides the procedures by which this approval must be documented in the case service record.

Because this is initial guidance, certain details may be changed in this document as DVR best practices are identified. DVR staff will be notified when any such changes occur.

**References**

388-891A-1160 When does DVR pay for training services at an institution of higher education?  
388-891A-1161 Are there forms of financial assistance that I am required to apply for or access before DVR will assist with the cost of attendance at my institution of higher education?  
388-891A-1162 When does DVR pay for training at a private school or an out-of-state institution of higher education?
388-891A-1163 May DVR pay for other fees charged by my institution of higher education when those fees are required as a condition of registration?
388-891A-1164 What academic standards does DVR have for education?
388-891A-0911 What is required for DVR to approve an IPE with a goal in self-employment?
388-891A-0912 What are the factors that a DVR counselor considers in determining whether to support an employment outcome in self-employment?
388-891A-0913 What conditions apply for DVR to support self-employment as a sole proprietorship or a limited liability company?

**Standard Process for Each Service**

For all services requiring VRS approval:

<table>
<thead>
<tr>
<th>Action by:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Either Customer or VR Counselor</strong></td>
<td>1. Requests to access the CRP service, postsecondary training, or self-employment services.</td>
</tr>
<tr>
<td>VR Counselor</td>
<td>2. Documents the request as a case note in STARS, including a rationale for the request as identified in guidance.</td>
</tr>
<tr>
<td>3. Sends an email notification to the VR Supervisor with the request.</td>
<td></td>
</tr>
<tr>
<td>VR Supervisor</td>
<td>4. Reviews request and makes a determination within 10 business days (as described in WAC 388-891A-0211).</td>
</tr>
<tr>
<td>5. Documents determination, including rationale for decision, with a case note in STARS.</td>
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</tr>
<tr>
<td>a. If denied, follows procedure required by WAC 388-891A-0211 to send a written notification to customer.</td>
<td></td>
</tr>
</tbody>
</table>

The criteria included in case note rationales for CRP, postsecondary training, and self-employment services may be cut-and-pasted from the material in this document for use in case documentation.

**Note:** Each of the services below, when included in the customer’s IPE, will require VRS approval before the customer and counselor sign the plan or plan amendment.

**CRP Community Based Assessment (CBA)**

VR Supervisors must approve or deny the provision of CRP community based assessments. Supervisors approve community based assessments provided by CRPs only when they, as indicated in the CRP/IL contract:

- Identify barriers to employment;
- Obtain information needed for a DVR customer to select a suitable job goal;
• Determine the nature and scope of services that the customer will need to achieve an employment outcome.

Because of this, a community based assessment with a CRP may be appropriate when the counselor has identified that the customer requires supported employment services, and has limited exposure to the world of work.

The following criteria must be met, and documented in the STARS case narrative, in order for the VRS to approve any community based assessment provided by a CRP. When reviewing a request for a CRP community based assessment, the supervisor should evaluate the VRC’s rationale documented in STARS to determine whether it indicates that:

• The recommendation by VRC incorporates considerations identified during a review of existing information, including the vocational information form, intake and other case notes, observations, education records, medical records, information provided by the customer during the eligibility determination process, and information provided by other agencies or professionals.
• Disability-related barriers have been identified and addressed, or strategies to address those barriers have been identified, but the counselor has not been able to determine how the barriers will be eliminated or reduced in the absence of a CBA.
• Any customer independent living (IL) considerations have been addressed as appropriate.
• VRC and customer have explored other relevant and appropriate – based on the individualized needs of the customer – vocational assessment activities with customer, utilizing the process of informed choice, to determine vocational preferences and identify barriers to employment. Potential assessment activities include:
  o Career OneStop website (RIASEC to O*Net); CareerBridge; WorkSource
  o Paid assessment activities, such as: Workstrides/Dependable Strengths; WOWI; WOIS; On-the-Job Training/Evaluation; Comprehensive Vocational Evaluation; Physical/Functional Capacity Evaluation.
• The recommendation by VRC clearly explains the purpose and expected outcome of the CBA, including how this information will be useful for the purposes of IPE development.

When these criteria have been met and addressed in a rationale, the supervisor may approve the CRP-provided CBA.

VR Supervisors may not approve a CBA in instances when:

• The customer is ready to work immediately in a job that is a match with the customer’s primary vocational factors;
• The considerations to be addressed in the CBA are primarily those that could be addressed through IL or other services;
• The information can be gathered from other sources, such as current or recent volunteer work or employment;
• The purpose of the CBA is to obtain clear and convincing evidence to determine if the individual is capable of working due to the significance of their disability (note: when this is necessary, a Trial Work Experience [TWE] is the appropriate service); or
There is a vendor who would like to learn more about the customer prior to job placement activities, and the vendor requests the CBA for these purposes, in lieu of the VRC’s provision of employment readiness information about the customer.

**CRP Job Retention**

VR Supervisors must approve or deny the provision of CRP job retention. Supervisors approve job retention services provided by CRPs only when, as indicated in the CRP/IL contract:

- DVR and the customer determine that additional training and supports are needed after job placement to ensure that the customer learns essential job duties and retains continuous employment for 90 days after job retention services begin.

The following criteria must be met, and documented in the case service record, in order for the VRS to approve any job retention provided by a CRP. When reviewing a request for a CRP job retention, the supervisor should evaluate the VRC’s rationale documented in STARS to determine whether it indicates that:

- Customer will require additional training and support beyond that provided by the employer in the 90 days following placement and first day of work.
- Regular counseling and guidance (at least monthly contact with customer to discuss progress in first months of employment) will not be sufficient to assist customer in learning job duties or meeting employer expectations.
  - NOTE: if customer requires ongoing job-coaching, the VRC must conduct a comprehensive assessment and determine whether according to the criteria under WAC 388-891A-1010, the customer should receive DVR supported employment services, provided under the SDOP for Intensive Training Services (ITS).
- The counselor and customer have identified job duties in the job description (or job retention needs specific to the individual) that will require CRP intervention in order for the customer to retain the job successfully.
- If CRP has recommended job retention services following a successful job placement, updates from the CRP during job placement activities provide sufficient documentation to support the request for job retention;
  - It is the responsibility of the DVR counselor to determine whether to recommend that job retention services are necessary and appropriate for the customer, using the criteria above.

Considerations that may be addressed in the rationale for CRP Job Retention services include:

- How do retention services mitigate a barrier for the customer?
- Are on-site visits needed? What on-site support needs does the customer have?
- What number of hours are needed?
- What specific information has led DVR to believe that job retention is required?
- What documentation supports these determinations?
- Are there supplemental supports that would promote successful job retention in addition to the provision of CRP provided job retention services (e.g., physical and mental restoration services; assistive technology; transportation; child care)?
Is there evidence in the case narrative that the customer has been involved in making an informed choice regarding the use of CRP Job Retention services?

**Postsecondary Education Services**

The VR supervisor must approve any postsecondary education service. This means that the VRS must be consulted for a determination *prior to IPE signatures and approval (new and amended)*, as any training services need to be included as a step in the customer's IPE.

**Note:** postsecondary education services are meant to include all services in support of a customer’s credential attainment in an approved IPE including postsecondary training. Postsecondary education services might include, but are not limited:

- Tuition;
- Books/supplies;
- Transportation;
- Maintenance;
- Child care;
- Assistive technology; and
- Other supportive services (such as interpreters or disability support services funded by DVR).

In consulting about and approving any postsecondary education services, the VRS should find that the customer has completed, or is going to complete, a Free Application for Federal Student Aid (FAFSA) for the terms in which DVR contribution to tuition is being considered, as well as a clear rationale in the case narrative indicating that:

1. The customer’s vocational assessment indicates that they will be able to succeed in both the required postsecondary training and the customer’s specific employment outcome.

**Note:** if there is reason to believe that the customer’s individual experience of disability related barriers or other individual circumstances may preclude their success in postsecondary training, then a term of training as an assessment may be appropriate to identify needed supports and the likelihood of success. An assessment term does not require VRS approval and is not placed into an IPE. If conducting an assessment term, an extension for the IPE development period may be required.

If a customer’s individual circumstances lead the VRS to question whether the customer will succeed in the specific employment outcome for which they are receiving training services, the VRS may disapprove support for the training services. The VRS should also suggest that either further assessment is needed (if there are specific questions that need addressed), or request that the counselor deny the job goal and issue the appropriate letter (denial of goal) to the customer with a clear rationale.
2. The labor market analysis conducted by the VRC indicates clearly that the credential that the customer is seeking is a necessary requirement for the specific job goal.

3. Any supports needed for the customer’s success in training have been identified and included in the plan, including any services included in the list of postsecondary training services above.

The VRS may approve the services based on the presence of these criteria. Staff are expected to follow the existing process for the determination of unmet need and the calculation of DVR contributions to the costs of attendance.

Self-Employment Services

The VR Supervisor must approve any self-employment service, including feasibility analysis for a self-employment enterprise. This means that the VRS must be consulted for a determination during vocational assessment and prior to IPE signatures and approval, as the feasibility study should not be included on the customer's IPE.

In consulting about and approving services that will lead to an employment outcome in self-employment, the VRS should find a clear rationale written by the VRC in the case narrative explaining how the following information about the customer indicates the customer’s likely success in self-employment:

1. The customer’s ability to maintain and retain the specific self-employment enterprise under consideration, including, but not limited to any:
   - Disability-related issues or concerns;
   - Barriers to employment and how self-employment addresses these barriers;
   - Strengths and interpersonal skills;
   - Resources, including financial resources;
   - Money management skills;
   - Credit history, including bankruptcy;
   - Overdue child support;
   - Tax or debt issues;
   - Other legal proceedings;
   - Long-term supports, if supported employment is required; and
   - Income needs.

2. The customer must have resolved bankruptcy or other legal proceedings, overdue child support, and overdue taxes prior to the development of an individualized plan for employment (IPE) with self-employment as the employment outcome. DVR does not assist with the payment of court fees, attorney fees, fines, or penalties related to illegal acts that result from any civil or criminal legal proceedings or related matters.

3. The customer has the specific skills and aptitudes (or is likely to obtain the specific skills and aptitudes) to perform the essential functions of the job tasks required by the self-employment enterprise under consideration.

The VRS may approve the services based on the presence of these criteria.
Substantial Vocational Rehabilitation Counseling and Guidance

(Revised 4-25-14)

Substantial vocational rehabilitation counseling and guidance is a core vocational rehabilitation service that is provided throughout the customer’s entire experience with DVR. Substantial vocational rehabilitation counseling and guidance is provided by DVR counselors and is not purchased from other sources. However, other rehabilitation partners (e.g. services providers, family and friends) can play a crucial role in the effectiveness of counseling and guidance by supporting the achievement of vocational goals.

Substantial vocational rehabilitation counseling and guidance may be provided to:

- Encourage the customer through establishing a relationship of mutual respect, where the counselor can be both supportive, yet challenging, in promoting the customer's development of the skills needed to achieve an employment outcome.

- Facilitate informed choice throughout the entire rehabilitation process by providing information about the scope and limits of vocational rehabilitation services, and by helping the customer obtain specific information on programs, resources and services that can assist him/her in the selection and achievement of vocational goals and an employment outcome. When there are limits on the provision or availability of vocational rehabilitation services, the counselor can assist the customer in exploring alternatives.

- Gain a comprehensive and individualized understanding of the customer's abilities, capabilities, interests, strengths, resources, priorities and concerns in order to identify factors that will be critical to vocational achievement.

- Facilitate the customer's understanding of his/her strengths on which to capitalize in achieving vocational goals and plan with the customer to find ways to work around any impediments, such as functional limitations related to health, personal, economic (e.g. benefits, work disincentives/incentives) and social issues.

- Assist the customer in selecting a vocational goal and developing an Individual Plan for Employment toward that goal.

- Involve "significant others" (with the customer's consent) such as family members, relatives and friends in the community who can: be assets to counseling; support the desired outcomes; and, at times, provide valuable resources.

- Provide follow-along services that are not intrusive but continue to support the achievement of long-term outcomes.

- Enhance self-reliance by teaching the customer how to get information and tap into supportive workplace and community networks, promoting independence beyond the provision of vocational rehabilitation services.
Substantial Vocational Rehabilitation Counseling and Guidance Requires Special Skills, Knowledge and Abilities

VR Counselors can provide substantial vocational rehabilitation counseling and guidance because they have the expertise and professional skills required. This level of expertise is not required to provide case management services.

Substantial Vocational Rehabilitation Counseling and Guidance is distinct from Case Management

Examples of substantial vocational rehabilitation counseling and guidance and case management:

<table>
<thead>
<tr>
<th>Substantial Vocational Rehabilitation Counseling and Guidance</th>
<th>Case Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Helping a customer adjust to his or her disability</td>
<td>• Progressing through the VR process</td>
</tr>
<tr>
<td>• Assisting a customer think through whether to disclose a hidden disability</td>
<td>• Managing services</td>
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<tr>
<td>• Vocational exploration</td>
<td>• Facilitating access to community resources</td>
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Documenting Substantial Vocational Rehabilitation Counseling and Guidance

The VR Counselor is responsible for documenting substantial vocational rehabilitation counseling and guidance in the:

- Services Screen in STARS
- Individualized Plan for Employment (IPE)
- Case Narrative in STARS

Best Practice - Include Substantial Vocational Rehabilitation Counseling and Guidance (SVRCG) in the title of the case narrative. Examples of case narrative titles:

- SVRCG- Adjustment to Disabilities
- SVRCG- Whether to Disclose a Hidden Disability
- SVRCG- Vocational Exploration
Work Incentives Benefits Planning

(Last revised: 2/6/2018)

Work Incentives Benefits Planning is an essential component of the substantial counseling and guidance that customers receive during the VR process. The purpose of Work Incentives Benefits Planning is to improve overall financial outcomes for those on SSI/SSDI and income-based public benefits who choose to go to work. Work Incentives Benefits Planning is offered exclusively by the Benefits Technician (BT) within DVR, the Vocational Rehabilitation Counselor (VRC), or a Work Incentive Planning and Assistance (WIPA) program, and is not purchased from vendors.

**Standard Operating Procedure: Offering DVR Customers DVR-Provided Work Incentives Benefits Planning**

**Purpose:** This procedure clarifies the process that must be followed when offering DVR-Provided Work Incentives Benefits Planning to customers.

**Reference:**

Reference – Work Incentives Benefits Planning (Required Documentation)

Reference (Decision Tree) - Who Provides Work Incentives Benefits Planning? / (508 Compliant Version)

**Forms and Materials:**

Benefits Planning Checklist and Referral, DSHS 11-099

Statewide SSA Release Form (document includes two copies)

Customer Handout – SSI Only Summary and Recommendations Checklist

Customer Handout – Basic SSI Guide

**Definitions:**

“Work Incentives Benefits Planning” - This service is designed for customers who receive Social Security related benefits that can be impacted by income along with other income based public benefits. It includes a written description of the interaction of work earnings on benefits and the use of work incentives with regard to the ongoing individualized discussion of the following benefits:

1. Social Security Disability Insurance (SSDI) and related Work Incentives
2. Social Security for Disabled Adult Children (SSDAC) and related Work Incentives
3. Supplemental Security Income (SSI) and related Work Incentives
4. Other Social Security related benefits that can be impacted by income
5. Medicare including “buy-ins” and related Work Incentives
6. Medicaid including “waiver” services and related Work Incentives
7. Temporary Assistance for Needy Families (TANF) and Food Stamps
8. Subsidized Housing Assistance
9. All other income based public benefits as listed on the VR Benefits Planning Checklist

Work Incentives Benefits Planning discussions enable customers to understand how they can best utilize work incentives to reach individualized employment goals and how their income-based public benefits may change once they begin working. These discussions occur throughout the VR process so that a customer can make informed choices about:

1. An employment goal, including the work level they will pursue (e.g., full or part time)
2. A new job offer
3. A pay raise or increased work hours

“Work Incentive Planning and Assistance (WIPA) Program” - A Work Incentive Planning and Assistance (WIPA) program provides Work Incentives Benefits Planning advice and guidance to customers outside of the VR system. Anyone on Social Security disability benefits can access their services.

Each WIPA project has Community Work Incentives Coordinators who will:

- provide in-depth counseling about benefits and the effect of work on those benefits;
- conduct outreach efforts to beneficiaries of SSI and SSDI (and their families) who are potentially eligible to participate in Federal or State work incentives programs; and
- work in cooperation with Federal, State, and private agencies and nonprofit organizations that serve disabled SSI and SSDI beneficiaries.

DVR customers have access to DVR Benefits Technicians who can provide the same service. If a customer declines benefits planning from DVR, the VRC provides them with WIPA information and the customer can go on their own. After a customer case has been closed, and they are no longer working with DVR if they need further benefits planning, they can also contact a WIPA for services.

Information about WIPA programs:

- [SSA Work Incentive Planning and Assistance Website](#)
- [Plan to Work Website](#) (WIPA program for most WA counties)
- [Plan for Work Website](#) (WIPA program for WA/OR border counties)

**Action by:**

**Action:**
| VRC | 1. Checks with the customer, DSHS Client Registry, and on the vocational information screen in STARS to verify that the customer receives any support from an income-based public benefits program (SSI, SSDI, Medicaid, TANF, etc.).

2. If the customer does receive support from an income-based public benefits program, the VRC works with the customer (and the customer’s guardian/representative payee if applicable) to explain and complete a Benefits Planning Checklist and Referral, DSHS 11-099, and two (2) Statewide SSA Release Forms for a Benefits Planning Query (BPQY).
   a. In the event that the customer has a legal guardian, that guardian must sign the Statewide SSA Release Forms. The VRC must attach a copy of the guardianship paperwork to the Statewide SSA Release Forms for transmission to the BRT (Benefits Rehabilitation Technician).
   b. Customers may make an informed choice to decline this process, but cannot receive benefits planning from DVR without completing the above documents.
   c. Customers declining benefits planning from DVR can be referred to a Work Incentive Planning and Assistance (WIPA) program.
   d. In the event the VRC refers the customer to a WIPA program, the VRC documents the referral with a case note in STARS. The VRC should select “Benefits Planning Other” from the case note dropdown and note that a benefits planning referral was made to the WIPA program.

NOTE: While the VRC should explain the purpose of the BPQY and the Statewide SSA Release Forms, the VRC should not offer guidance about the effect of earnings on benefits at this time.

3. Reviews the completed Benefits Planning Checklist and Referral, DSHS 11-099 (consulting the DSHS Client Registry, if there is a question about the type of health insurance the customer receives).

4. Submits the completed Benefits Planning Checklist and Referral, DSHS 11-099 and Statewide SSA Release Forms to the designated statewide BRT.

| BRT | 5. Sends the two Statewide SSA Release Forms (as well as any guardianship paperwork that is applicable to the customer) to Social Security, requesting a BPQY.

6. Once the BPQY is available, reviews the BPQY for accuracy and may follow up with Social Security to obtain corrected BPQY. If no
<table>
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<tr>
<th>VRC and BT</th>
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<tr>
<td>7. Conduct a basic review of the BPQY.</td>
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<tr>
<th>VRC</th>
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<tr>
<td>8. Using Reference (Decision Tree) - Who Provides Work Incentives Benefits Planning? / (508 Compliant Version), determines whether to provide benefits planning themselves or to refer the customer to a BT or WIPA program.</td>
</tr>
<tr>
<td>9. If conducting benefits planning meeting without a BT or making a referral to a WIPA program, writes a Case Note in STARS under “Benefits Planning Other,” and notifies customer, providing the appointment date of the Benefit Planning Appointment or details of any referrals made by the VRC to a WIPA program.</td>
</tr>
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</table>

**NOTE:** While it may be appropriate to schedule an appointment for a benefits planning meeting with customers at this point, the appointment **must** take place on a date **after** eligibility determination.

<table>
<thead>
<tr>
<th>AFTER ELIGIBILITY DETERMINATION HAS BEEN MADE, FOR DVR CUSTOMERS PLACED ON THE WAITING LIST</th>
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<tbody>
<tr>
<td>VRC</td>
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<tr>
<td>10. Schedules benefits planning appointment on the regional benefits planning calendar including an asterisk in the appointment subject. This indicates to the BT that the planning meeting will be a “modified benefits planning meeting.”</td>
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<tr>
<th>BRT</th>
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<tbody>
<tr>
<td>11. Provides a timely meeting reminder for the modified benefits planning meeting to the customer within 2-3 business days of the scheduled appointment using the customer’s preferred method in STARS.</td>
</tr>
<tr>
<td>12. Informs customer that:</td>
</tr>
<tr>
<td>a. The appointment will take place between the customer and the benefits technician.</td>
</tr>
<tr>
<td>b. The appointment can be completed over the phone, rather than in person, if convenient for the customer.</td>
</tr>
<tr>
<td>13. Conducts modified (brief) benefits planning meeting with customer.</td>
</tr>
<tr>
<td>14. Sends brief report to the customer to summarize the meeting.</td>
</tr>
<tr>
<td>15. Enters a case note in STARS, including the benefits planning report, with the subject “Benefits Planning Other” selected from the dropdown in the case note screen.</td>
</tr>
</tbody>
</table>

**AFTER ELIGIBILITY DETERMINATION HAS BEEN MADE, DURING IPE DEVELOPMENT**
16. If customer was referred to a WIPA program, updates question #3 on Vocational Assessment screen with this information.

17. If referring the customer to a BT, an appointment with the customer, VRC, and BT can be scheduled at this point.
   c. VRC schedules an appointment on the appropriate regional benefits planning calendar for the customer with a BT.
   d. VRC updates question #3 on the Vocational Assessment screen to indicate that the benefits planning appointment has been scheduled.

18. If customer has been referred to a BT, provides a timely meeting reminder for benefits planning meeting to the customer within 2-3 business days of the scheduled appointment using the customer’s preferred method in STARS.

19. Conducts a Work Incentives Benefits Planning meeting with the customer.
   a. If BT leads meeting, the VRC also attends; in exceptional circumstances a Rehabilitation Technician (RT) can attend as the VRC’s delegate. VRC attends to remain thoroughly informed about the customer’s benefit situation as a basis for ongoing counseling and guidance.
   b. If VRC leads meeting, then the Benefits Planning proceeds as a SSI-Only meeting.
   c. During meeting, VRC/BT discusses the customer’s income-based benefits, the customer’s wage and work level goals in relation to these benefits, relevant work incentives being used or available based on customer need, and follow-up recommendations.

NOTE: In addition to the decision tree, Reference (Decision Tree) - Who Provides Work Incentives Benefits Planning? / (508 Compliant Version), the table below provides guidance to determine which staff member (VRC or BT) should conduct the benefits planning meeting:

<table>
<thead>
<tr>
<th>VRC Can Conduct Benefits Planning Meeting</th>
<th>BT Must Conduct Benefits Planning Meeting</th>
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<tbody>
<tr>
<td>The BPQY indicates that:</td>
<td>The BPQY indicates that:</td>
</tr>
<tr>
<td>- Customer receives the full Federal Benefit Rate for SSI. See the SSA website, “SSI Federal Payment Amounts,” for current</td>
<td>- Customer receives an amount other than the full Federal Benefit Rate for SSI. See the SSA website, “SSI Federal Payment Amounts,” for current</td>
</tr>
<tr>
<td>Rates</td>
<td>Rates</td>
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</tbody>
</table>
| - Customer receives SSI, Medicaid, and/or Basic Food.  
- Customer has no overpayments.  
- Customer has no other income-based benefits.  
The customer:  
  - Has no other income (such as a parent helping to pay living expenses).  
  - Is unmarried, and has no specific plans to get married.  
  - Has no other members of the household who receive benefits.  
  - Is not a student.  
  - Does not request help in using or understanding PASS, individualized thresholds, ABLE accounts, Special Needs Trusts, or Ticket to Work.  |
| - Customer receives benefits other than SSI, Medicaid, or Basic Food.  
- Customer has overpayments.  
- Customer has other income-based benefits.  
The customer:  
  - Has other income (such as a parent helping to pay living expenses).  
  - Is married or has specific plans to get married.  
  - Has other members of the household who receive benefits.  
  - Is a student.  
  - Requests help in using or understanding PASS, individualized thresholds, ABLE accounts, Special Needs Trusts, or Ticket to Work.  |

When in doubt, the VRC should always make referral to the BT.

20. Provides written documentation to the customer at the Benefits Planning meeting.
   a. VRCs provide customer with the handouts, Customer Handout – SSI Only Summary and Recommendations Checklist and Customer Handout – Basic SSI Guide.
   b. BTs provide customer with a Benefits Analysis report. If the report is not provided during the Benefits Planning meeting, it is provided to the customer within five (5) business days of the meeting.

21. Completes the appropriate STARS screens (see Reference – Work Incentives Benefits Planning (Required Documentation) for further information about the STARS screens and dropdowns referenced below) to record that DVR provided the customer with
<table>
<thead>
<tr>
<th>Benefits Planning:</th>
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<tbody>
<tr>
<td><strong>VRC STARS Actions</strong></td>
</tr>
<tr>
<td>SSI Only Meeting</td>
</tr>
<tr>
<td>1. Completes STARS Services Screen, “Benefits Planning,” once. Indicates that DVR staff provided the service.</td>
</tr>
<tr>
<td>2. Enters a STARS Case Note/Narrative selecting the dropdown for “Benefits Planning Meeting Complete.” Case notes to indicate that they conducted a benefits planning meeting and to summarize the meeting.</td>
</tr>
<tr>
<td>3. Updates question #3 on the Vocational Assessment Screen to indicate that benefits planning has been completed.</td>
</tr>
<tr>
<td>All Other Benefits Planning Meetings</td>
</tr>
<tr>
<td>1. Completes STARS Services Screen, “Benefits Planning,” once. Indicates that DVR staff provided the service.</td>
</tr>
<tr>
<td>2. Enters a STARS Case Note/Narrative selecting the dropdown option for “Benefits Planning Meeting Complete.” Case notes to indicate that they attended a benefits planning meeting and to summarize the meeting. This summary might include the customer’s reaction to information that was shared, as well as</td>
</tr>
<tr>
<td>1. Enters a STARS Case Note/Narrative, selecting the dropdown for “Benefits Planning Benefits Analysis,” and copying information from the Benefits Analysis into this Case Note.</td>
</tr>
<tr>
<td>2. Enters additional STARS Case Note/Narrative, selecting from the dropdowns described in Reference – Work Incentives Benefits Planning (Required Documentation), as appropriate.</td>
</tr>
</tbody>
</table>
any information revealed during the meeting that had not previously been shared with the VRC by the customer.

3. Updates question #3 on the Vocational Assessment Screen to indicate that benefits planning has been completed.

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**VRC**

22. Revisits benefits planning conversation and refers to a BT under two circumstances:

   a. Before referring a customer for Community Rehabilitation Program (CRP) Job Placement services, *only if there are changes in wage or work level goals* since the conclusion of the last benefits planning session.

   b. When a customer accepts a paid job offer (including any paid temporary job offer, such as for a Community Based Assessment, Trial Work Experience, Work Study, and/or Internship).

23. Offers additional benefits planning service any time a customer requests Work Incentives Benefits Planning or indicates that they require further assistance to understand how SSI/SSDI and income-based public benefits may change once they begin working.

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**IL Services**

Independent Living Services

2014-2016 IL Contract Summary

Selecting Services and/or Services Providers

Independent Living Services

(Revised 7-1-14)
Overview
Independent living (IL) issues can be significant barriers to employment for individuals with severe disabilities. Active and informed involvement of the customer and early identification of IL needs increases successful vocational outcomes.

IL services are usually purchased during a vocational assessment to reduce and/or eliminate barriers to employment prior to developing an Individual Plan for Employment (IPE) and to help the customer participate in vocational services.

To reduce and/or eliminate a customer's independent living barriers to employment, DVR contracts for IL Evaluations and IL Services:

- **Independent Living Evaluation**
  An IL evaluation may be provided at any time during the VR process. The purpose of the IL evaluation is to assess an individual’s readiness and/or barriers to participate in the vocational rehabilitation process and pursue a vocational goal. An IL evaluation may be provided to assist the VR counselor to make a decision about a customer's eligibility for vocational rehabilitation services. An IL evaluation assesses the individual’s strengths and limitations and needs for IL Skill Training or IL Work-related Systems Access Services related to home and community life that could impact the customer's participation in the VR process and attainment of competitive employment.

- **Independent Living Services**
  IL services may be provided at any time during the VR process. It is preferable to provide IL services as early in the case as possible. Early identification of barriers and their removal or reduction enhances the customer’s success in completing his or her plan for employment and becoming successfully employed.

Services
IL Services assist people with disabilities to identify and address life issues that may interfere with preparing for, getting or maintaining a job.

IL Services can only be purchased from an IL approved individual through a contract with DVR.

The following services are contracted by DVR with IL service providers:

1. IL Evaluations (Comprehensive or Partial);
2. IL Skills Training; and
3. IL Work-Related Systems Access.

**Independent Living Comprehensive Evaluation**
A Comprehensive Evaluation may be needed when a VR counselor is getting to know the customer and needs an extensive assessment to more thoroughly evaluate the customer's life issues including, but not limited to:

- Strengths;
- Functional limitations;
- Abilities for home management; and
- Community life and integration.
A Comprehensive Evaluation occurs when the VR counselor authorizes all ten (10) of the defined evaluation topics in the Service Delivery Outcome Plan (SDOP).

Partial Independent Living Evaluation Services
A Partial IL Evaluation is appropriate when the VR counselor is more familiar with the customer, but needs information limited to a specific topic or topics to evaluate the customer's life issues including, but not limited to:

- Strengths;
- Functional limitations;
- Abilities for self-management;
- Abilities for home management; and
- Community life and integration.

A Partial Independent Living Evaluation occurs when the VR counselor authorizes a minimum of one (1) or up to a maximum of five (5) of the defined evaluation topics in the IL Service Delivery Outcome Plan (SDOP).

Independent Living Evaluation Topics
Independent living evaluation topics may include one or more of the following:

1. Disability:
   - Understanding of disability and related limitations;
   - Ability to manage physical, emotional and mental health.

2. Residential issues:
   - Accessibility;
   - Mobility within the home;
   - Environmental management;
   - Home safety;
   - Level of independence; and
   - Need for housing benefit program or residential support services, etc.

3. Community mobility:
   - Mobility outside of the living environment;
   - Transportation ability and needs; and
   - Safety issues in the community.

4. Financial issues:
   - An individual’s ability to budget, pay bills and manage money;
   - Need for public benefits;
   - Problems with current benefit programs;
• Need for guardian or protective payee;
• Significant debt;
• Use of payday lenders; and
• Other legal issues related to financial issues.

5. Home management issues: Basic skills of home management that could impact ability to work, i.e. cooking, cleaning, shopping, laundry, family issues, and needs for adaptive equipment or caregiver services to assist in home management activities.

6. Social skills:

• How the individual relates to family and other socially;
• Ability to appropriately interact with others in an employment setting;
• Identification of any social and/or family support system;
• Use of free time;
• Involvement with recreational activities; and
• Problems with abuse and/or neglect.

7. Support Systems:

• Ability to access all appropriate benefit programs, i.e. mental health, DDD, food stamps, medical programs, housing assistance, etc.;
• Understanding of why the person is accessing benefit programs and who the contact is for the programs;
• Ability to manage benefit programs and community resources independently;
• Understanding of rights and responsibilities for benefits programs;
• Identification of significant problems with any benefit programs;
• Identification of need and eligibility for long-term employment supports through a community resource or if natural supports are available.

8. Communication:

• Ability to read, write and take messages;
• Understanding and response to verbal and written communication;
• Ability to express oneself verbally and non-verbally; and
• Ability to access and use telephone, TTY, computer, etc.

9. Self Care: Management of personal health care, i.e. medication management, doctor appointments, routine preventative health care measures; bathing; dressing; grooming; toileting; and need for personal care assistance.

10. Education and Employment

• Educational background/history with special education services;
• Learning difficulties and styles;
• Employment history;
• Understanding of DVR process, vocational goals, plans, etc.; and
• Criminal / legal issues that may impact employment.

**IL Skills Training Services**
Independent Living Skills Training is for the purpose of enhancing the customer’s success in completing his or her plan for employment and becoming successfully employed. The VR counselor ensures the IL Skills Training is directly tied to an employment outcome and clearly identified on the SDOP.

IL Skills Training works in conjunction with other planned VR services. An example of IL Skills Training is bus training to help the customer with transportation to participate in another service such as a vocational assessment.

Contractors follow the SDOP requirements or consult with the VR counselor if other issues are found.

**Independent Living Skills Training Topics**
Independent Living Skills Training topics may include one or more of the following:

1. **Transportation**
   Use of transportation services to develop an individual’s ability to:
   
   • Explore, understand and utilize different transportation options;
   • Utilize direct bus use training;
   • Identify community resources for bus training;
   • Get to work and to feel safe obtaining transportation services, etc.

2. **Decision Making**
   Development of an individual’s ability to:
   
   • Identify a problem;
   • Collect data on potential solutions;
   • Weigh alternatives;
   • Develop what would be considered a wise plan of action;
   • Implement the plan of action;
   • Assess the success of the plan; and
   • Make adjustments as needed, etc.

3. **Money management:**
Development of an individual's ability to:

- Track income and expenses;
- Budget for upcoming expenses;
- Shop wisely;
- Pay bills on time;
- Balance a checkbook;
- Avoid bad debt;
- Learn about deceptive financial practices; and
- Know where to get assistance if financial difficulties arise, etc.

4. Use of communication access services:

Development of an individual's ability to explore, identify, and access effective communication options, such as interpreters, Braille services, assistive technology, etc.

5. Organizational abilities:

Development of an individual's ability to identify and develop specific strategies, systems and tools to increase their efficiency and independence at home, in daily living, and in employment. Examples may include use of day planners, palm pilot, charts, checklists, filing systems, other memory aids, and work station arrangement.

6. Interpersonal and social relationships:

Development of an individual's ability to understand effective interpersonal and social relationships and how they may affect one's personal life, judgment, decision making, functional behavior, common ground, teamwork skills, etc. Examples may include work and family relationships.

7. Time management:

Development of an individual's ability and techniques to:

- Plan, schedule and manage time related to employment, personal life, and home activities;
- Acknowledge one's personal time needs;
- Manage personal priorities, goals and life skill needs; and
- Do all things necessary to facilitate time management.

8. Self-advocacy:

Development of an individual's ability to:

- Learn strategies and knowledge to resolve one's own problems;
- Speak for one's self;
- Exercise civil rights; and
- Make decisions affecting one's life.

9. Accessing community resources and benefit programs:
Development of an individual’s ability to independently obtain services or financial assistance through available support systems. Examples include Social Security, TANF, Healthcare for Workers with Disabilities, Section 8 and Public Housing, etc.

10. Attendant management:

   Development of an individual’s ability to self-manage:

   • Personal care providers including, but not limited to, how to recruit, hire, train, schedule, supervise, dismiss (if necessary), manage payroll, problem solve and develop a plan for when a personal care attendant is ill or stops working; and/or
   • Personal care needs, i.e. time required for assistance, ability to explain how assistance is to be given, having all supplies on hand, being organized, using time effectively, etc.>

11. Self-care:

   Development of an individual’s ability to manage basic independent living skills, including but not limited to:

   • Grooming and hygiene (toileting, bathing and dressing);
   • Health management (setting up doctor appointments; getting routine physical and preventative care; accessing medical, psychological, and other professional services as needed); and
   • Medication management (setting up a system to take medications on-time, keeping doctors informed of changes in medication, getting prescriptions refilled, etc.).

12. Self-protection:

   Development of an individual’s personal awareness and skills to be safe when:

   • In the home or community (how to respond to an emergency, contacting 911, escaping during a fire, etc.);
   • Interacting with others (being taken advantage of financially, sexually or in other ways); and
   • Using public tranportation or technology (internet "scams", identify theft, online sexual predators); etc.

IL Work-Related Systems Access Services:

Independent Living Work-Related Systems Access services are individualized direct services to assist the customer to access and use specific public support systems. An example of such service is to provide assistance to the customer to maneuver through the steps of applying for and receiving benefits from another public agency such as a Community Service Office, Developmental Disabilities, Mental Health or Social Security Disability.
IL Work-Related Systems Access works in conjunction with other planned VR services. The VR counselor ensures the Work-Related Systems access is directly tied to an employment outcome and clearly identified on the SDOP.

 Contractors follow the SDOP requirements or consult with the VR counselor if other issues are found.

**Independent Living Work-Related Systems Access Services Topics**

Specific topics of Independent Living Work-Related Systems Access Services include, but are not limited to:

- Income – Social Security, TANF, Disability Lifeline, etc.;
- Personal care – Medicaid Personal Care, COPES, etc;
- Housing – Section 8, Public Housing, Adult Family Homes, etc; and
- Medical coverage – Medicaid, Medicare, Basic Health, Healthcare for Workers with Disabilities, etc.

**Arranging for IL Evaluations and IL Services**

Prior to referral of a customer to an IL contractor, the VR counselor informs the customer about the choice of IL contractors available to provide IL evaluations or IL services. The VR counselor also ensures that the customer has a thorough understanding of and is actively involved in selecting an IL contractor. The DVR Intranet contains a list of IL contractors.

**Selecting IL Services or IL Service Providers**

The VR counselor explains to the customer the role of the customer, the VR counselor, and the IL contractor and ensures that the customer has a thorough understanding of and is actively involved in determining the expected outcomes of the evaluation and/or services. The VR counselor documents this interaction with a case note.

The VR counselor determines whether the IL contractor’s staff person is approved to provide IL services.

The customer signs a release of information so the VR counselor can provide referral information to the IL contractor to facilitate communication and coordination of services between the VR counselor and the IL contractor.

**Referral to an Independent Living Contractor**

1. The VR counselor contacts the IL contractor to make the referral and to schedule an appointment for the VR counselor, customer, and contractor to meet to develop the IL Service Delivery Outcome Plan (SDOP).

2. The content of a referral to an IL contractor includes the:
   
   a. Reason for the referral;
b. Desired outcomes; and

c. Disability related information that could impact service delivery and outcomes.

The VR Counselor takes the following steps to refer a customer to an IL contractor of the customer’s choice:

1. Contact the IL contractor to discuss referral information (#2 above) to determine if the IL contractor will accept the referral.

2. Schedule an appointment with the customer and the IL contractor to discuss the IL evaluation or service that is needed and to complete an IL Service Delivery Outcome Plan (SDOP).

**Completion of the IL Service Delivery Outcome Plan (SDOP)**

When the VR counselor, the customer and the IL contractor meet to complete the Service Delivery Outcome Plan for IL Services, the VR counselor ensures that the customer and contractor understand the purpose and expected outcomes of the IL evaluation or the IL services to be provided. The VR counselor explains the role of the customer, the VR Counselor, and the IL contractor. The VR counselor also ensures that the customer has a thorough understanding of and is actively involved in determining the expected outcomes of the evaluation and/or services. The VR counselor documents this interaction with a case note.

1. The VR counselor, customer, and IL contractor complete an IL Service Delivery Outcome Plan (SDOP) for an IL evaluation or IL services with the following:

   a. The beginning and end date of the authorization, not to exceed 90 days and the expected date of the report from the contractor.

   b. Expected outcomes for the IL services or evaluation and the person responsible for the outcomes;

   c. Expected time frame for service (e.g. if the IL evaluation report and recommendations are a resource for eligibility determination, both the IL contractor and the customer should be aware of eligibility time frames)

   d. Number of hours to be purchased for IL services or a flat fee for IL evaluation. For services that are provided on an hourly basis, the VR counselor authorizes up to twenty (20) hours per service on an incremental basis. If more than twenty (20) hours are needed, the VR counselor consults with the VR supervisor;

   e. If the VR counselor requests periodic updates about the customer’s participation and progress, the expected updates are noted on the SDOP. The VR counselor determines the format, method and frequency of the periodic updates such as email,
telephone contact and/or brief written updates. Payment for periodic updates is not authorized;

f. If travel expenses are required by the contractor, the expenses according to contract criteria are noted on the SDOP; and

g. The total cost of the SDOP.

2. The VR counselor ensures that the customer and contractor understand the purpose and expected outcomes of the IL evaluation or the IL services to be provided.

3. The VR counselor, customer and contractor each get a copy of the SDOP.

4. At the end of the meeting, the VR Counselor provides the IL contractor with a referral packet, which may include the following: IL referral checklist, copies of releases of information, and disability related information, as appropriate.

5. The original SDOP plan should be filed in the red jacket of the DVR case service record.

**IL Skills Training and IL Work-Related Systems Access on One SDOP**

IL Skills Training and IL Work-Related Systems Access services are permitted on one Service Delivery Outcome Plan (SDOP) under the following conditions:

- The number of hours authorized for each of the two services are clearly identified;
- No flexibility of hours between the two services is allowed; and
- If additional hours for either service are needed to successfully provide the service, the increase in the number of hours for the specific service is approved by the VR counselor.

**IL Contract Summary**

(Revised 7-1-14)

**Service Delivery Outcome Report**

1. The IL contractor completes the **IL Service Delivery Outcome Report (SDOR)** for an IL evaluation or IL services by:
   a. Either entering detailed narrative information for each topic as it corresponds to each topic on the SDOP; or
   b. Entering “See Attached” on the SDOR and attaching detailed narrative information for each topic as it corresponds to each topic on the SDOP report; and
   c. Providing a professional opinion and summary.

2. If IL Skills Training and IL Work-Related Systems Access services are on one Service Delivery Outcome Plan (SDOP), the SDOR may contain a narrative report for each of the services. Each narrative report must contain headings that clearly identify which service the report is for.
3. If the SDOR does not thoroughly meet the reporting requirements in the contract, amendments and the SDOP, the VR counselor may return the SDOP to the contractor for revisions.

**Fees and Reports**

**Comprehensive IL Evaluation Service Fees and Reports**

The uniform flat fee for a Comprehensive IL Evaluation is **$715.00**.

If a vocational counselor requests an in-person consultation to discuss the results of the Comprehensive IL Evaluation with the VRC and the customer, the contractor can invoice and shall be paid a flat fee of **$72.00**.

Total consideration payable to the contractor for satisfactory performance of work under this contract shall be based on the following:

Within thirty (30) calendar days of completing the Comprehensive IL Evaluation Services, as authorized in the SDOP, the contractor shall submit an approved invoice to the authorizing VR counselor with a written IL Evaluation Report.

The written report shall identify all of the following elements:

1. The customer's IL barriers to competitive employment;
2. The IL Evaluator's summary impressions;
3. The IL Evaluator's name; and
4. Specific recommendations regarding what IL Skill Training, natural supports and/or community resources may mitigate or eliminate the customer's IL barriers to competitive employment.

**Partial IL Evaluation Services Fees and Reports**

The uniform flat fee for a Partial IL Evaluation is **$430.00**.

If a vocational counselor requests an in-person consultation to discuss the results of the Comprehensive IL Evaluation with the VRC and the customer, the contractor can invoice and shall be paid a flat fee of **$72.00**.

Total consideration payable to the contractor for satisfactory performance of work under this contract shall be based on the following:

Within thirty (30) calendar days of completing the Partial IL Evaluation Services, as authorized in the SDOP, the Contractor shall submit an approved invoice to the authorizing VRC with a written IL Evaluation Report.

The written report shall identify all of the following elements:
1. The customer’s abilities and limitations in each of the specified Partial IL Evaluation topics;
2. The customer’s IL barriers to competitive employment;
3. The IL Evaluator’s summary impressions;
4. The IL Evaluator’s name; and
5. Specific recommendations regarding what IL Skill Training, natural supports and/or community resources may mitigate or eliminate the customer’s IL barriers to competitive employment.

Transportation Expenses Report
If traveling more than fifty (50) miles from the contractor’s nearest staffed office location for more than one DVR customer, the contractor shall choose one DVR customer and submit an invoice and report for the chosen customer. The contractor shall not submit invoices for multiple customers for the same transportation expenses.

The contractor shall choose the shortest, most expedient route for travel when serving customers more than fifty (50) miles from the contractor’s nearest staffed office location.

Upon completion of the services provided through this contract, the contractor shall submit a written report on the SDOR documenting all transportation expenses authorized by the DVR VRC and invoiced by the contractor to include:

1. Travel time at a fixed rate of $35 per hour in quarter-hour increments if service delivery occurs more than fifty (50) miles from the contractor’s nearest staffed office location;
   - Report shall include:
     i. Address of contractor’s nearest staffed office location, point of origin;
     ii. Date and time the contractor departed from the point of origin;
     iii. Address of destination the contractor is traveling to;
     iv. Date and time the contractor arrives at destination address; and
     v. Date and time the contractor returns to point of origin.

2. Mileage if actual service delivery occurs more than fifty (50) miles from the contractor’s nearest staffed office location. See OFM Mileage Reimbursement Rates 10.90.20:
   - Address of contractor’s nearest staffed office location, point of origin; and
   - Address of destination the contractor is traveling to.

3. Other transportation expenses may be authorized by the DVR VRC such as State Ferry fees and toll fares.
**IL Skills Training Services Fees and Reports**

The fee paid for IL Skills Training Services for the entire term of this contract is:

1. An hourly rate of **$72.00**
2. Billable in quarter hour increments; and
3. Allowed only for time that directly pertains to the delivery of services for the DVR customer. No payment will be made for time involved in report writing.

Total consideration payable to the contractor for satisfactory performance of work under this contract shall be based on approval of the contractor's invoice and written report by the authorizing VR counselor. The contractor must submit the invoice and written report no later than thirty (30) days after completion of the IL Skills Training.

The written report shall identify all of the following elements:

All service delivery activity, as identified in the SDOP, provided to reach the customer’s IL Skills Training goal(s);

1. Dates and hours of all activities provided;
2. Specific results achieved by the customer for each IL Skills Training topic as identified in the SDOP;
3. Name of the contractor’s staff person providing services; and
4. Specific recommendations, if any, for further services.

**Transportation Expenses Report**

If traveling more than fifty (50) miles from the contractor’s nearest staffed office location for more than one DVR customer, the contractor shall choose one DVR customer and submit an invoice and report for the chosen customer. The contractor shall not submit invoices for multiple customers for the same transportation expenses.

The contractor shall choose the shortest, most expedient route for travel when serving customers more than fifty (50) miles from the contractor’s nearest staffed office location.

Upon completion of the services provided through this contract, the contractor shall submit a written report on the SDOR documenting all transportation expenses authorized by the DVR VRC and invoiced by the contractor to include:

1. Travel time at a fixed rate of $35 per hour in quarter-hour increments if service delivery occurs more than fifty (50) miles from the contractor’s nearest staffed office location;

   (a) Report shall include:
   
   i. Address of contractor’s nearest staffed office location, point of origin;
   ii. Date and time the contractor departed from the point of origin;
   iii. Address of destination the contractor is traveling to;
   iv. Date and time the contractor arrives at destination address; and
v. Date and time the contractor returns to point of origin.

(2) Mileage if actual service delivery occurs more than fifty (50) miles from the contractor’s nearest staffed office location. See OFM Mileage Reimbursement Rates 10.90.20;

(a) Address of contractor’s nearest staffed office location, point of origin; and

(b) Address of destination the contractor is traveling to.

(3) Other transportation expenses may be authorized by the DVR VRC such as State Ferry fees and toll fares.

**IL Work-Related Systems Access Services:**
The fee paid for IL Work-Related Systems Access Services for the entire term of this contract is:

1. An hourly rate of **$72.00**
2. Billable in quarter hour increments; and
3. Allowed only for time that directly pertains to the delivery of services for the DVR customer. No payment will be made for time involved in report writing.

The contractor must submit the invoice and written report no later than thirty (30) days after completion of the IL Work-Related Systems Access services.

1. All service delivery activity, as identified in the SDOP, provided to reach the customer’s IL Work-Related Systems Access goal(s);
2. Dates and hours of all activities provided;
3. Specific results achieved by the customer for each IL Work-Related Systems Access Services topic as identified in the SDOP;
4. Name of the contractor’s staff person providing services; and
5. Specific recommendations, if any, for further services.

**Transportation Expenses Report**
If traveling more than fifty (50) miles from the contractor’s nearest staffed office location for more than one DVR customer, the contractor shall choose one DVR customer and submit an invoice and report for the chosen customer. The contractor shall not submit invoices for multiple customers for the same transportation expenses.

The contractor shall choose the shortest, most expedient route for travel when serving customers more than fifty (50) miles from the contractor’s nearest staffed office location.

Upon completion of the services provided through this contract, the contractor shall submit a written report on the SDOR documenting all transportation expenses authorized by the DVR VRC and invoiced by the contractor to include:
(1) Travel time at a fixed rate of $35 per hour in quarter-hour increments if service delivery occurs more than fifty (50) miles from the contractor’s nearest staffed office location;
   (a) Report shall include:
      i. Address of contractor’s nearest staffed office location, point of origin;
      ii. Date and time the contractor departed from the point of origin;
      iii. Address of destination the contractor is traveling to;
      iv. Date and time the contractor arrives at destination address; and
      v. Date and time the contractor returns to point of origin.

(2) Mileage if actual service delivery occurs more than fifty (50) miles from the contractor’s nearest staffed office location. See OFM Mileage Reimbursement Rates 10.90.20;
   (a) Address of contractor’s nearest staffed office location, point of origin; and
   (b) Address of destination the contractor is traveling to.

(3) Other transportation expenses may be authorized by the DVR VRC such as State Ferry fees and toll fares.

Selecting Services or Service Providers

Information Provided to the Customer

Provide the customer with information to the extent available; to adequately inform and explain to the customer what CRP, IL, or RT services and service providers are available to assist in completing the rehabilitation process. Information includes, but is not limited to:

1. The services offered by each service provider.
2. Cost of each service.
4. Average duration of each service.
5. Consumer satisfaction with service provider staff and services.
7. Qualifications of approved service providers.
8. Information about how the customer may contact a service provider representative directly to ask questions related to the services available, for example:

   • What service delivery methods are available (e.g., whether services are provided in community settings, whether services are provided individually or in groups);
   • Qualifications and experience of service provider staff, and customer options for choosing an appropriate staff member for services;
• Estimated time that services could begin and how long services might last;
• The customer’s involvement in making decisions about the way services are provided to them;
• For CRPs, the types of occupations and the employers an CRP targets for CRP Vocational Evaluation Services or CRP Job Placement Services; and
• For CRPs, the job placement rate and track record in assisting customers achieve competitive employment.

See Also:

Template for IL SDOP - Evaluation (Partial or Comprehensive)
Template for IL SDOP - IL Skills Training
Template for IL SDOP - IL Work-Related Systems Access Services
Exhibit A - IL Code of Ethics

I & R Services

(Last updated 2/6/2018)

I & R Overview and Requirements

It is appropriate for counseling staff to provide customers with I & R throughout the VR process and particularly at Eligibility for customers who have been assigned to a closed priority of service category when DVR is operating under an order of selection.

Information and referral includes explaining to customers that the purpose of the VR program is to assist individuals with disabilities in obtaining and maintaining employment. If the customer is not interested in employment (at this time) they should be given guidance and I & R to other appropriate resources and services that might best meet their needs.

Counseling staff should provide customers with information and referral to help them:

• Receive information needed to make sound and informed decisions about employment options.
• Explore employment services and benefits from other programs, including other programs within the Statewide Workforce Development System.
• Participate in DVR sponsored and conducted core workshops at the WorkSource centers on Social Security work incentives and benefits planning.
• Utilize DVR staff, which have been trained and certified by the Social Security Administration, in providing initial benefits planning. If appropriate, referrals can be made to an external benefits planning agency.

Information and Referral Requirements
Federal regulations establish minimum requirements under I&R as follows. DVR must:

1. Provide individuals with accurate vocational rehabilitation information and guidance (which may include counseling and referral for job placement) to prepare for, obtain or maintain employment.
2. Refer individuals with disabilities to other programs that are best suited to address their specific employment needs, including partners in the workforce investment system.
3. When an individual with disabilities makes an informed choice to pursue extended employment as the individual’s employment goal, DVR must refer individual to extended employment provider. Before making referral counseling staff should explain that:
   - The purpose of VR program is to assist individuals to achieve employment in an integrated setting;
   - DVR is not authorized to support employment outcome in extended or sheltered employment.

**Standard Operating Procedure: Offering Information and Referral Services to Customers in Closed Priority Categories**

**Purpose:** When DVR is operating under an order of selection for services, there are specific requirements that staff must meet for customers who are on a waiting list for services. DVR must refer these customers to Federal or State programs, including programs carried out by other components of the Statewide Workforce Development System, who would be best suited to meet the specific employment needs of the customer.

These referrals must include:

- Notice that describes the referral being made to the individual (this is a formal referral letter);
- Information identifying a specific point of contact within the organization to which the customer is being referred; and
- Information and advice regarding the most appropriate services to assist the individual in preparing for, securing, retaining, or regaining employment.

**Reference:**

[WAC 388-891A-0600](https://example.com) through 388-891A-06660, “Order of Selection”

[WAC 388-891A-0715](https://example.com), “What are information and referral services?”

[34 CFR §361.37](https://example.com) (a), (c), and (d), “Information and referral programs.”

**Definitions:**
“I & R Resource Sheets” - Each DVR field office must maintain a comprehensive list of organizations to which customers can be referred when information and referral services are required. These lists are referred to in this procedure as “I & R Resource Sheets.”

“Statewide Workforce Development System” – The Washington state workforce system helps Washington residents find jobs, re-enter the workforce, or move ahead in their careers. The system is coordinated by the WA Workforce Training and Education Coordinating Board (WTECB), and consists of over a dozen programs administered by seven agencies, including DSHS/DVR.

“WorkSource” - WorkSource is a statewide partnership of state, local and nonprofit agencies that provides an array of employment and training services to job seekers and employers in Washington.

Customers access services electronically through WorkSourceWA.com or through a network of more than 60 WorkSource centers, affiliates and connection sites.

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<th>Action by:</th>
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<tr>
<td>DVR Field Office Staff</td>
<td>As an ongoing activity</td>
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<td>(this task may be shared</td>
<td>1. Maintain a comprehensive list of organizations, to include other</td>
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<td>or delegated to specific</td>
<td>Federal or State programs that are components of the statewide</td>
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<td>staff)</td>
<td>workforce development system, to which customer can be referred when</td>
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<td>information and referral services are required. This will be the</td>
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<td>office I &amp; R Resource Sheet.</td>
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<td></td>
<td>a. Every office I &amp; R Resource Sheet should contain contact</td>
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<td>information for local WorkSource centers.</td>
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<td>b. To the maximum extent possible, this list must include specific</td>
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<td>points of contact within the organization to which a customer may</td>
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<td>be referred.</td>
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<tr>
<th>DVR VRC</th>
<th>After determination that a customer will be placed in a closed Priority of Service category:</th>
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<td>When requested by the customer:</td>
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<td>2. Meets briefly with customer (in person or over the phone) to discuss both the</td>
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<td>implications of the waiting list for the customer’s DVR case and the kinds of services</td>
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<td>and organizations that might best be able to assist the customer in preparing for,</td>
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<td>securing, retaining, or regaining employment.</td>
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<td>For every case that enters the waiting list for services:</td>
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<td>3. Consults the office I &amp; R Resource Sheet to explore the options available that may</td>
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<td>be helpful for meeting the customer’s needs while on a waiting list for VR services.</td>
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</table>
4. Opens a “New I & R” entry from the Case Narrative screen in STARS.
5. In the field labeled “Insert organization name(s), address(es), contact name(s), contact phone(s), contact email(s),” copies information from the I & R Resource Sheet that best assists the customer in preparing for, securing, retaining, or regaining employment.
6. In the field labeled “Insert statement providing reason for referral,” enters in the rationale for the referral to the resources inserted in the field labeled “Insert organization name(s), address(es), contact name(s), contact phone(s), contact email(s).”
   a. Effective rationales will be specific enough for a customer to understand why they may want to connect with the resources provided.
   b. The rationale, in addition to organizations included above, will transfer directly to the Information and Referral letter.
7. Selects “save and close” on the I & R screen once the referral contact information and rationale for referral has been entered. This generates a case note, titled “Information and Referral documented.”
8. Prints the case note from the Case Narrative screen.
9. Ensures that printed case note is filed in the Green – Rehabilitation Program Jacket, DSHS 14-146.
10. From the “Reports” tab at the top of the screen, selects “Letters.”
11. From the Letters screen, selects “Information and Referral.”
12. Prints at least two copies of the Information and Referral letter.
13. Mails one copy of the Information and Referral letter to the customer, and mails an additional copy to the CC or Guardian listed in contact information, if applicable.
14. Place the second copy of the Information and Referral letter in the Tan Correspondence file jacket, DSHS form 13-613.

**Note:** when the provision of Information and Referral Services involves no counseling, DVR Rehabilitation Technicians (RTs) can provide information about and referrals to other programs to customers. When providing information for a referral, RTs must follow the process outlined in steps 3 through 14 above to ensure that any formal referrals made for customers are documented in STARS. If customers require even brief counseling, RTs should refer the customer back to the customer’s assigned counselor.

**Interpreter and Translation Services**

See Also:

[Access to DVR Programs and Services](#)
Paying for Interpreter and Translation Services

(12-9-13)

Service providers are expected to pay for interpreter and translation services needed by DVR customers without charging an additional fee.

**Sign Language Interpreter Services**

If a service provider says it is an undue burden to provide an ASL (American Sign Language) Interpreter DVR will take their word for it, and provide the interpreter at no cost and without delay. **This does not apply to CRP or IL contractors who are expected to provide interpreters as part of the contract.** See the section of the manual that explains The Contractor is Responsible to Pay for a Spoken Language or ASL Interpreter

See also the special circumstances under which DVR can pay sign language interpreter fees: Paying for Sign Language Interpreters for Job Interviews (below)

**Mandatory State Contract for Spoken Language and ASL Interpreter Services**

DSHS/DVR purchases interpreter services using a mandatory state contract for spoken language interpreters through the State of Washington Department of Enterprise Services (link to **Contract 03514**), or an ASL contract administered by the DSHS Office of Deaf and Hard of Hearing (ODHH). The ODHH website for **Sign Language Interpreter Contractors** lists Freelance Interpreters and Interpreter Referral Agencies. (There is a link to the contract for each of the Interpreter Referral Agencies).

For questions about spoken language interpreters or ASL interpreters or written translations contact the DVR Limited English Proficiency (LEP) Coordinator, the Administrative Assistant 4 for the Field Services Administrator at the DVR State Headquarters Office.

**Procedures for Requesting an American Sign Language (ASL) Interpreter- On Contract**

1. Click on the link to the ODHH website for **Sign Language Interpreter Contractors**
2. Using your mouse select the county on the state map where the interpreting service is needed. Scroll down the page and the names of contract interpreters are listed for each region.
3. Contact an interpreting service on the list and request an interpreter for a certain date, time, and purpose (meeting, appointment, etc.). Explain you are using the DSHS contract state rate
4. If a contractor is available schedule the interpreter
5. Complete the **Request for Sign Language Interpreter form, DSHS 17-123A.**
If this form is not completed, you must provide your contact information, detailed information about the date and hours the interpreter is needed, and the location. It is also helpful to provide driving directions, and parking instructions.

6. The contractor will confirm their availability and send you a confirmation number
7. Pay for interpreter by AFP, or if there isn’t a case in STARS pay by A-19
8. If you check with contract interpreters and a minimum of three interpreters are not available follow the steps for purchasing “off contract” below

**Procedures for Purchasing ASL (American Sign Language) Interpreter- Off Contract**

1. Contact a minimum of three contract interpreters. If a contract interpreters are not available complete the Sign Language Interpreter Services Off Contract Documentation Form, DSHS 17-177
2. For more information about purchasing “off contract” see the Sign Language Interpreter Services Off Contract Guidelines
3. Contact an otherwise qualified “off contract” interpreter
4. Pay for interpreter by AFP, or if there isn’t a case in STARS pay by A-19

**Procedures for Purchasing Spoken Language Interpreter- On Contract**

1. Click on the link to the spoken language interpreter Contract 03514 through the State of Washington Department of Enterprise Services
2. Contact one of the contractors listed and explain you are using the state contract rate
3. If a contractor is available schedule the interpreter and provide any additional information that may be needed such as driving instructions
4. The contractor will confirm availability and send you an confirmation number
5. Pay for the interpreter by AFP, or if there isn’t a case in STARS pay by A-19

**Procedures for Purchasing a Spoken Language Interpreter- Off- Contract**

1. The VR counselor documents in a case narrative in STARS the reason(s) or special circumstances for using an off contract spoken language interpreter and requests and exception to policy
2. The VR supervisor approves or denies the request based on whether there is substantial justification to pay for an off contract spoken language interpreter

The DSHS Office of Deaf and Hard of Hearing (ODHH) webpage has information about telecommunication relay services and equipment.

**Washington Relay Service**

A free service provided by the Washington State Office of the Deaf and Hard of Hearing (ODHH) ensuring equal access to the telephone service for people who are deaf, hard of
hearing, deaf-blind and speech disabled. The service allows hearing callers to communicate with text-telephone (TTY) users and visa versa through specially trained Communication Assistants (CAs). Anyone wishing to use Washington Relay Service simply dials 711 to connect with a CA. The CA will dial the requested number and relay the conversation between the callers. Contact numbers for the Washington Relay Service: 1-800-676-3777 TTY/Voice
1-800-676-4290 TTY/ Voice (Spanish)

**Unexpected Interpretation Needs - Language Line Services**

If a customer who does not speak English comes into a DVR office and staff cannot determine the language the customer is speaking or no-one is available at the office to speak in the customer’s language, staff can call the Language Line to request a telephone interpreter.

Staff may need the use of two telephones- one for the customer, and one for DVR staff. Please follow these steps:

1. Use Conference Hold to place the Limited English Speaker on Hold.
2. Dial 1 – (800) 874-9426
3. Enter on your telephone keypad or provide the representative:
   a. You may press “0” or stay on the line for assistance
   b. Type in 6-Digit Client ID:  5 4 3 2 4 5
   c. Press “1” for Spanish or
   d. Press “2” for all other languages (Speak the name of the language at the prompt)
   e. Please provide your 4 digit phone extension. An interpreter will be connected to the call.

4. An interpreter will be connected to the call.
5. Brief the interpreter. Summarize what you wish to accomplish and give any special instructions.
6. Add the customer who speaks limited English to the line.

When placing a call to a customer who speaks limited English, begin at Step 2.

If you need assistance when placing a call to a customer who speaks limited English, you may press “0” to transfer to a representative at the beginning of the call.

Unknown Language: If you do not know what language to request, the Language Line representative can assist.

Language Lines has a website, which is: [www.languageline.com](http://www.languageline.com)

If a customer who does not speak English brings a friend or relative to act as his/her interpreter, this does not absolve DVR of the responsibility to provide interpreters or translators. **It is not**
acceptable to receive interpretation from friends, relatives, or immediate family members. Interpreters and translators must be certified by DSHS.

In most cases, the customer will need to make an appointment for a later time so that DVR can request an interpreter on the customer’s behalf.

Payment for Language Line Services
Providing the 6 digit Client Identification Number (above) initiates the billing process. The contractor issues electronic billing directly to DVR State Office for these services. A separate AFP is not needed each time the Language Line Service is used.

Paying for Sign Language Interpreters for Job Interviews

Background
Under Washington State law, an employer with 8 or more employees is obligated to provide reasonable accommodations for otherwise qualified job applicants with disabilities when necessary to ensure equal access and effective communication in the application and selection process for employment. Employers covered by state law must provide the necessary accommodation unless it would cause an "undue hardship," (such as significant cost or difficulty).

Many employers are not familiar with the process of locating and arranging for interpreters. DVR needs to support the DVR customer and the employer throughout the interview and the hiring process to create the greatest opportunity possible for employment.

Requesting Interpreter Services for a Job Interview
When a customer needs interpreter services for a job interview, the customer and VR counselor evaluate the employment opportunity to determine whether to request an accommodation from the employer.

If a Community Rehabilitation Program (CRP) representative is involved in placing the customer in the job, the CRP representative may assist the customer and VR counselor to determine whether to request an accommodation from the employer.

If the customer and the VR counselor decide to request an accommodation from the employer, the customer requests an accommodation by advising the employer that an interpreter is needed.

Conditions for DVR Payment of the Interpreter Fee for a Job Interview

1. DVR coordinates and pays the interpreter fee if the employer indicates that arranging and/or paying for an interpreter would
   - Jeopardize the customer’s employment opportunity; and/or
   - Create an undue hardship for the employer.
2. DVR coordinates and pays the interpreter fee if the customer, VR counselor and job developer determine that, by requesting the employer to pay for the interpreter, the customer's employment opportunity would be jeopardized.

**NOTE:** If CRP Job Placement and Retention is authorized, the interpreter fee for the customer's job interview is **not** considered to be included in the CRP Job Placement and Retention fee. the VR counselor authorizes and pays for interpreter services as a separate and distinct service.
Job-Related Services

Procedural Guidance: Non-CRP Job Placement

Purpose
DVR recently announced a new requirement for Job Placement services: all DVR customers who do not require Supported Employment services must begin their job search with DVR Staff-Supported Job Placement Services, supplemented by the resources of the local WorkSource, for a minimum of 90 days before referral to a CRP for job placement. The purpose of this guidance is to clarify details of, and help staff implement, the new requirement.

It is important to note that the purpose of this requirement is not to refer customers to WorkSource without support for their job search efforts. All DVR staff are encouraged to familiarize themselves with the resources, workshops, and events of their local WorkSource center or affiliate.

WorkSourceWA has a comprehensive list of workshops and hiring events available at: WorkSource Workshops/Events.

All DVR staff are also encouraged to become familiar with the tools available on the WorkSourceWA website, including the resources of the Career OneStop. There are video tutorials available for the job search tools on the WorkSource website.

Because this is initial guidance, certain details may be changed in this document as DVR best practices are identified. DVR staff will be notified when any such changes occur.

References
“21st-century understanding of the evolving labor force” in 34 CFR 361.18
WAC 388-891A-0300 through 0340, Informed Choice
WAC 388-891A-0940, What must be included on the individualized plan for employment?
WAC 388-891A-1010, Who is eligible for supported employment?

Overview
Which Customers Are Not Subject to the Non-CRP Job Placement Requirement?

Customers with IPE Job Placement Beginning on or Before 11/20/2018
If a customer signed an IPE before the date of release of this policy, and they have begun to interview vendors or receive job placement services from a vendor, the IPE need not be renegotiated with the customer. However, if a customer is not scheduled to begin IPE Job Placement services with a CRP until after achieving other employment-preparedness steps in their IPE (e.g., training), or they have not begun to identify a vendor, counselors are encouraged
to discuss beginning job search and job placement activities with DVR staff support, and amend the plan to reflect this.

**DVR Supported Employment Customers**

DVR Supported Employment Customers are exempt from the 90-day non-CRP Job Placement requirement. A DVR Supported Employment customer is a customer who has been determined eligible for Supported Employment services as described in [WAC 388-891A-1010](#). If a VRC has not determined that a customer with a most significant disability requires intensive time-limited support services and long-term supports to maintain employment, then that customer is not a Supported Employment customer.

> **If the customer does not fall under one of the above-listed categories, they must attempt to utilize Staff-assisted, non-CRP Job Placement services, supplemented by local WorkSource resources, for a minimum of 90 days prior to the utilization of CRP-supplied Job Placement services.**

**Individualized Plans for Employment and the 90-day non-CRP Job Placement Requirement**

Customers must have an IPE that includes the use of non-CRP Job Placement services, with “DVR Staff-assisted Job Search” in the provider detail, also noting that WorkSource will be utilized as a resource in the “Comments” section for the plan service.

When the customer’s case requires a 90-day review, this represents an opportunity to revisit the customer’s IPE to determine whether staff-supported job placement services are providing sufficient support for the customer to make adequate progress, or whether the customer’s needs are such that additional supports will be necessary for the customer’s success.

> **Note:** when the counselor and customer agree that the customer’s staff-supported job search efforts are not going to be successful (based on the individual circumstances of the customer and resources locally available) the counselor should make a determination regarding whether to recommend CRP assisted job placement services for VRS review.
**Procedures for Implementation**  
**Before Referring to WorkSource (or other non-CRP job placement activities)**

| VRC | 1. Upon determination that a customer is ready for job search (e.g. training is not a component of the plan), uses the DVR STARS Vocational Assessment screen, tab #20 (a) and/or (b) together with the customer when developing the IPE;  
|     | a. Identifies the type and scope of job search activities that will benefit the customer, using the process of informed choice. |

2. Finalizes IPE with the specific employment goal agreed upon with the customer, with all necessary vocational supports identified in the plan which will promote a successful employment outcome.  
   a. Examples of supports that may be needed for job placement may include:  
      • Childcare;  
      • Transportation;  
      • Maintenance;  
      • Training;  
      • Rehabilitation services;  
      • Assistive technologies; and  
      • Physical and mental restoration.  

   | Note: Initial, appropriate supports must be put in place to promote successful, staff-assisted, non-CRP job placement process. |

3. Following IPE signatures, if customer is ready to begin job search activities, initiates regular Substantial Vocational Counseling & Guidance (SVC&G) meetings to provide customer with the tools necessary for staff-assisted, self-directed, non-CRP job placement assistance.  
   a. Each customer’s needs will differ, but for the purposes of this SOP, the term “regular” is intended to mean approximately 2 meetings per month.  

4. Immediately following the first SVC&G meeting to commence job placement services, from the STARS Case Narrative Screen, selects the button at the bottom of the screen “New Job Search” and enter the job search start date. This will create a trackable date that the VRC and the VRS can later utilize to determine length of time in non-CRP job search activities.  

5. Re-opens the auto-populated “Ready to Begin Job Search” case note, and edits the body of the case note to document the activities performed together with the customer during the SVC&G meeting. Examples of this
may include:
- In order to develop a resume, assists customer with filling out Employment Security Department (ESD) work history request form, if the customer has difficulty recalling dates of employment or employers
- Discusses ways of utilizing community resources for job search and supports

Note: Each SVC&G case note should outline next steps in Staff-assisted job search as mutually agreed upon with the customer. A best practice includes the inclusion of a “Next steps:” line at the end of the case note that includes the expectations for both customer and counselor until the next opportunity for SVC&G. It may be helpful to print an additional copy of this case note to provide to the customer.

6. During regular job search meetings with the customer, activities which DVR staff may facilitate include, but are not limited to:
   a. Assist customer with developing resume, if disability barriers may prevent the customer from utilizing the resume development services at WorkSource.
   b. Assist customer with developing profiles on the WorkSource website, and/or other job search sites as desired by customer (e.g. careers.wa.gov, indeed.com, etc.), if disability barriers may prevent the customer from utilizing the services at WorkSource for development of these profiles.
   c. Assist customer with developing a standard cover letter for use in job applications.
   d. Provide tools and assistance for customer, including assistance with creating an email account, if customer has not used email or needs a new email name that is business/job search appropriate.
   e. Customer may need organizational tools to assist with keeping track of profile usernames for each site and passwords, or with scheduling for job-search activities.
   f. Customer may need the purchase of a USB flash-drive to keep job search tools saved, and assistance with learning how to insert and safely eject the drive after each use.

Note: A USB flash-drive, due to the minimal cost, is not generally considered a loaned piece of equipment.

g. WorkStrides, Dependable Strengths, DVR job clubs or other job readiness classes.
Note: It is recommended that these meetings be conducted a minimum of two times per month and a supporting case narrative is entered in STARS. The frequency of meetings should be tailored to the needs of the customer.

Before referring customers to the WorkSource, DVR staff must assist the customer in establishing an account on WorkSourceWA.com as needed by the customer. After establishing this account, the customer will be able to use the WorkSourceWA system to:

- Utilize a scheduling calendar, save appointments, interviews etc.;
- Write a resume;
- Write a cover letter;
- Upload documents, such as training certificates, letters of recommendations, etc.;
- Save job searches (search criteria when looking for employment);
- Save jobs you have found and for which you wish to apply;
- Search occupations for demand in the local area, learn about different occupations, and use a “Find my Career” assessment tool;
- List all jobs for which the customer has applied;
- Send and receive messages; and
- Create a career profile.

Referral to WorkSource (or other community resource)

7. When the customer is ready to be referred to WorkSource to attend job readiness classes and/or to utilize other partner programs, uses the STARS Case Narrative screen to access the “New I and R” button, and together with the customer, decides which WorkSource location and information/details to enter into the Information and Referral case note.

8. Accesses the “Information and Referral” letter from STARS reports screen and modifies the text of the letter as appropriate (see template text below).

9. Prints two copies and provides one copy to the customer, retaining a copy for the customer’s file.
   - This letter must provide concrete, detailed information to the customer, following a discussion of that information, so that there is clear written information to assist the customer with accessing their local WorkSource.
   - The customer should be provided information about the availability of either the DVR business specialist or the VRC with whom they
can consult regularly during regular job search activities.

Note: If there is not a DVR Business Specialist or other DVR liaison assigned as a collocated position at the WorkSource, or if a referral to that staff is determined not to meet the customer’s needs, it is recommended that the VRC arrange to meet their customer at WorkSource to provide a tour of services.

| VRC          | 10. VRC reviews the customer’s job search progress to determine if staff-assisted, non-CRP job placement is likely to continue to meet the customer’s job placement needs.  
|              | a. If the VRC determines that more support for placement services is needed, the VRC documents a summary of job search activities in a case note, including a rationale for their request to VRS to refer for CRP-supported job placement services. |
|              | 11. The VRC will use the STARS Vocational Assessment screen, tab #20(c), to identify whether all pre-CRP referral items are addressed prior to seeking VRS approval for referral. |

### Approval Procedures for CRP-Supported Job Placement Services

| VRC or Customer | 1. At any point after an eligible customer is determined by the VRC to be ready for job search, either the VRC or the customer may request that the VRS approve a referral for CRP job placement services.  
|                | a. The request must include sufficient information for the VRS to make a determination of whether the customer requires CRP-supported job placement services. |
| VRC or VRS     | 2. There are individuals who may require extended job supports, but who have not previously been determined to be a DVR supported employment customer. Some potential examples might include, but not be limited to:  
|                | • Individuals with traumatic brain injuries;  
|                | • Individuals on the autism spectrum;  
|                | • Individuals with mental health conditions;  
|                | • Individuals with other cognitive disabilities;  
|                | • Individuals with borderline intellectual functioning; etc.  
|                | a. These examples are not intended to be inclusive or exclusive; each situation must be considered independently. For example, |
there are many customers with the diagnoses in the examples above who may be highly capable of participating in Staff-assisted job search activities at a partial or complete level.

3. If a review of the customer’s case by the VRC or VRS determines that it is likely that the customer will require extended services, but has not previously been identified as a candidate for supported employment services, VRC conducts a comprehensive assessment to determine if the customer is, in fact, eligible for DVR supported employment services.
   a. If this review determines the customer meets this criteria, the IPE is developed or amended in accordance with WAC 388-891A-0940(10) to include required supported employment components.

4. If a review of the customer’s case does not indicate the individual is likely to require supported employment services, but indicates the presence of significant disability-related barriers that lead to a reasonable belief that the customer would be unable, or that it would create an undue hardship, to participate in and benefit from staff-assisted, non-CRP job placement, VRC documents these factors in a STARS case note and requests approval from their VRS to move directly to CRP job placement services.
   a. The VRC ensures that the STARS Vocational Assessment screen tab #20(c) is completed appropriately, the customer is prepared for job search, and a viable, specific employment goal has been identified and included in the customer’s IPE.

VRS

5. After receiving a request to approve CRP placement services, if a customer has not yet participated in a minimum of 90 days of staff-assisted, non-CRP job placement services, reviews the case service record as appropriate.
   a. This review will result in a determination whether to approve the request.
   b. The VRS may consider other factors which might preclude the customer’s active participation in staff-assisted job search. These factors include:
      • Is the customer unlikely to benefit from non-CRP placement activities alone, due to serious functional limitations or other barriers identified in the case service record?
      • Is the customer in an IPE or developing an IPE with a specific vocational goal that is viable for the customer and likely to result in an employment outcome?
      • Does the IPE or draft IPE include the appropriate type/scope of supports in order to promote a successful employment outcome?
      • Are all of the pre-referral criteria completed appropriately in the STARS VA screen tab #20, (e.g., has benefits planning
When the VRS receives a request to approve CRP placement services, **if a customer has already participated in a minimum of 90 days of staff-assisted, non-CRP job placement services**, reviews the case service record as appropriate. This review will include the VRC’s case narrative of activities completed and rationale for transition to CRP-supported job placement. The review will determine whether to approve a referral to a CRP for placement.

**Considerations include:**

- Would additional VRS mentoring and/or supplemental support services to customer be beneficial to continued staff-assisted job search?
- Is there sufficient documentation regarding the type and scope of customer engagement in staff-assisted, non-CRP job search activities? Does the documentation indicate that adequate progress in job search has not been made without CRP job placement support?
- Would additional supports (e.g. IL skills training, physical and mental rehabilitation, assistive technology, etc.) be likely to mitigate the customer’s disability barriers and promote a higher level of active participation and involvement?
- Would a referral to a CRP likely result in a different level of customer engagement (e.g., is customer following through with mutually agreed upon activities, appointments, requests for contact, etc.)?
- Have all of the pre-referral criteria been completed appropriately in the STARS Vocational Assessment screen tab #20, and is the customer prepared for job search to achieve a specific employment outcome?
- Is the customer in an IPE or developing an IPE with a vocational goal that is viable for the customer and is likely to result in an employment outcome?

Enter a note in STARS with their determination approving or denying referral to CRP placement services with a Case Narrative heading “VRS Approval Determination – Job Placement.”

If the customer has made the request and the CRP referral is denied, issues a determination letter with the decision and rationale, places one copy in the file and sends a copy to the customer within 10 business days of the customer’s request, in accordance with WAC 388-891A-0211.

If CRP placement services are approved, move forward with selecting a
10. After customer has selected the CRP, amend the IPE with the customer to include the vendor selected, the appropriate level of CRP placement services, and any additional supports not previously identified in the IPE.

   a. Evidence of customer informed choice should be reflected for each amendment of the IPE.

11. As part of the amendment, the VRC will amend the STARS Vocational Assessment screen, paying careful attention to tab #20(c) to ensure that all steps have been covered prior to CRP referral in order to promote a successful employment outcome.

**Related Supporting Information**

**Template Text for I&R Letters Referring to WorkSource**

When drafting an Information and Referral letter for a customer being referred to WorkSource, counselors are encouraged to include the following template language as a replacement for the paragraph addressing Order of Selection.

Congratulations, you are ready to begin your job search by applying your skills and abilities in activities that will help you get employed. We discussed the activities below at our meeting, and they have been documented in your individualized plan for employment (IPE). The next step in your job search is to participate in those activities, alongside counseling and information from DVR, in conjunction with WorkSource.

Please remember that the STARS I&R letter will update to include the referrals included in the most recent I&R case note. You may generate multiple STARS I&R letters for customers, but each should be printed following the completion of a new I&R case note.

**Bonds**

DVR pays for a customer to be bonded if:

- Comparable benefits are not available, and
- The employment he or she is entering requires a bond, and
• The customer supplies all necessary information to the bonding firm.

See Also:

Link to the Washington Bond Program that helps ex-offenders get a free fidelity bond.

**Paying for Sign Language Interpreters for Job Interviews**

See above: Paying for Sign Language Interpreters for Job Interviews
Maintenance Services

1. Maintenance is used when a customer needs to incur expenses in excess of their normal living expenses to participate in approved VR services.

Examples of such expenses are:

- Travel costs involved in attending a short-term training session that is out of the area;
- The cost of a uniform required for a job; or
- The initial one-time costs, such as a security deposit or installation charges for utilities that are required in order for the individual to relocate for a job placement.

2. A customer’s normal expenses for food, shelter, and clothing are NOT allowable authorizations under maintenance.

Examples of living expenses that are not purchased as a maintenance service:

- Rent;
- House payment; or
- Room and board.

3. The purchase of clothing as maintenance is allowed when the clothing is required for job-related purposes such as a work experience, job interview or to begin a job.

- Clothing purchased for an interview is limited to one outfit.
- Clothing purchased to begin a job is limited to the minimum necessary, generally no more than 2 to 4 outfits at a total cost of $300.
- Clothing is purchased at stores that are reasonable and competitively in priced. For example, J.C. Penney, Fred Meyer, Kohl’s, etc.

Purchasing Work Shoes, Boots or Orthotics

(Revised 07/02/2018)

VR counselors must provide goods and services that meet the customer’s needs at the least cost possible as outlined in WAC 388-891A-1150(2)(a). Expensive shoes/boots are not necessarily better. If you agree to pay for work shoes/boots make sure that the customer purchases shoes/boots that will meet their employment needs (standing for long periods of time, insulated or waterproof/resistant for outside use or steel toed for protection). Needing good work shoes with support is not justification to purchase shoes/boots at higher end vendors. Good work shoes/boots are available at least cost from competitive vendors.
Orthotic devices such as arch supports or insoles must be prescribed by a qualified medical professional (medical doctor, orthotic or prosthetic practitioner). Do not include shoes/boots with arch supports or orthotics in the IPE or purchase these items without a prescription.

DVR can pay for a doctor’s visit if necessary to get a prescription. That way it is more likely that the customer gets the supports s/he needs. Just sending the customer to get “good” shoes/boots is not sufficient justification. Specify the type of shoes/boots that are needed for employment purposes (not fashion). In most instances good work shoes/boots will be available at the least cost from vendors noted above.

WAC 388-891A-0735, Maintenance Services

**DVR is prohibited from paying a Customer’s Normal Living Expenses**

The VR federal regulations define a maintenance service as support for expenses such as food, shelter, or clothing that are in excess of a customer’s normal living expenses. DVR cannot pay for normal living expenses as a maintenance service and DVR does not have the authority to grant an exception to policy to pay for normal living expenses as a maintenance service.

**Customers are Responsible for their Normal Living Expenses**

Customers are responsible for paying their normal living expenses such as food, shelter or clothing. Customers must continue to be responsible for these expenses while they participate in DVR services. For example, customers who have been paying rent or room and board are responsible for paying these normal living expenses when they attend school. If they require short-term lodging and meals to participate in an assessment or training service not within commuting distance of their home this is an expense DVR can pay for as a maintenance service. In this situation DVR is paying for living expenses that are in excess of their normal living expenses and customers continue to be responsible for paying their normal living expenses.

**Referral to Agencies or Community Resources**

VR counselors are responsible to refer customers who lack the basic necessities of food, clothes or shelter to social service agencies, community groups or churches to assist them. Unfortunately, some customers may not receive assistance or enough assistance to meet their basic necessities. Even in these situations DVR is prohibited from paying for a customer’s normal living expenses. The VR counselor explains to the customer who lack the resources to pay for their normal living expenses that DVR can only provide a maintenance service to pay for living expenses that are in excess of normal living expenses.

**Customer use of Financial Aid to Pay for Room and Board or Rent**

If a customer has a financial hardship and chooses to use financial aid to pay for the costs of food, clothing and shelter while in school these subsistence costs are not considered as a VR maintenance service. Under these circumstances if an individual’s resources do not cover the full cost of attendance after all grants and resources are applied to IPE services and a financial
hardship exists, an exception to policy may be requested to use DVR funds to pay a portion of
the IPE services.

See Also:

Exception to Policy in the Financial Aid section.
Occupational Licenses

(Revised 07/02/2018)

**WAC 388-891A-0740, What are occupational licenses?**

Occupational licenses are licenses, permits or certificates showing you meet certain standards or have accomplished certain achievements and/or have paid dues, fees or otherwise qualify to engage in a business, a specific occupation or trade, or other work.
Personal Assistance Services

(Revised 07/02/2018)

WAC 388-891A-0745, What are personal assistance services?

(1) Personal assistance services include a range of services provided by at least one person to help you perform daily living activities on or off the job that you would perform without assistance if you did not have a disability. Examples include, but are not limited to:

(a) Reader services for individuals who cannot read print because of blindness or other disability. In addition to reading aloud, reader services include transcription of printed information into Braille or sound recordings. Reader services are generally for people who are blind, but may also include individuals unable to read because of serious neurological disorders, specific learning disabilities, or other physical or mental impairments.

(b) Personal attendant services are personal services that an attendant performs for an individual with a disability, including, but not limited to, bathing, feeding, dressing, providing mobility and transportation.

(2) Personal assistance services are only provided in connection with one or more other VR services.
Physical-Mental Restoration Services

See Also:

Medical / Dental / Health Care Professionals
Pre-Employment Transition Services

Pre-Employment Transition Services: Categories and Descriptions

<table>
<thead>
<tr>
<th>Pre-ETS Category and Description</th>
<th>Examples of Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Exploration Counseling:</strong></td>
<td>• Coordinating and facilitating informational interviews</td>
</tr>
<tr>
<td>Experiences that are intended to foster motivation, considerations of opportunities and informed decision making regarding career options. Real-world activities ensure that students recognize the relevance of a high school and post-school education to their futures, both in college and/or the workplace.</td>
<td>• Discussing the results of an interest inventory</td>
</tr>
<tr>
<td>General job exploration counseling may be provided in a classroom or community setting and include information regarding in-demand industry sectors and occupations, as well as non-traditional employment, labor market composition, administration of vocational interest inventories, and identification of career pathways of interest to students. Job exploration counseling provided on an individual basis might be provided in school or the community and include discussion of the student’s vocational interest inventory results, in-demand occupations, career pathways, and local labor market information that applies to those particular interests. (from Federal rule)</td>
<td>• Conducting labor market survey / counseling on labor market information</td>
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<td></td>
<td>• Conducting vocational assessment</td>
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<tr>
<td></td>
<td>• Conducting vocational counseling</td>
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<td></td>
<td>• Counseling on in-demand industry sectors and occupations</td>
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<td></td>
<td>• Identification of Career Pathways</td>
</tr>
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<td></td>
<td>• Working with student to begin career portfolio</td>
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</table>

| Work-Based Learning Experiences: | DVR staff might not conduct any of the following activities (typically vendor-provided), but these are all countable under the pre-employment transition services reserve: |
| Career experience opportunities that may be provided in-school or after school, or experiences outside the traditional school setting, that are provided in an integrated environment in the community to the maximum extent possible. It is an educational approach or instructional methodology that uses the workplace or real work to provide students 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. | • Worksite tours  |
| | • Volunteer work  |
| | • Job shadowing  |
| | • Job try-out  |
Work-based learning experiences in a group setting may include coordinating a school-based program of job training and informational interviews to research employers, worksite tours to learn about necessary job skills, job shadowing, or mentoring opportunities in the community. Work-based learning experiences on an individual basis could include work experiences to explore the student’s area of interest through paid and unpaid internships, apprenticeships (not including pre-apprenticeships and Registered Apprenticeships), short-term employment, fellowships, or on-the-job trainings located in the community. These services are those that would be most beneficial to an individual in the early stages of employment exploration during the transition process from school to post-school activities, including employment. Should a student need more individualized services (e.g., job coaching, orientation and mobility training, travel expenses, uniforms or assistive technology), he or she would need to apply and be determined eligible for vocational rehabilitation services and develop and have an approved individualized plan for employment. (from Federal rule)

- Apprenticeship (not including pre-apprenticeship and registered apprenticeship)
- Career mentorship
- Fellowship
- Internships (paid or nonpaid)
- On-the-job training
- Apprenticeships
- Career Related Competitions
- Practicum
- Student-Led Enterprises
- Simulated Workplace Experience
- Short term employment
- Paid Work Experience
- Non-Paid Work Experience

Counseling on Postsecondary Education Options:
Information and counseling on opportunities for enrollment in comprehensive transition or post-secondary educational programs at institutions of higher education. This includes gaining an awareness of the wide range of career pathway options and labor market realities and projections.

Counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education in a group setting may include information on course offerings, career options, the types of academic and occupational training needed to succeed in the workplace, and postsecondary opportunities associated with career fields or pathways. This information may also be provided on an individual basis and may include advising

- Coordinating and facilitating postsecondary institution visits/tours
- Investigating, exploring and comparing postsecondary institutions
- Providing information on academic curricula necessary to earn specific degrees
- Assisting with information regarding
students and parents or representatives on academic curricula, college application and admissions processes, completing the Free Application for Federal Student Aid (FAFSA), and resources that may be used to support individual student success in education and training, which could include disability support services. (from Federal rule)

<table>
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<tr>
<th>Workplace Readiness Training:</th>
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<tbody>
<tr>
<td>Opportunities to learn about and develop social skills and independent living. Work readiness skills are sometimes called soft skills, employability skills or job readiness skills.</td>
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</table>

Workplace readiness training may include programming to develop social skills and independent living, such as communication and interpersonal skills, financial literacy,

<table>
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<tr>
<th>college application, admissions processes, and FAFSA</th>
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<tbody>
<tr>
<td>Counseling about accessing disability offices, resources, and websites</td>
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<tr>
<td>Counseling about how to advocate for needed accommodations &amp; services in postsecondary setting</td>
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<tr>
<td>Identifying learning style preferences and goals</td>
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<tr>
<td>Assisting with researching career &amp; postsecondary options</td>
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<tr>
<td>Promoting participation in postsecondary preparation classes, etc.</td>
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<tr>
<td>Promoting use of self-advocacy skills preparing for postsecondary</td>
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<tr>
<td>Identifying financial aid and grant options</td>
</tr>
<tr>
<td>Familiarizing student with education and vocational laws</td>
</tr>
<tr>
<td>Identifying admission tests accommodations</td>
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</table>

| Counseling on financial literacy, including benefits planning |
| Providing information on how work impacts social security benefits |
| Promoting communication skills for |
orientation and mobility skills, job-seeking skills, understanding employer expectations for punctuality and performance, as well as other “soft” skills necessary for employment. These services may include instruction, as well as opportunities to acquire and apply knowledge. These services may be provided in a generalized manner in a classroom setting or be tailored to an individual’s needs in a training program provided in an educational or community setting.

<table>
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<tr>
<th>employment success</th>
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<tbody>
<tr>
<td>• Promoting job seeking skills</td>
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<tr>
<td>• Counseling on employment friendly social media practices</td>
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<tr>
<td>• Counseling on technological savvy for the workplace</td>
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</table>

*DVR staff might not conduct any of the following activities (typically vendor-provided), but these are all countable under the pre-employment transition services reserve:*

<table>
<thead>
<tr>
<th>Job readiness programs</th>
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<tr>
<td>On-the job evaluation</td>
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<tr>
<td>Independent living assessments for job readiness</td>
</tr>
<tr>
<td>Training in soft skills development (positive attitude, teamwork, problem solving, talking/writing, cooperation, active listening, decision making, conflict resolution, body language, empathy, professionalism, work manners, supporting others, taking initiative, showing respect)</td>
</tr>
</tbody>
</table>
**Instruction in Self-Advocacy (including Peer Mentoring):**
Opportunities to learn about rights, responsibilities, and how to request accommodations or services and supports needed during the transition from secondary to post-secondary education and employment.

*Instruction in self-advocacy in a group setting may include generalized classroom lessons in which students learn about their rights, responsibilities, and how to request accommodations or services and supports needed during the transition from secondary to postsecondary education and employment. During these lessons, students may share their thoughts, concerns, and needs, in order to prepare them for peer mentoring opportunities with individuals working in their area(s) of interest. Further individual opportunities may be arranged for students to conduct informational interviews or mentor with educational staff such as principals, nurses, teachers, or office staff; or they may mentor with individuals employed by or volunteering for employers, boards, associations, or organizations in integrated community settings. Students may also participate in youth leadership activities offered in educational or community settings.*

DVR staff might not conduct any of the following activities (typically vendor-provided), but these are all countable under the pre-employment transition services reserve:

- Peer mentoring program
- Self-advocacy or self-determination workshop
- Leadership training
- Youth leadership forum

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**Standard Operating Procedure: Purchasing Work-Based Learning (WBL) and Workplace Readiness Training (WRT) Experiences for Students with Disabilities Who Are Current DVR Customers**
**Purpose:** To offer an overview of the process that DVR staff should follow prior to, during, and after purchasing vendor-provided WBL and WRT experiences for DVR customers who are students.

**Reference:**

34 CFR §361.5 (Federal Regulations for State VR Programs: Applicable Definitions / (c)(51) “Student with a Disability”)

**Definitions:**

See “Pre-Employment Transition Services: Categories and Descriptions.”

**Materials:**

*For meeting with Student, Family (if invited), and CRP:*

- WBL and WRT Service Delivery Outcome Plans (SDOPs) ([WBL-A](#), [WBL-B](#), [WBL-C](#), [WRT-A](#), [WRT-B](#), [WRT-C](#))
- Work-Based Learning Agreement
- Parent Authorization for Summer Work (if student is under age 18 or has a legal guardian)

*For VRC to provide to employer within 2 business days after employer contact:*

- **Introduction Letter to Employer**
  - Includes links to:
    - Statewide Payee Registration Form;
    - Fair Labor Standards Act (FLSA) Information;
    - Minor Work Permit

**NOTES:** Before beginning this process, DVR and school staff determine the following:

1. Has the student previously participated in any volunteer or unpaid work-based learning experiences? If not, these should be considered before the student participates in this service.

2. Does the student’s school provide paid community-based work experiences?

- If the school typically provides community-based work experiences during the academic year, the school should continue to facilitate and fund these as part of their obligation under the Individuals with Disabilities Education Act (IDEA).

- If the school provides services during the academic year, but not in the summer months, DVR may facilitate and fund these individualized experiences for the student following the process.
outlined in this document.

- If the school does not typically provide community-based work experiences, DVR may facilitate and fund these individualized experiences for the student following the process outlined in this document.

These services may only be provided to students who fit the criteria of a “student with a disability” for the purpose of receiving pre-employment transition services.

Students 16-21 years of age may participate in community-based work experiences, and must be currently enrolled in a secondary or post-secondary education program. A student who has left high school, but who has enrolled in a post-secondary education program, may participate in these services.

<table>
<thead>
<tr>
<th>Action by:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DVR / School Transition Team</td>
<td>1. Team meets to explore:</td>
</tr>
<tr>
<td>-VRC</td>
<td>a. <strong>WBL Interest Areas</strong> - the team should review the student’s transition assessment in the IEP (if applicable) to determine specific interest areas related to work-based learning in the community.</td>
</tr>
<tr>
<td>-Student / Family</td>
<td>b. <strong>WRT Goals</strong> - the team should review the student’s workplace readiness goals. These goals may include communication and interpersonal skills, orientation, and mobility skills, understanding employer expectations for punctuality and performance, and other ‘soft’ skills necessary for employment.</td>
</tr>
<tr>
<td>-Teacher</td>
<td>2. Team chooses the duration of the WBL. Each experience should be 11 or more hours per week. If the <strong>DVR/School Transition Team</strong> feels the student must participate on the site fewer than 11 hours per week due to medical or disability limitations, the VRC should discuss the acceptable minimum of hours and decide if this service is appropriate at this time.</td>
</tr>
</tbody>
</table>

The WRT should most often be selected concurrently with the WBL, per the following chart:
<table>
<thead>
<tr>
<th>WBL-A: 4-6 weeks, 11+ hrs per week</th>
<th>WRT-A: 4-6 weeks, as needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee to CRP: $1700 (student wages paid separately)</td>
<td>Fee to CRP: $500</td>
</tr>
<tr>
<td>WBL-B: 7-9 weeks, 11+ hrs per week</td>
<td>WRT-B: 7-9 weeks, as needed</td>
</tr>
<tr>
<td>Fee to CRP: $2000 (student wages paid separately)</td>
<td>Fee to CRP: $1000</td>
</tr>
<tr>
<td>WBL-C: 10-12 weeks, 11+ hrs per week</td>
<td>WRT-C: 10-12 weeks, as needed</td>
</tr>
<tr>
<td>Fee to CRP: $2300 (student wages paid separately)</td>
<td>Fee to CRP: $1500</td>
</tr>
</tbody>
</table>

DVR VRC

3. Provides the student with information regarding Community Rehabilitation Programs (CRPs) in the area who may potentially provide WBL or WRT services.

Student / Family

4. Chooses a CRP provider based on the information provided by DVR.

DVR VRC

5. Sets a meeting with the student and CRP provider to develop service delivery outcome plans (SDOPs) for Work-Based Learning and Workplace Readiness Training.

6. At time of SDOP development, VRC should provide the Work-Based Learning Agreement to the CRP. The CRP provider is responsible to facilitate completion of the agreement together with the VRC.

   If the WBL occurs during the summer months, parents/guardians of students under age 18 should sign the Parent Authorization for Summer Work. The CRP provider should then provide this document to the employer.

DVR VRC and CRP Provider

7. Determine the method of payment for student wages:

<table>
<thead>
<tr>
<th>Student Wage Options</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRP pays student wage, invoices DVR</td>
<td>1. CRP assumes liability and payroll responsibilities for student.</td>
</tr>
<tr>
<td>CRP Provider</td>
<td>10. Develops the site for the Work-Based Learning Experience and provides employer contact information to VRC.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| DVR VRC | 11. VRC contacts employer via phone to introduce DVR support on behalf of CRP and student within 5 business days of CRP-provided employer contact information.  
12. Within 2 business days of phone contact, VRC sends **Introduction Letter to Employer** (letter includes links to Statewide Vendor Payee application, Minor Work Permit info, and FLSA information sheet) to the Employer. |
| -DVR VRC -CRP Provider -Employer -Student / Family | 13.  
  a. CRP facilitates completion of the Work-Based Learning Agreement by setting a meeting with all parties for signature and clarification.  
  b. If the WBL is set for the summer months, the CRP should ensure the parent/guardian signs the **Parent**
Authorization for Summer Work form if applicable.

c. VRC should attend meeting in person. If VRC is unavailable in person, the VRC should participate via phone.

d. All parties must ensure the student does not begin work prior to the date indicated on the Work-Based Learning Agreement.

**Employer**

<table>
<thead>
<tr>
<th>14. Completes the Statewide Payee Registration form to enable reimbursement of wages, accommodations, or training fees if necessary.</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Submits form to Statewide Payee Desk approximately 2-3 weeks before WBL experience begins.</td>
</tr>
<tr>
<td>16. Ensures a current Minor Work Permit and Parent Authorization for Summer Work (if applicable) is secured at the place of business.</td>
</tr>
</tbody>
</table>

**CRP Provider**

| 17. Provides a Service Delivery Outcome Report (SDOR) for both the Work-Based Learning Experience and Workplace Readiness Training (if appropriate) to both the student and the DVR VRC. |

**DVR VRC**

| 18. Ensures that the SDOR is written directly to the student. |
| 19. With student permission, provides the SDOR to the School Transition Team. |

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**Standard Operating Procedure: Purchasing Pre-Employment Transition Services from Vendors for DVR Customers**

**Purpose:** To offer an overview of the process that DVR staff should follow prior to, during, and after purchasing vendor-provided pre-employment transition services for potentially eligible students with disabilities and DVR customers who are students.

**Reference:**

34 CFR 361.5(c)(51) – ("Student with a Disability")

**Definitions:**

See “Pre-Employment Transition Services: Categories and Descriptions.”

**Materials:**

SDOPs for:

- Pre-ETS Social Skills
- Pre-ETS Job Shadow
Vendor Provided Pre-Employment Transition Services: Fees and Guidance (May 2017)

Decision Tree for Determining What Pre-Employment Services a Student May Need in Their IPE

Information and Consent Form (DSHS 11-122)

DSHS Consent Form (DSHS 14-012)

Notes: Before beginning this process, DVR staff and school staff (if student has an IEP) must determine the following:

| Has the student participated in employment-related transition activities through the school? |

Services offered through DVR should complement and not replace what the student is already doing as part of school transition activities.

These services may only be provided to students who fit the criteria of a “student with a disability” for the purpose of receiving pre-employment transition services.

Students with disabilities may participate in these services from as young as 14 until they turn 22 years of age, and must be currently enrolled in a secondary or post-secondary education program. A student with a disability within this age range who has exited high school and has enrolled in a post-secondary education program may participate in these services.

<table>
<thead>
<tr>
<th>Action by:</th>
<th>Action:</th>
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<tbody>
<tr>
<td>DVR VRC (during IEP meeting, or other conference / consultation with student and school staff)</td>
<td>Meets with student, family, and school staff to:</td>
</tr>
<tr>
<td></td>
<td>1. Reviews IEP, 504, or Health Plan, with a focus on the student’s transition goals.</td>
</tr>
<tr>
<td></td>
<td>2. Assesses what services the school is providing and what additional services the student needs.</td>
</tr>
<tr>
<td></td>
<td>3. Discusses the services available from DVR staff and the vendors in the local area, and how the appropriate...</td>
</tr>
</tbody>
</table>
services may fit with the needs of the student.

<table>
<thead>
<tr>
<th>IF STUDENT ONLY REQUIRES PRE-EMPLOYMENT TRANSITION SERVICES CONTRACTED WITH EDUCATIONAL SERVICE DISTRICTS / POSTSECONDARY INSTITUTIONS / LOCAL WORKFORCE BOARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DVR VRC</strong> (during IEP meeting, or other conference / consultation with student and school staff)</td>
</tr>
<tr>
<td>4. Offers student and family information about the activities provided in the local area through the Educational Service Districts, Post-Secondary Institutions, or Local WorkForce Boards.</td>
</tr>
<tr>
<td>5. Provides <a href="#">Information and Consent Form (DSHS 11-122)</a> to student, family, and school staff for future participation in pre-employment transition services activities as a potentially eligible student.</td>
</tr>
<tr>
<td>6. Connects student/family with service provider if a point-of-contact is available for the provider, to ensure that referral is complete.</td>
</tr>
</tbody>
</table>

**IF THE STUDENT CUSTOMER:**

| A) WOULD REQUIRE INDIVIDUALIZED SUPPORTS TO PARTICIPATE IN PRE-EMPLOYMENT TRANSITION SERVICES, |
| B) WOULD REQUIRE MORE INDIVIDUALIZED PRE-EMPLOYMENT TRANSITION SERVICES, OR |
| C) IS OTHERWISE INTERESTED IN APPLYING FOR VR SERVICES |

| **DVR VRC** (during IEP meeting, or other conference / consultation with student and school staff) |
| Moves forward with application and intake for student: |
| 7. Provides Application and Vocational Information form to student. |
| 8. Offers informed choice to student about intake location—this could be the DVR office or the school. |
| 9. If DVR is operating under an order of selection, offers the student informed choice about the potential impact of application on the availability of pre-employment transition services. |
| a. Under an order of selection, students who have not previously received pre-employment transition services, and who have been placed in a priority category not currently being served, must wait to receive pre-employment transition services until they come off the wait list. |
| b. Students who have begun receiving pre-
**NOTE:** If the student applies before the VRC has an opportunity to meet with school staff and discuss transition goals after reviewing the student’s IEP, 504 or Health Plan, then steps 1-3 must be completed at this point.

<table>
<thead>
<tr>
<th>DVR VRC</th>
<th>Moves forward with vocational assessment and the development of IPE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10. Uses information obtained during the transition team meeting in steps 1-3 (and further consultation with the Student/Family as needed) to complete the initial vocational assessment screen.</td>
</tr>
<tr>
<td></td>
<td>a. If information for an area is limited or incomplete, indicates that the question is still being explored.</td>
</tr>
<tr>
<td></td>
<td>b. The student’s IPE goal should correspond with the student’s IEP goal.</td>
</tr>
<tr>
<td></td>
<td>11. Utilizes the “Decision Tree for Determining What Pre-Employment Services a Student May Need in Their IPE” and the guidance provided in “Vendor Provided Pre-Employment Transition Services: Fees and Guidance” to narrow down and identify the services to be purchased for the student customer.</td>
</tr>
<tr>
<td></td>
<td>12. Consults with Student/Family to complete an initial IPE with a broad goal and the services that the team identified during the transition team meeting.</td>
</tr>
<tr>
<td></td>
<td>a. The plan should <strong>not include job placement or related services</strong> until a specific goal is identified.</td>
</tr>
<tr>
<td>Student/Family</td>
<td>13. Chooses a vendor or vendors for any vendor-provided pre-employment transition services included on the IPE based on availability and informed choice.</td>
</tr>
<tr>
<td>DVR VRC</td>
<td>14. Sets a meeting with the Student/Family and CRP to discuss the student customer’s goals and develop service delivery outcome plans (SDOPs) for any pre-employment transition services that will be delivered to the student customer.</td>
</tr>
</tbody>
</table>
|         | 15. Prepares referral information for CRP according to local
<table>
<thead>
<tr>
<th>DVR VRC/Student/CRP</th>
<th>16. Meet to develop SDOPs with specific requirements for the provision of the specified pre-employment transition services listed.</th>
</tr>
</thead>
</table>
| CRP Provider        | 17. Develops activities for the service and monitors the student customer’s progress.  
18. Provides regular updates and reports to VRC as specified in the SDOP.  
19. After completion of activities, provides a Service Delivery Outcome Report (SDOR) to both the student and DVR VRC that:  
  • Provides a summary of activities conducted as part of the service delivery agreed to in the SDOP.  
  • Is written in language addressed directly to the student.  
  • Includes information learned about the student customer’s interests, skills, ideal conditions of employment, and any other applicable information.  
  • Includes at least one recommendation for next steps. |
| DVR VRC             | 20. Ensures that the SDOR is written directly to the student, offers dates and hours for all activities conducted, provides evidence of any gains or progress made during the service, and makes specific recommendations for further exploration and experience.  
21. With student permission, provides the SDOR to the DVR/School Transition Team.  
Once the student customer has identified a specific job goal and is ready to move toward job placement:  
22. Follows the process for Amending an Individualized Plan for Employment to reflect the specific job goal and the services that will be required to reach that goal. |
Rehabilitation Technology Services

(Revised 07/02/2018)

See Also:

Purchase of Vehicle and/or Vehicle Modifications

Definition: Rehabilitation Technology Service Provider

A Rehabilitation Technology (RT) Service Provider is a for-profit or non-profit organization or government entity approved by DVR to provide rehabilitation technology services and/or evaluations as described in WAC 388-891A-0770.

Identifying an Approved RT Service Provider

If a customer chooses an RT service provider that is not registered by DVR, or if an additional RT service provider is needed in an area, contact the Field Services Administrator or designee to discuss the need. The Field Services Administrator or designee is responsible to review the need for an additional RT service provider, identify potential RT service providers, and gather information to assess whether they meet the DVR quality assurance expectations.

If the RT service provider satisfactorily completes the DVR quality assurance registration requirements, the Field Services Administrator coordinates with the State Office to ensure the RT service provider’s information is entered in the STARS Vendor Module according to procedures for registering vendors in the Authorizing, Issuing and Paying for Services Chapter and notifies the DVR Field Services Administrator or designee of the action.

Selecting Services and/or Service Providers

Prior to referral for a Community Rehabilitation Program (CRP), Independent Living (IL) and/or Rehabilitation Technology (RT) service, VR counselor makes sure that service is:

- Necessary and likely to result in an employment outcome;
- Consistent with the customer’s strengths, priorities, concerns, abilities, capabilities, interests and informed choice;
- The Least Cost option that will meet the customer’s needs;
- Comparable benefits/services have been explored and fully utilized.

See also:

CRP - Referral Criteria

WAC 388-891A-1150, Can I select the services and service provider of my choice?

WAC 388-891A-1125, If comparable services and benefits are available from another program or organization, and I do not want to use them, who is responsible for the cost of the services?
Information Provided to the Customer

Provide the customer with information to the extent available; to adequately inform and explain to the customer what CRP, IL, or RT services and service providers are available to assist in completing the rehabilitation process. Information includes, but is not limited to:

1. The services offered by each service provider.
2. Cost of each service.
4. Average duration of each service.
5. Consumer satisfaction with service provider staff and services.
7. Qualifications of approved service providers.
8. Information about how the customer may contact a service provider representative directly to ask questions related to the services available, for example:

- What service delivery methods are available (e.g., whether services are provided in community settings, whether services are provided individually or in groups);
- Qualifications and experience of service provider staff, and customer options for choosing an appropriate staff member for services;
- Estimated time that services could begin and how long services might last;
- The customer’s involvement in making decisions about the way services are provided to them;
- For CRPs, the types of occupations and the employers an CRP targets for CRP Vocational Evaluation Services or CRP Job Placement Services; and
- For CRPs, the job placement rate and track record in assisting customers achieve competitive employment.

Using Existing Information to Select an Employment Goal and Determine VR Needs

1. DVR staff will make maximum use of existing information available from the customer and other sources to assist the individual in selecting an employment goal and determining the VR services needed to achieve that goal. The VR counselor will be responsible for determining which additional assessment information is needed and obtaining it at the least cost.
2. An adequate assessment must be conducted and documented in the case record to support the customer’s selection of a suitable goal and to substantiate their need for VR services.

Before purchasing assessment services to assist the customer in selecting an employment goal and determining the VR services needed to achieve that goal, maximum effort will be made to:
a) Collect and make use of existing information that is available from the customer or other sources; and

b) Conduct necessary assessments by the VR counselor (making full use of existing professional VR skills), using tools and resources that are already available through DVR, WorkSource, and other no-cost services.

**Purchasing Assessment Services**

- If CRP, IL, or RT services are needed to make an eligibility determination, assist the customer to make informed choices in decisions related to the services and/or the service providers.

- If CRP, IL, or RT services are needed to get information necessary to identity the customer’s VR needs, assist the customer to make informed choices about the CRP, IL, and RT services and/or service providers the customer will use.

**CRP - Vocational Evaluation Services - Employment Goal & VR Services on the IPE**

CRP assessments are limited to one per customer, if needed. The VR counselor must consult with the VR supervisor or designee prior to purchasing additional CRP assessment services.

The VR counselor assists the customer to narrow the occupational area(s) of focus for the customer's IPE prior to purchasing CRP assessment services. The VR counselor and customer determine the scope and duration of a CRP assessment, and define the boundaries of the assessment in the referral document. The CRP service provider may be consulted, but he decision is made by the customer in cooperation with the VR counselor.

The VR counselor monitors the progress of the customer's assessment at least once every 30 days, by speaking directly to both the customer and the service provider to determine whether the assessment is proceeding as originally agreed upon. If not, the VR counselor takes immediate steps to get the assessment back on track or terminate it.

**Job Placement**

1. VR counselors will provide DVR customers with job placement (direct services), and/or utilize no-cost services from WorkSource before referring a customer for CRP Job Placement Services.

2. CRP- Job Placement Services or CRP-Intensive Job Placement Services are appropriate when:

   a) The customer has clearly demonstrated they were not able to succeed in job search assisted by DVR staff, WorkSource; or

   b) There is sufficient existing information to know that the customer would be incapable of succeeding in job search assisted by DVR staff or WorkSource due to the significance of their disability, or because Supported Employment is required.
3. DVR staff will actively assist customers in effectively using job search resources available through WorkSource. This includes working directly with customers at WorkSource locations to assist with their use of tools and other resources available for job search activities.

4. DVR staff will sponsor job clubs and other activities to directly assist customers with job search (e.g., resume’s completing job applications, finding job leads, practice interviews, etc.).

5. Where available through a DVR contract, job placement/retention or transitional employment services from a Clubhouse will be used in lieu of CRP services. DVR staff will actively refer customers to the maximum capacity provided by the contract.

**CRP Job Placement and CRP Job Retention Services**

The VR counselor authorizes CRP Job Placement/Job Retention services according to the following:

- A Service Delivery Outcome Plan for CRP Job Placement/Job Retention may be developed for up to 180 days.

- If CRP Job Placement/Job Retention has NOT resulted in placement within 180 days, the VR counselor consults with the VR supervisor or designee to determine what action is necessary.

- While the length of the Service Delivery Outcome Plan may be for up to 180 days, the AFP for Job Placement/Job Retention services is limited to 90 days.

The VR counselor monitors the progress of the customer in Job Placement/Job Retention at least once every 30 days, by speaking directly to both the customer and the service provider to determine whether progress towards employment is being made.

Further services are not reissued in the hope that more time in job search will bring different results. Instead, the VR counselor and the customer review the IPE and the Job Placement/Job Retention services for feasibility of successful placement.

This review is completed by the VR counselor and the customer prior to authorization of further services. The review includes an analysis of information gathered through placement activities to date and the following questions.

- Are there sufficient openings in the chosen vocational goal to predict placement success?

- Can the customer demonstrate sufficient skills and aptitude to predict success in this placement effort?

- Are there other services necessary before placement efforts can be successful?

- Is the service provider effective, or would another service provider be more suitable?
If progress towards employment is not being made, the VR counselor takes immediate steps to get things moving or terminates the services that are not progressing.

**IPE Development**

If a customer determines that CRP, IL, or RT services are needed on his or her individualized plan for employment to achieve an employment outcome, assist the customer to make informed choices about the:

- Service providers that will provide the services;
- Setting in which the customer will receive services; and
- Methods of arranging and paying for the services from the methods available to DVR.

If a customer selects one or more CRP, IL, or RT services for his or her IPE, the service provider must be registered in STARS prior to any commitment to the customer or the service provider.

If a customer is referred to DVR from a county developmental disabilities program or regional support network where the customer uses an informed choice process to select services, service providers, settings, and methods of arranging and paying for services, the customer does not need to consider additional options or information.

If a customer chooses not to receive services from a CRP and the decision will jeopardize the customer’s ability to complete the rehabilitation process successfully, the counselor discusses other options available to the customer.
Self-Employment Services

(Revised 12/24/2018)

Prior to paying for Self-Employment Services, staff must follow the procedural guidance listed under Procedural Guidance: VR Supervisor Approval of Certain Services.

(Revised 5-14-10)

Outline and Key Points

Self-Employment Frequently Asked Questions

Approved Self-Employment Outcomes

Self-Employment Consultant - required for key points in the process: feasibility, business plan, monitoring monthly income & expense statements, closure

Vocational Assessment for Self-Employment

- Demands, Risks and Responsibilities - consider how disability barriers will be addressed
- Financial Resources, Credit History, Unpaid Debts, Legal Issues
- Benefits Planning - required for those on SSI/SSDI, COPES, DSHS Income Assistance
- Additional Training & Consultation - may be authorized for client to gain more knowledge & understanding about being self-employed

Feasibility Analysis

Self-Employment IPE - Amendments are done as major steps are accomplished that support moving to the next phase of planning and implementation. Major IPE steps include:

- IPE Phase 1- Business Plan- Self-Employment WITHOUT a Comprehensive Business Plan - low cost (under $3000), low risk, & low complexity
- IPE Phase 2 - Comprehensive Business Plan Development
- IPE Phase 3 - Start-Up and Self-Employment Consulting Services - VRC meets with VRS to review the Business Plan prior to amending the IPE to add Phase 3/start-up services

IPE Start-Up/Retention Funding Guidelines

DVR supports self-employment services on the IPE up to $10,000 if self-employment is intended to be the customer’s primary source of income, or up to $3,000 if income from self-employment supplements income from SSI/SSDI or another primary source of income.

IPE Terms and Conditions
Supported Self-Employment

All the requirements for self-employment apply to supported self-employment.

1. Overview of Supported Self-Employment - individual requires on-going support and supervision to maintain employment
2. Best Vocational Option - has the skills & abilities to make a measurable contribution to the bus.
3. Role of Business Owner - departs from traditional views of entrepreneurship
4. Type of Supports - support system outlined in Business Plan
5. Feasibility of Business - must be defined as “for profit” and customer owned
6. Additional factors that must be addressed - is customer making a measurable contribution to the work setting? Are necessary Long-term supports in place? Integrated?
7. Extended Services (Long-Term Supports) - once customer has stabilized on the job
8. Extended Services Partners
9. Benefits Planning
10. Qualified Self-Employment Consultant

Approved Self-Employment Outcomes

Traditional employment does not have to be ruled-out before considering self-employment as a vocational option. For purposes of DVR, self-employment or supported self-employment is an employment outcome in which an individual works for profit in his or her own business, profession or trade. The DVR customer must participate substantially in day-to-day core business functions. Self-employment is usually a sole proprietorship, but may include partnerships, corporations or a limited liability company (LLC) if the DVR customer manages and holds controlling interest (51% or more). For purposes of DVR, self-employment does not include hobbies or ventures that are not income producing or that only generate enough income to break even. Work performed at home, while being paid as an employee for an employer (through telecommuting) is not self-employment.

Self-employment involving payment for invention registration, legal services, patents, trademarks, or franchise fees require an exception to policy approved by the VR Supervisor.

DVR is prohibited from using DVR funds to pay for insurance.

DVR does not support non-profit organizations, 501(C)(3), because an individual cannot “own” a non-profit and does not have any legal standing with the organization. Purchases of goods and services must be made on behalf of a customer or family member receiving VR services, not a non-profit organization. DVR also does not support businesses that are illegal in the state of Washington.
Counselors and customers need to exercise caution if considering advertised self-employment ventures to ensure the employment is legitimate and offers a realistic profit-making opportunity. Questionable self-employment ideas or concepts need to be researched with a self-employment consultant, the Washington State Attorney General’s office, Better Business Bureau, Internet scam searches, or another source. A reference to this research is documented in the case service record.

**Self-employment Consultant**

Consultation with a self-employment consultant from feasibility through start-up greatly improves the likelihood that the self-employment venture is successful. List of Self-employment Consultants: VR Counselors must use the services of a self-employment consultant at key points in the self-employment process:

1. Feasibility analysis
2. Business plan
3. Monitoring monthly income and expense statements
4. Consultation and technical assistance to resolve issues and support the customer
   a. Prior to closing the case
   b. At closure, and
   c. After closure for an agreed upon period

**Vocational Assessment for Self-Employment**

If an individual expresses interest in self-employment, the VR Counselor begins exploring the suitability of this option with the customer early in the assessment phase. As in all cases, a comprehensive assessment is conducted. In the case of self-employment, the vocational assessment focuses on gathering information to assess both (1) the individual’s skills and experience in the desired field or type of work, and (2) the individual’s skills in managing a business.

In conducting a comprehensive assessment to select the vocational goal, the VR Counselor and customer gather information to assess the individual’s skills and experience, temperament, training, transferable skills and other characteristics needed to be self-employed. The comprehensive assessment needs to consider disability issues, including interpersonal skills that could impact ongoing, successful management and operation of self-employment. There are assessment tools available on the DVR Intranet under Rehab Resources to help guide the VR Counselor and customer in this discussion and assessment.

If the results of initial assessment by the VR Counselor indicate self-employment may be a viable option, the VR Counselor proceeds with additional assessments, if needed. The counselor may use trial work experience, community based assessment or vocational evaluation to gather additional information.
Demands, Risks and Responsibilities
The VR Counselor and customer discuss the demands, risks, and responsibilities of self-employment in the desired field, disability-related issues or concerns, as well as the individual’s motivation, strengths, interpersonal skills, resources, long-term supports for supported employment and income needs. The VR Counselor also considers the individual’s barriers to employment and how those barriers would be addressed through self-employment.

Financial Resources, Credit History, Unpaid Debts, Legal Issues
The individual’s financial resources, credit history and money management skills must also be considered. Bankruptcy or other legal proceedings, overdue child support, tax and/or debt issues must be resolved before proceeding with the development of a self-employment plan.

Benefits Planning
As part of the comprehensive assessment for individuals who receive SSI, SSDI, Medicaid, COPES or DSHS Income Assistance, benefits planning is required to determine how income or earnings from self-employment may impact all benefits. Consideration is also given to Social Security work incentives or other resources.

Additional Training and Consultation
If training or one-on-one consultation is available in the local area, the VR counselor may authorize training/consultation for the individual to gain more knowledge and understanding about being self-employed.

Feasibility Analysis
A feasibility analysis is conducted by a DVR-approved self-employment consultant or another comparable resource. If a VR Counselor is uncertain about the results of a feasibility analysis, the VR Counselor may authorize and pay for a review of the feasibility analysis by a DVR-approved self-employment consultant.

The feasibility analysis provides an in-depth analysis of the business concept, the market, the financial investment and income potential. In addition, the feasibility analysis considers:

- Financial resources, skills and history of the customer as it relates to successfully operating a small business
- The need for customer training
- The availability of a strong support network for long-term business success
- The need for a comprehensive business plan

The feasibility analysis offers the VR Counselor and customer a comprehensive, objective evaluation of the strength of the proposed self-employment venture. The VR Counselor and customer use the results of the feasibility analysis, together with the results of the comprehensive vocational assessment, to determine whether to proceed to IPE development or to consider another vocational direction.

If the feasibility analysis indicates that self-employment is not feasible but the customer is only willing to consider a goal of self-employment the VR Counselor offers counseling and guidance that there are a couple of options to consider if DVR cannot support self-employment:
Option 1: Close the case because self-employment is not feasible and the customer won’t consider other vocational options or

Option 2: Explore other vocational goals besides self-employment

If the results of the comprehensive assessment and feasibility analysis indicate self-employment appears viable, the VR Counselor can move forward with the IPE. The first phase of the IPE is a Business Plan.

**IPE Phase 1 - Business Plan (Self-Employment WITHOUT a Comprehensive Business Plan- low cost (under $3000), low risk, and low complexity)**

A comprehensive business plan is not required if a feasibility analysis report indicates the business concept represents a (1) low cost (under $3,000), (2) low risk and (3) low complexity. Examples of self-employment ventures that may not require a comprehensive business plan include:

- An individual is already self-employed and has demonstrated the skills and abilities to successfully manage the business, and VR services are needed to retain employment due to a disability-related condition
- The individual has previous experience being self-employed in the same or a similar field and start-up needs are minimal
- The individual has skills and experience in a trade and needs minimal training and services for start-up, such as, lawn care, pressure washing, window washing, bookkeeping
- An individual has experience or training in a trade and will lease space in an existing business and pay their own taxes, i.e., massage therapist, manicurist, cosmetologist, real estate agent.

**IPE Phase 2 – Comprehensive Business Plan Development**

A comprehensive business plan is required when IPE start-up costs exceed $3,000 or if the business concept is complex or otherwise represents a risk, for example:

- The business will rely on an investment of financial resources from one or more sources other than DVR.
- The business will require paid staff other than the customer.
- The business concept involves the sales and marketing of a new or unusual product or service.
- The business will be established as a partnership or corporation.

A comprehensive business plan is a thoroughly researched and documented description of the proposed business venture. It provides a long-term vision and a comprehensive plan for the venture’s initial start up and long-term success. Development of the business plan must be facilitated by a DVR-approved self-employment consultant with active involvement of the DVR customer, or another comparable self-employment consultant. When a business plan is provided by the customer a review by a self-employment consultant is required. If the VR Counselor is concerned about the viability of a comprehensive business plan, the VR Counselor
can authorize and pay for a review of the plan by a DVR-approved self-employment consultant. The comprehensive business plan will address all of the components on the Primary Elements of a Business Plan, including, but not limited to the following elements:

1. Definition of the product or service
2. Supporting market research
3. Realistic financial projections, including projected income and expenses for the first three years of operation, projected monthly and annualized revenue, operating expenses and break-even analysis
4. Start-up costs, including resources available and resource needs and details for the costs of all equipment and services and who is paying (if other funding sources are involved) and total costs and additional resource needs
5. Ongoing/long-term business operational and financial supports needed and available
6. Business licensing, insurance and other requirements required or recommended for the business
7. Time-line for business development that identifies major steps and measurable progress criteria needed to implement and successfully establish the business so that a target level of income/business activity is achieved.

The development of a comprehensive business plan provides the VR Counselor and customer with greater assurance that the customer is capable and prepared for the demands of self-employment and has the skills, tools and resources to be successful. Approval of a comprehensive business plan is required prior to a commitment by DVR to proceed with business start-up or operation.

During Phase 2, the customer and/or Self-Employment Consultant can identify vendors and obtain any required bids needed for business start-up. Coordinating with the VR Counselor to establish those vendors in the DVR payment system early will expedite the start-up process in Phase 3. Training related to business start up and management may also be approved and completed by the customer during Phase 2.

**IPE Phase 3 - Start-Up and Self-Employment Consulting Services**

The Counselor meets with the VR Supervisor to review the Business Plan prior to amending the IPE to add Phase 3 – start-up services. Upon VR Supervisor approval, the VR Counselor amends the IPE to add agreed-upon start-up and self-employment consulting services. The VR Counselor and customer follow procedures for considering the availability of comparable services and benefits and completing the financial statement.

Start-up services are determined based on the business plan and include costs related to operating the business. Typical start-up costs that DVR can support include but are not limited to:

- Licenses
- 60-day initial stock of goods for inventory
- Tools, equipment, or other supplies
- Marketing costs
- Financial record-keeping systems, software or services
• Deposits and/or initial lease costs (DVR should not be mentioned on the lease)
• Travel expenses required for start-up

Note: All tools/equipment purchased for the customer remain the property of DVR until successful case closure. If the business is set up as a partnership, the customer and partners must understand and agree that items are loaned to the customer as part the customer’s Individualized Plan for Employment and items do not belong to the business or any partner with interest in the business. An agreement signed by the customer and partner(s) is attached to the Loan Agreement for Tools, Equipment form, DSHS 19-074.

Costs such as training in self-employment management, business plan development and rehabilitation technology needed to perform work are not considered “start-up.” DVR may provide training to family members or others in business start-up or operation if the individual(s) will have a role in supporting the customer’s self-employment.

A VR Counselor may not authorize the following expenditures using DVR funds:

• Payment of salaries, cash or any other form of direct payment to a customer
• Leases, purchase of property/real estate or insurance
• Religious education, training, supplies or materials
• Firearms, alcohol or tobacco
• Refinancing existing business or personal debt, costs related to bankruptcies or co-signature of loans

**IPE Start-up/Retention Funding Guidelines**

DVR supports self-employment services on an IPE up to $10,000 if the income from self-employment is intended to be the customer’s primary source of income.

DVR supports self-employment services on an IPE up to $3,000 if the income from self-employment is not intended to be the primary source of income, but will supplement income from SSI/SSDI or another primary source of income.

Costs that exceed these guidelines require an exception to policy from the VR Supervisor documented in the case service record.

**Purchases for Start-up**

To increase the likelihood of positive self employment outcomes, start-up services should be delivered in as timely a manner as possible. DVR customers often can immediately begin earning income once they have obtained start-up services, or they have developed opportunities through the business plan development process that will be jeopardized by delays in business start up.

**To achieve timely delivery of start-up services, the goal is for AFPs for all purchases to be completed within 15 working days after the addition of Phase 3 to the IPE.**

The timely delivery of start-up services is frequently complicated by the need to purchase tools, equipment, and supplies – often from new vendors. The following recommendations will help expedite this process:
1. In Phase 2 (business planning process), customer and/or Self-Employment Consultant identify needed vendors and obtain any required bids anticipated for business start-up. Coordinating with the VR Counselor to establish those vendors in the DVR payment system early will expedite the start-up process in Phase 3.

2. Establish customer-centered process for purchasing. Define who customer or Self-Employment Consultant should contact with vendor questions and whom to send quote documentation (VR Counselor or Rehab Tech).

3. Provide purchasing guideline information to customer and Self-Employment Consultant so that dollar limit and documentation of quotes requirements are understood.
   
a. Determine if customer or Self-Employment Consultant can assist with obtaining necessary purchasing documentation (3 telephone quotes for purchases that cost $1,000-$4,999.99, or 3 written quotes for purchases that cost $5,000 or more).

b. The Request for Quote, DSHS 17-153 (or similar document) is used to document purchases that cost $5,000 or more. Basically, the form is completed once, and copies of the form are sent to 3 vendors.

c. If the customer or Self-Employment Consultant is assisting with 3 phone quotes the following information is provided to the VR Counselor:
   
   • Name, mailing address or email address, telephone number or website address
   • Date of contact
   • Quote
   • The VR Counselor documents in the case narrative a comparison of the quotes, and the rationale for the award decision.

4. If new vendor relationships are needed, explain process of establishing new vendors and determine if customer or Self-Employment Consultant can assist with this process.
   
a. If a specific start-up service cannot be purchased through the DSHS vendor system (e.g., provider is not willing to become State vendor but product or service is essential) the VR Counselor documents in the case narrative that an exception is needed to make the purchase with the office credit card or reimburse the customer.

5. Schedule any AT or IT reviews required.

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**Start-up Monitoring and Support**

Upon business start-up, the VR Counselor authorizes a self-employment consultant to follow up with the customer monthly, or more often if necessary, to review financial statements and overall business operations. Proactive steps are taken to ensure the business makes adequate progress toward become self-sustaining. The self-employment consultant reports progress to the VR Counselor monthly or at anytime concerns arise.

If the business fails to demonstrate progress toward becoming self-sustaining, the VR Counselor, customer and self-employment consultant review IPE progress criteria and conditions for continuation of the IPE. If the self-employment consultant recommends specific actions targeted at improving business activity and earnings, the VR Counselor may keep the
IPE intact for an agreed-upon period of time. However, if the interventions are not effective after the agreed-upon time period, the VR Counselor discontinues self-employment services and considers other employment goals with the customer. If the customer is unwilling to consider other options, the case is closed—other than rehabilitated.

**IPE Terms and Conditions**
The amendment adding start-up costs and services must include:

- Compliance with all federal, state and local requirements for owning and operating a business, such as obtaining a business license and paying insurance and taxes
- Clear, measurable progress criteria based on the projections in the business plan related to income and expenditure targets
- Specific time-lines for monitoring progress and becoming self-sustaining
- Monthly financial reporting requirements by the customer to the VRC upon business start-up including monthly income and expense statements, and documentation that shows reporting and payment of any applicable business taxes (e.g., city, county, state, federal)
- Agreed-upon steps to be taken if measurable progress cannot be made, including conditions that would result in discontinuing the self-employment venture if it is not making adequate progress
- Provisions for how the VR Counselor and customer will handle unforeseen expenses that arise after the IPE is signed
- Closure criteria, including the agreed-upon income level consistent with the projections outlined in the business plan

**Determining an Employment Outcome**
To determine an employment outcome and close a case in self-employment, the following conditions must be met:

- The business has been operating independently of DVR funding (except self-employment consulting for monitoring and follow-up) for at least 90 days after start-up
- The business is generating sufficient income to break even and the projected revenue established in the business plan has been attained
- The case service record contains financial statements demonstrating the business is self-sustaining
- The VR Counselor, self-employment consultant and customer have discussed closure and agree that the closure criteria have been met and the customer has the skills needed to operate the business
- The business is receiving business support from a business mentor or is otherwise connected to an organization for ongoing follow up and business support, such as a Small Business Development Center

**Determining Wages at Closure**
The traditional way of dividing wages by hours does not always reflect the success of self-employment accurately. The wages entered in STARS should reflect that the individual is earning at least the minimum wage.
Recovering Loaned Items
If the case is closed – Other Than Rehabilitated, the VR Counselor is responsible to recover tools and equipment loaned to a customer and follows procedures as noted in (link) Recovery of Equipment

Post-Employment Services
Post-employment services may be provided if a business needs short-term assistance or support to regain stability. Individuals requesting PES to retain self-employment need to provide current financial statements, including profit and loss for examination by the VR Counselor.

If the business is not self-sustaining and in jeopardy of failing, an approved DVR self-employment consultant is used to assess the financial health and overall viability of continuing the business and identifying an effective intervention plan before additional DVR services are invested in the venture.

Supported Self-Employment
All the requirements for self-employment apply to supported self-employment. Self-employment

Overview of Supported Self-Employment
Much like traditional Supported Employment, “Supported Self-Employment” is an employment outcome where the individual requires on-going support and supervision to maintain employment, usually due to cognitive and/or behavioral barriers. DVR does allow for supported self-employment just as it does for traditional supported employment. Supported self-employment should not be confused with self-employment where disability-related accommodations or job site modifications are required.

There are a number of approaches to supported self-employment. These include Resource Ownership, Partnerships, and Sole Proprietorships. To read more on each, follow this link to a publication on Supported Self-Employment: The most common and easiest to develop form of supported self-employment is a sole-proprietorship.

Best Vocational Option
Prior to developing an IPE for supported self-employment, there must be evidence that:

- Supported self-employment is the best vocational option for the customer.
- The customer is choosing this option based on informed choice and the results of vocational assessments and feasibility analysis or business plan.
- The customer has the skills and abilities to make a measurable contribution to the supported self-employment venture. Person-centered business planning efforts and trial work experiences may be required to determine the reasonableness of this goal.

Role of Business Owner
It is important to acknowledge that this strategy toward self-employment departs from traditional views of entrepreneurship and the role of the business owner, and therefore requires flexibility
and creativity. These are often individuals who might not be considered likely self-employment candidates.

Supported self-employment has been used successfully with people diagnosed with mild, moderate, severe, or profound developmental disabilities; severe and chronic mental illness; severe brain injuries; and multiple severe disabilities.

**Type of Supports**

Due to the nature of a disability, a customer may need assistance in managing and operating a business to ensure its success. This assistance may be provided by family, friends, advocates or anyone the customer or his/her legal guardian chooses as a support system. The customer is not required to be able to independently operate all aspects of the business in order to receive DVR support for the venture. Examples of supports that may be needed include help with marketing, record-keeping, and accounting (if needed).

CRP Intensive Training Services may be required during the business start-up period to provide needed job stabilization and training until Extended Services begin. CRP services are not considered “start-up costs.”

**Feasibility of Business**

To consider a supported self-employment business as feasible:

- The business must be defined as “for profit” and customer owned
- Have a professional feasibility analysis report that indicates the business is (1) low cost, (2) low risk (under $3,000) and (3) low complexity, or a comprehensive business plan when IPE start up costs exceed $3,000 or if the business is complex or otherwise represents a risk (link) to Self-Employment
- Is commensurate with the customer’s interests, skills and abilities

**Additional factors that must be addressed**

When considering supported self-employment these additional factors must be addressed:

- Is the customer making a measurable contribution to the work setting? Are they performing actual work that has been tailored to maximize their abilities? This will often involve job carving and may require adaptive technology and worksite accommodations. DVR does not require that the person independently operate all aspects of the business, however the individual must play some significant role in the business that maximizes their skills and abilities.
- Does their work contribute to the profitability of the business?
- Are the necessary long-term supports available and in place? Will they exist indefinitely if that is what is required? Who will assist as a safety net if the supports fall through? Supported self-employment requires pre-identification of supports just as in traditional supported employment.
- It is recommended that everyone playing a role in the business is involved in the feasibility analysis process. Person-centered business planning efforts and trial work experiences may be beneficial.
• Is the self-employment outcome competitive employment versus a non-competitive hobby? If the venture is not income producing or is not being designed as a true job for the customer it should not be considered competitive employment.
• In addition to being competitive employment, does the work offer contact with individuals who are not disabled?

**Extended Services (Long-Term Supports)**

Extended services are support services provided once the customer is stabilized on the job and DVR services are no longer needed to maintain satisfactory on-the-job performance. Extended services consist of specific services needed to maintain the customer in supported employment. Resources for extended services include, but not limited to:

- County Developmental Disabilities funding;
- Mental Health agency funding;
- Social Security work incentives;
- Co-worker natural support systems;
- Family members, friends; and
- Individual Development Accounts (IDA’s).

**Extended Services Partners**

The chances of success are increased when long-term supports are identified early in the process and there is a clear understanding about the roles other agencies and service providers will play in supporting the customer. For best results there must be good communication with the “team” assisting the individual, particularly at key points, including:

- When self-employment is selected as the vocational goal
- Upon completion of the feasibility analysis
- In determining the nature and extent of extended services that will be needed after DVR services are completed
- Upon completion of the comprehensive business plan
- In determining the individual has achieved job stabilization and transitioning to extended services

**Benefits Planning**

As part of the comprehensive assessment for individuals who receive SSI, SSDI, Medicaid, COPES or DSHS Income Assistance, benefits planning is required to determine how income or earnings from supported self-employment may impact all benefits. Consideration is also given to Social Security work incentives or other resources.

**Qualified Self-employment Consultant**

Supported self-employment cases typically require a very creative approach. Most counselors will find it helpful to work with business professionals and vendors experienced in supported
self-employment. As with traditional self-employment, a DVR-approved self-employment consultant conducts the feasibility analysis and facilitates development of the comprehensive business plan. List of DVR-approved Self-Employment Consultants

CRP Intensive Training Services may be required during the business start-up period to provide needed job stabilization and training until Extended Services are initiated.

See Also:

CRP - Intensive Training Services
WAC 388-891A-0785, What are self-employment services?
WAC 388-891A-1000, What is supported employment?
Form - Loan Agreement for Tools and, Equipment, DSHS 19-074
Example - Agreement of Business or Partners about Ownership of Equipment
Self-Employment Frequently Asked Questions

(New 1/10/11)

1. What is the VRC’s role in creating self-employment opportunities?

It is not recommended that a VRC work to develop a self-employment goal when that was not initially proposed by the customer. Being self-employed requires a tremendous amount of dedication, skill, and resources to start and maintain. If a customer has not already arrived at a conclusion that they possess the ability to be self-employed it is unlikely it is within their area of interest or ability. There are no widely accepted assessment tools to test for self-employment potential.

2. The customer did not like the feasibility analysis; can I get a second opinion?

Getting a second opinion because the outcome of the initial feasibility was poor is not recommended unless there is sufficient evidence that the initial feasibility was not accurate. In this case, the consultant, VRC and customer should meet and discuss the concerns and inaccuracies of the feasibility and attempt to correct them. Informed choice includes a customer being realistic about their skills, experience, personal financial situation, and ability to market their services/products. It does not mean that when bad news is delivered a different conclusion should be pursued with a new consultant.

3. Considering Informed Choice, how do we select a Business Consultant?

It is important to understand that this process is different than selecting a CRP (i.e. the common practice of providing a list to choose from and doing interviews.) The list of approved DVR Self-Employment Consultants provides a limited number of options. Some of the consultants listed do not travel, are not always available, or do not provide a comprehensive set of services. A VRC should first select the consultant that is available within their geographic area. If there is more than one available then the VRC should contact the consultants to check on availability and services available. Only when it is verified that there is more than one available choice should the VRC discuss the choices available with the customer.

4. My customer doesn’t have anything to show me at this point and needs money to develop their product. How can we assess feasibility?

When someone has a concept, an idea, or a ‘sketch’ of a product and needs resources to develop that product, this is considered “Research and Development” (R&D). While there are times when an assessment could be used creatively to verify marketability of a simple product (i.e. a designer T-shirt, a wooden bird house, a greeting card, etc.) larger and more complex proposals for inventions, websites, software, etc. are not supported by DVR. Customers should be referred to the Washington State Innovation Assessment Center (IAC) to further R&D
on their own. An IAC early stage market assessment will help them decide if they should make additional investments in their idea, make modifications in their product to improve marketability or investigate a different idea.

5. Can DVR help publish a book, music CD, or DVD? Is this self-employment?

DVR supports vocations, not projects or single project proposals. Self-employment should be expected to lead to a somewhat predictable, stable, and long-term income. DVR can consider support for a customer who has training and experience in a creative field, such as a former reporter with a journalism degree who now wants to work as a freelance writer, but would not consider support for a customer who wants DVR to finance a book. Key considerations for creative professions in DVR self-employment planning:

1. Business idea is for ongoing work in a profession with more than just one project developed beyond a general concept.
2. Prior training AND paid experience the field.
3. A "package" of skills and conditions are in place: products and/or services that will be developed, an ability to market and sell oneself to the public (essential for creative work), a stable financial situation (not desperate for money, no huge debt, etc.).

6. What is a Multi-level Marketing business and is this something we support?

Multi-level Marketing (MLM) is a marketing strategy in which a person is compensated not only for sales they personally generate, but also for the sales of others they recruit into the business venture, creating a “downline” of distributors and a hierarchy of multiple levels of compensation. MLM companies have been a frequent subject of criticism as well as the target of lawsuits. Criticism has focused on their similarity to illegal pyramid schemes and the speculative nature of their earnings. These opportunities often promise big profits with little work.

The FTC states "Steer clear of multilevel marketing plans that pay commissions for recruiting new distributors." Further, the FTC advises that multi-level marketing businesses with greater incentives for recruitment than product sales are to be viewed skeptically. "It is best not to get involved in plans where the money you make is based primarily on the number of distributors you recruit and your sales to them, rather than on your sales to people outside the plan who intend to use the products."

The bottom line - use good common sense, research, and do some basic math. If it sounds too good to be true than it probably is. DVR supports active, not passive or speculative self-employment goals.

7. Are we only to use consultants on the approved list? How is someone added?

To provide some level of quality assurance and make the self-employment process easy for the customer and DVR, a vendor on the list of approved consultants must be used before approving a self-employment venture. This may include a consultant review of a feasibility analysis and business plan completed by another source such as a Small Business Development Center (SBDC), Washington CASH, or another venture development program.
It is possible to add new vendors to the approved list. First the potential vendor must be able to demonstrate the skills, expertise and experience needed by DVR. Generally someone who has experience with micro-enterprise startups, feasibility analysis, writing business plans, and the ability to develop solid financial projections will meet our criteria. Examples of their work will be reviewed by DVR; the person will be interviewed and provided an overview of doing business with DVR and the self-employment policy. Contact Jim O'Brien to begin this process.

8. Training is needed before my customer can be self-employed. What comes first - business planning or sending them to school?

There are often two levels of “training” that come up when talking about self-employment; 1) training needed in order to perform the skill/service and, 2) training that is part of a self-employment plan. A common example of where training is needed to be self-employed is massage therapy, where self-employment is a likely outcome. An example of when training is needed as part of a business startup is a software, small business management, or bookkeeping class.

It is strongly recommended that before any training (i.e. massage therapy) is provided that is likely to result in a self-employment outcome, that there is first an assessment consultation with a business consultant. This consultation will assess the individual’s ability to manage a business and complete an environmental scan of the market place. This will help insure that self-employment is going to be viable before investing time and resources into a training program.

When a feasibility analysis has been completed, and brief training or a class has been identified as part of the startup need, DVR should proceed quickly with the business startup and include this training in the process. The startup should not be stopped so someone can take software (i.e. PhotoShop, QuickBooks, etc.) class first. If the business depends on seasonal work, or an opportunity is time sensitive, any delay can significantly impact success.

9. Can DVR purchase a vehicle for self-employment?

See the policy on Vehicle Purchases.
Services to Family / Child Care Services

Child Care Services
(Revised 1/15/08)

DVR only purchases child care services from licensed child care providers who meet the following requirements:

1. A license issued by the Department of Children, Youth, and Families authorizing the child care provider by law to operate a child care center and certifying that the provider meets the minimum requirements under licensure. This license ensures that the child care provider has:
   - Proof of insurance for operating a child care business;
   - A background check conducted by the DSHS/Background Check Central Unit (BCCU); and
   - Has met all minimum qualifications determined by the state.

2. A Washington State Master Business License with a UBI number listed.

Verifying License of Child Care Providers

To confirm if a child care provider is officially licensed click on the following link:

Department of Children, Youth, and Families - Licensed Child Care Information System web site

If you do not find the child care provider you are looking for call 1-866-482-4325 to verify. To get free referrals you can call 1-800-466-1114 or send an email to: familycenter@childcare.org

Child Care Rates

The rates child care providers charge may vary based on the services provided and the location where the services are provided. Child care providers participating in the Working Connections program charge fees in accordance with this program. Therefore, DVR may pay child care providers a different rate (typically lower) for customers participating in the Working Connections program than they would for customers who are not participating in this program.

See the Working Connections Child Care Subsidy Rates for more information about rates for the Working Connections Child Care Program

Child Care Comparable Benefits

Financial Aid and DSHS Working Connections Child Care (WCCC) or other resources should be explored and utilized.
**Working Connections Child Care**

Working Connections Child Care (WCCC) is a DSHS program that helps families pay for child care. WCCC is a resource for DVR customers who:

- Receive TANF;
- Are employed or self-employed; or
- Are involved in a DSHS approved work activity.

If a DVR customer receives TANF, WCCC should be explored and utilized as a comparable benefit for child care expenses.

If a DVR customer does not receive TANF, but is working or is involved with a DSHS approved work activity, the VR counselor refers the customer to the DSHS Community Service Office (CSO) to apply for WCCC. This also applies to a DVR customer who does not receive TANF, but their children do.

The following are considered DSHS approved work activities:

- Federal or state paid work study.
- VISTA volunteers, AmeriCorps, JobCorps, and Washington Service Corps (WSC) if the income is taxed.
- High school (HS) or General Equivalency Diploma (GED) program until the customer reaches their twenty-second birthday (The customer can be enrolled in a HS or GED program without a minimum number of employment hours).
- Food stamp employment and training program under chapter [388-444 WAC](#).
Substantial Counseling and Guidance
Revised 07/02/2018

WAC 388-891A-0800  What is substantial counseling and guidance?

Substantial counseling and guidance includes intensive counseling and guidance provided by a DVR counselor throughout the rehabilitation process to help you address medical, family or social issues, vocational counseling, or other counseling and guidance that is over and above the usual counseling and guidance relationship. Substantial counseling and guidance services include counseling and guidance to support a self-directed job search.
Tools, Equipment, Supplies

**Loaning, Recovering and Reassigning Equipment**
(New 3/2/07)

*Overview*

*Definitions*

*Status for Loaned Equipment*

*Rating System When Inventorying Equipment*

*Key Roles*

*WACs Related to Customer Equipment*

*How to Process Customer Equipment Purchases*

*STARS*

*DVR Intranet*

*Storage*

*Surplus*

*When to Purchase Equipment*

*Loaning Newly Purchased Equipment*

*Reassigning Equipment*

*Transferring Ownership*

*Recovering of Equipment*

*Limitations Concerning Recovered Equipment*

*When Equipment is Not Recovered / Referral to OFR*

*What Categories of Items Are Loaned and What Items Are Not?*

**Overview**
The customer equipment module in STARS/DVR Intranet is the process DVR uses to inventory, track and assign equipment. DVR tracks equipment that is loaned when the equipment is desirable, reusable, or of high value.

Note:

1. Prior to purchasing equipment, it is expected that the VR counselor will utilize any available comparable benefits, and check the customer equipment module to see if there is equipment that will meet the customer’s needs;
2. In determining whether to recover equipment, the VR counselor considers the condition of the equipment see: Rating System When Inventorying Equipment, and the cost effectiveness of the recovery process. For example, it would not make sense to pay $400 dollars to ship an item valued at $250 dollars.

Definitions

Loaned/Assigned - DVR retains ownership of the equipment but use is granted to the customer during the VR process.

Reassigned - Equipment that has been returned to DVR and has been assigned to another customer.

Transfer to Customer - Ownership of equipment is transferred to the customer when required for employment.

Recovered - Equipment is returned to DVR.

Referred to OFR - DVR was not able to recover the equipment. The VR counselor refers the matter to the Office of Financial Recovery (OFR) for action.

See Also:

Overpayment and Debt Recovery

Stolen - The customer reports that the equipment was stolen.

Tracked - The process of inventorying equipment in the STARS system. Items are not entered in the DSHS TRACKS system and do not have a Washington State inventory tag.

Status for Loaned Equipment

There are five different statuses that equipment can be in at any given time:

- **Loaned** - Equipment is still loaned/assigned to the customer.
- **Transfer to Customer** - Equipment is transferred to the customer.
- **Recovered** - Equipment was returned by or recovered from the customer.
- **Referred to OFR** - The customer did not return the equipment when asked and the VR counselor wants to refer the customer to the Office of Financial Recovery for action.
- **Stolen** - The customer reported that the equipment was stolen.
  - VR counselor has the customer complete a police report. Report number and jurisdiction is entered into STARS. If the customer does not file a police report, the VR counselor is responsible to make sure a report is filed.
  - A copy of the police report is placed in the customer file.

**Rating System When Inventorying Equipment**

The following rating system is used to rate equipment when it is purchased, recovered, and reassigned.

- **Excellent** - equipment is new or like new and it can be assigned to another customer.
- **Good** - equipment works well but has minor scratches, dents, or signs of wear and it can be assigned to another customer.
- **Fair** - equipment works as intended but has significant scratches, dents, or signs of wear and it can be assigned to another customer.
- **Poor/Not Usable** - rating is only used by the Office Equipment Coordinator.

The rating system is designed to assist staff when an item is recovered in deciding whether equipment could be reassigned to a customer. Items rated poor and not usable will not be available for reassignment.

**Key Roles**

The following are some of the key roles involved in obtaining equipment for customers:

**Case User** *(Typically an RT or VR counselor)* - A person who has access to customer cases in STARS. This user can assign available equipment to their customer on the web. This person can also manage the customer’s equipment for their caseload in STARS.

**Office Equipment Coordinator** - The Office Equipment Coordinator is an individual in the office who is responsible for managing customer equipment for their office. This person will store returned equipment, and is responsible for shipping or transporting equipment that needs to leave the office either due to re-assignment or to the DSHS Warehouse due to slow movement. This person can work with the Regional Inventory Representative to coordinate shipments with other offices or to surplus items that are no longer useful. Only the Office Equipment Coordinator can rate items as poor or not usable.

**Regional Inventory Representatives** *(Based on DSHS Regions)* - These are the current inventory control staff who maintain customer equipment and staff equipment for their area of responsibility. These staff are usually responsible for the inventory in several offices. When talking about customer equipment, this person may serve as both the Office Equipment Coordinator as well as the Regional Inventory Representative. This person will work with Office Equipment Coordinators to surplus equipment and arrange for shipments to the DSHS warehouse.
Admin User - Person who has full control of the web interface in the equipment system. The administrator can move equipment that is not assigned to a customer, surplus equipment, print status reports and add service categories / sub-categories. The Admin User can also be a Case User.

WACs Related to Customer Equipment

Revised 07/02/2018

- WAC 388-891A-1200 Under what conditions does DVR loan equipment, devices, or other items to me?
- WAC 388-891A-1205 Are there instances in which DVR would issue equipment, devices, or other items directly to me without a loan agreement?
- WAC 388-891A-1210 Does DVR provide items that require customization for my own personal needs?
- WAC 388-891A-1230 What happens if I fail to return a device, tool, piece of equipment, or other item if requested by DVR?
- WAC 388-891A-1240 What happens to a device, tool, piece of equipment, or other item that has been loaned to me by DVR if I will still need it after my case service record is closed?

How To Process Customer Equipment Purchases

It is important to provide a complete description of the equipment on the AFP. All entries should thoroughly describe the item so that other staff, auditors, or the Office of Financial Recovery has a complete description of the equipment, and its condition, being described.

Processing customer equipment involves both STARS and the DVR Intranet.

STARS

The STARS Equipment Module allows staff to manage customer equipment from the time of purchase and assists with the loan, transfer, and recovery of equipment when appropriate. The Loan Agreements and Disposition Forms are also printed from STARS for the customer to sign any time the customer receives a new piece of equipment or there are other disposition changes such as transfer or recovery of equipment.

DVR Intranet

The Equipment Browse section of the Web Application of the DVR Intranet allows users to:

- Search for recovered equipment.
- Request equipment and have it reassigned to a customer’s case.
- Manage inventory.
Link to: [Web Application page](#)

Lint to: [Image Upload Instructions](#) (Office Equipment Coordinators can follow these instructions to upload images (pictures) to help describe items available for re-assignment.)

**Storage**

The Office Equipment Coordinators in each office are responsible to store recovered equipment in each office for four weeks. After four weeks, the Office Equipment Coordinator determines whether to keep the equipment in the office or to transfer the equipment to the DSHS Storage Warehouse by coordinating with their Regional Inventory Representative. Items that are small and attractive are stored at the local VR office. This includes small electronics, cameras, etc. Access to equipment that is stored in the warehouse is coordinated through the DVR Business Services Unit at the DVR State Office.

**Surplus**

Items that are in poor or unusable condition or that have been in the DSHS warehouse for at least 12 months are surplused. Regional Inventory Representatives are responsible to surplus items.

**When to Purchase Equipment**

If a customer needs a device, tool, piece of equipment, or other item to participate in VR services or go to work then the following information should be used to decide how to get the item for the customer:

1. Can the item be obtained through use of comparable benefits? [This does not apply if the item is a rehabilitative (assistive) technology item.] If yes, have the customer obtain the item through comparable benefits.

**Comparable Services and Benefits**

2. If comparable benefits are not available, search in the "Customer Equipment Browser" on the DVR Intranet to see if the needed item is available for reassignment.

   a. If available and it fits the customer’s vocational needs then follow the reassignment procedures described in Reassigning Equipment.

   b. If the cost of shipping a used item from storage costs more than purchasing the item new or if the shipping time will not meet the needs of the customer, the VR counselor may proceed with purchasing the item (see number 3).
c. If equipment is grouped for distribution together in the "Customer Equipment Browser" then it should only be reassigned to a customer as a group. For example, if a desktop and monitor are grouped together but the monitor does not meet the customer's needs, a new computer and monitor should be ordered.

d. If equipment is grouped on the "Customer Equipment Browser" but missing one or more pieces needed by the customer, reassign the grouped items to the customer and purchase the missing items. For example, if a tool set is grouped together, but missing a vice grip and a ball peen hammer needed by the customer, reassign the tool set to the customer and purchase only the vice grip and the ball peen hammer for the customer.

3. If comparable benefits are not available and the item is not available for reassignment then purchase the needed device, tool, piece of equipment, or other item.

a. Review the DVR Financial Statement to decide if the customer is responsible for assisting in purchasing the needed item.

- If the customer meets the requirements to assist in purchasing the equipment the counselor will meet with the customer to agree on the use of their resources toward purchase of the equipment.

b. Follow the procedures described below in Loaning Newly Purchased Equipment.

**Loaning Newly Purchased Equipment**

The following are the steps for loaning newly purchased equipment (see Loaning Newly Purchased Equipment chart below).

1. The VR counselor issues an AFP for equipment (with a complete description of the equipment).
2. The description from the AFP will automatically show up on the customer's Equipment Browse Screen in STARS.
3. When equipment is received, document the delivery date on the Equipment Edit screen.
4. Print Loan Agreement from STARS that shows all of customer's equipment.
5. Customer and VR counselor sign the Loan Agreement Form. Staff may mail or hand deliver form to the customer for signature.
6. Document Distribution - Original to Blue Jacket, copy to customer.
7. Customer takes the Equipment.
If unable to print the loan agreement in STARS use the Loan Agreement for Tools, Equipment, DSHS 19-074.

Reassigning Equipment

The process for reassigning equipment is similar to the process for purchasing new equipment. The difference is that reassigned equipment is equipment that has been previously assigned to a customer. Available equipment can be found on the DVR Intranet Equipment Browse screen.
1. The VR counselor locates available equipment on the Intranet and assigns it to their customer.
2. The VR counselor coordinates with the sending Office Coordinator to get the item for their customer.
3. When equipment is received, document the delivery date on the Equipment Edit screen.
4. Print Loan Agreement from STARS that shows all of customer's equipment.
5. Customer and VR counselor sign the Loan Agreement Form. Staff may mail or hand deliver form to the customer for signature.
6. Document Distribution - Original to Blue Jacket, copy to customer.
7. Customer takes the Equipment.
Transferring Ownership

Revised 07/02/2018

The following is the decision process when transferring ownership of loaned equipment to a customer (see decision tree below).

- The customer is Closed Rehabilitated.
  - If the customer does not need the equipment for the job, follow the recovery process below. Recovery of Equipment
- If the customer does need the equipment for the job:
  - If the equipment is a vehicle, documentation must be submitted according to WAC 388-891A-1174 When does DVR purchase and loan a vehicle to you? and WAC 388-891A-1175 What conditions apply for DVR to purchase and loan a vehicle to me? DVR must verify proof of registration and insurance.
  - The VR counselor changes the equipment status to "Transfer to Customer."
  - The customer and VR counselor complete, sign, and date the transfer of ownership section of the Disposition Form.
  - Distribute the final Disposition Form (original is placed back into the blue jacket and the photocopy is given to the customer).
Recovery of Equipment

The following is the decision process for recovering equipment from customers (see Recovery of Equipment chart below).

**Determine if the customer needs the equipment.**
If so, continue with the IPE or transfer the equipment as outlined in Transferring Ownership.

The customer does not need the equipment, initiate recovery. This may take several attempts and may include certified letters, phone calls, etc.
Are pick-up services needed? See Limitations Concerning Returned Equipment section

- If pickup services are needed the Office Equipment Coordinator will arrange for pickup with a vendor (temporary employment agency or moving company) or DSHS warehouse.

**When equipment is recovered:**

- VR counselor selects "Recovered" within the Customer Equipment module in STARS.
- Customer and VR counselor sign the Disposition form.
- Give copy to customer and place the original in the blue jacket of the customer case service record.
- Arrange to secure the equipment by contacting the Office Equipment Coordinator.
- Is the equipment reusable or of high value?
  
  - No. Update condition of the equipment in STARS. Indicate that the equipment will be surplused.
  
  - Yes.
    
    - Attach a tracking label to the equipment with the equipment identification number.
    - Update condition of the equipment in STARS.

**Limitations Concerning Recovered Equipment**

The VR counselor is responsible to recover tools and equipment loaned to a customer as soon as the item(s) is no longer needed by the customer:

- To complete the IPE;
- For his or her current employment; or
- Because the customer's case is being closed - other;

The VR counselor is responsible for making arrangements with the customer to return equipment. If the customer is willing and the item is small and not heavy, the VR counselor may opt to recover the item.

**Note:** Under no circumstances should any staff attempt to recover items over 40 lbs, awkward items, or items the customer is not willing to return. Staff should use extreme caution in recovering any items due to safety issues.

The following are alternatives that VR counselors should consider when recovering equipment that the customer is not able to effectively bring to the office:

- Contacting a local vendor (temporary employment agency or moving business) to move equipment to the office.
• Provide a way for customer to ship the equipment to the office.

*When equipment is not recovered / Referral to OFR:*

• Check "Refer to OFR" (Office of Financial Recovery) in STARS.
• Prepare OFR packet and forward to the State Office Business Services Unit.
• If OFR does not recover the equipment, the State Office Business Services Unit will update the "OFR Notes" section in STARS noting that the equipment was written off.
• If OFR does recover the equipment, the State Office Business Services Unit will update the "OFR Notes" section in STARS and update staff. Staff will then follow the steps for when equipment is recovered.

See Also:

*Overpayment and Debt Recovery*
What Categories of Items are Loaned and What Items are Not?
(Revised 4-18-11)

Rehab Technology devices are devices to assist an individual with their disability. Since these items often include customized equipment, generally Rehabilitation Technology devices are not inventoried or tracked in STARS. If an item is customized specifically for the customer then the
item is given to the customer. If an item can be recovered and reassigned to another customer, the VRC decides whether to loan the item or give it to the customer.

In STARS, each item is to be loaned separately if there is a possibility that each item could be recovered or loaned separately. If items are loaned together, they will need to be recovered and reassigned together. Example: Tools and tool box, CPU and monitor.

**Categories of Items That are Loaned and Tracked**

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub-category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Purchase (Laptop)</td>
<td>Laptop</td>
</tr>
<tr>
<td>Computer Purchase (Desktop)</td>
<td>Desktop</td>
</tr>
<tr>
<td>Computer Purchase (Peripheral)</td>
<td>Printer</td>
</tr>
<tr>
<td></td>
<td>PDA</td>
</tr>
<tr>
<td></td>
<td>External Drive</td>
</tr>
<tr>
<td></td>
<td>Small Electronics</td>
</tr>
<tr>
<td>Rehab Technology - Computer Purchase (Desktop)</td>
<td>Desktop</td>
</tr>
<tr>
<td>Rehab Technology - Computer Purchase (Laptop)</td>
<td>Laptop</td>
</tr>
<tr>
<td>Rehab Technology - Computer Peripherals</td>
<td>Ergonomic computer peripherals</td>
</tr>
<tr>
<td></td>
<td>External Drives</td>
</tr>
<tr>
<td></td>
<td>PDAs</td>
</tr>
<tr>
<td></td>
<td>Printers</td>
</tr>
<tr>
<td></td>
<td>Small Electronics Devices</td>
</tr>
<tr>
<td>Rehab Technology - Other (loaned)</td>
<td>Ergonomic Chairs</td>
</tr>
<tr>
<td></td>
<td>Ergonomic desks, tables</td>
</tr>
<tr>
<td></td>
<td>Ergonomic items misc, non electronic</td>
</tr>
<tr>
<td></td>
<td>Live Scribe Smart Pen</td>
</tr>
<tr>
<td></td>
<td>Scooters</td>
</tr>
<tr>
<td></td>
<td>Wheelchair</td>
</tr>
<tr>
<td>Rehab Technology - Vehicle Purchase</td>
<td>Cars</td>
</tr>
<tr>
<td></td>
<td>Motorcycles</td>
</tr>
</tbody>
</table>
| Self-employment Tools and Equipment | Mechanic  
|-----------------------------------|------------------  
|                                   | Welding           
|                                   | Carpentry         
|                                   | Computer Tech     
|                                   | Culinary Arts     
|                                   | Cosmetology       
|                                   | Pottery           
|                                   | Masonry           
|                                   | Woodworking       
|                                   | Jewelry Making    
|                                   | Photo Related     
|                                   | Landscaping       
|                                   | Massage           
|                                   | Office Furniture  
|                                   | Small Electronics|  
| Tools and Equipment               | Mechanic          
|                                   | Welding           
|                                   | Carpentry         
|                                   | Computer Tech     
|                                   | Culinary Arts     
|                                   | Cosmetology       
|                                   | Pottery           
|                                   | Masonry           
|                                   | Woodworking       
|                                   | Jewelry Making    
|                                   | Photo Related    |
## Categories of Items That are Not Loaned and Tracked

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub-category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consumables / Personal Care</td>
<td>Clothing</td>
</tr>
<tr>
<td></td>
<td>Toiletries</td>
</tr>
<tr>
<td></td>
<td>School Books</td>
</tr>
<tr>
<td></td>
<td>School Supplies</td>
</tr>
<tr>
<td></td>
<td>Calculators that cost less than $50</td>
</tr>
<tr>
<td></td>
<td>Day Planners</td>
</tr>
<tr>
<td></td>
<td>Office Supplies</td>
</tr>
<tr>
<td>Rehabilitation Technology- Other (including AT equipment not tracked in inventory)</td>
<td>Canes</td>
</tr>
<tr>
<td></td>
<td>Wheelchairs</td>
</tr>
<tr>
<td></td>
<td>Hearing Aids</td>
</tr>
<tr>
<td></td>
<td>Eye Glasses</td>
</tr>
<tr>
<td></td>
<td>Prosthesis</td>
</tr>
<tr>
<td></td>
<td>Alarm Clocks</td>
</tr>
<tr>
<td>Computer Software</td>
<td>Computer Software</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Curlers</td>
</tr>
<tr>
<td></td>
<td>Brushes</td>
</tr>
</tbody>
</table>
Link to:
VR Service Categories

**Purchasing Computers for Customer Use**

(Revised 12-9-13)

When it is appropriate for DVR to purchase a computer for a customer, purchase is made using the "SmartBuy" method described below. SmartBuy is a streamlined process that allows DVR to purchase quality computer equipment On-Contract from Dell at discounted prices.

Computers available through the SmartBuy program:
- Include a 3 year next-day-service warranty.
- Are considered a business class machine and typically will last longer with fewer problems than lower cost computers that are a consumer grade machine.
- Provide DVR with standardized computers. This allows DVR to refurbish machines in the most efficient manner prior to reassignment
  - Caution: Service by a non-authorized Dell service provider voids the Dell warranty

**Off-Contract Purchases**

Prior to purchasing a computer or computer-related hardware, software, peripherals, etc. Off-Contract requires:

- Obtaining quotes and documenting the purchase as required and outlined in Purchases Requiring Quotes and Approvals section of the manual. Off-contract computer purchases for customer use with a cost of more than $5,000 requires DVR Fiscal Approval;
• Consultation with DVR IT staff. A case narrative is entered by IT staff to document the recommendation. The goal of the IT recommendation is to meet the customer's needs at the lowest possible price; and
• An Exception to Policy. (See the section below about purchasing off-contract)

**Type of Computer Needed**
The customer and VR counselor agree which computer hardware, software, peripherals and other computer-related items are required.

**Consultation with ATAP for Computer Purchases to Address Disability-Related Issues**
Consultation by a DVR Assistive Technology and Assessment Practitioner (ATAP) is required if there are disability-related issues related to the computer purchase. If an ATAP and an IT staff member or the IT HelpDesk is involved in a computer purchase, IT provides technical support regarding the computer specifications, and the ATAP takes the lead in addressing disability-related issues. The ATAP’s recommendations are documented in a case narrative in STARS.

**DVR purchases only one computer per customer**
If the customer needs an additional computer, the VR counselor documents the reason(s) for an additional computer and requests an exception to pay for another computer from the VR supervisor. The VR supervisor approves or denies the request based on whether there is substantial justification for an additional computer.

Items are the property of DVR for use by the customer during the rehab process.

**See Also:**

[WAC - Conditions for Loaning Equipment](#)

**SmartBuy Procedure**
(Revised 1/10/11)

1. Customer and VR counselor agree which hardware, software, peripherals and other computer-related items are required;
2. To ensure the customer's needs are met, VR counselor may request an informal IT consultation from the Field ITSS or the DVR HelpDesk;
3. The Intranet Order Page- shows detail for approved on-contract computers, some software and a printer. VR counselor completes order page based on decisions made with the customer;
4. If ordering a computer that is not a standard configuration, the Justification-Modification-Comments section must be completed to justify the need for this model. Also indicate if any special equipment or software is required;
5. When order is completed, VR counselor receives email notification of order;
6. The IT staff is responsible for getting a current quote for the selected system;
7. Once the IT staff has a quote a draft AFP will be created;
8. VR counselor reviews the draft AFP created in the system, and if appropriate, issues the AFP, and puts the file copy of the AFP in the customer's case file. THE VENDORS COPY OF THE AFP IS SHREDDED;
9. The order will be processed with Dell automatically. (Do not send the AFP to the vendor, it will be submitted through the website automatically);
10. Once the order is received, Dell will send the DVR HelpDesk a confirmation message with an order number. If necessary, the DVR HelpDesk can assist in tracking orders.
11. Dell will send invoices to the ordering office. Payment is made to Dell from the AFP. Attach the invoice to the corresponding AFP and file in the customer's case file.
12. If several items are ordered on one AFP you may receive partial invoices. Partial payments can be made until the final invoice is received.

**Tracking Dell Service Tag Number**

There is a feature on the Intranet Order Page for creating the Dell Service Tag Number. VR counselor enters information and the Inventory of Tools and Equipment form is created automatically. A copy of the Inventory Tools and Equipment form with the Dell Service Tag Number is printed and placed in the case service record. The Dell Service Tag Number is needed for warranty repair. If the number is not noted, repairs and warranty service may be directed to the DVR office rather than the customer's house.

**Anti-virus Software**

(12-9-13)

Each computer will come with a 90 day trial version of Anti-virus software. When the 90 day trial ends, we recommend that the customer download and install one of the following free anti-virus software applications.

- Avira ([Download](#))
- Microsoft Security Essentials ([Download](#))

**Off-Contract Purchases**

**Exception Required if SmartBuy Program Is Not Used to Purchase a Computer for Customer Use**

If VR counselor and customer determine that computers available for purchase "on contract" through the SmartBuy program will not meet the customer’s needs, VR counselor requests an Exception to Policy from the VR supervisor to purchase Off-Contract.

**Procedure for Purchasing Computer for Customer through Exception to Policy**

1. Consultation with DVR IT staff is required to determine if computer needs to be purchased Off-Contract;
2. Request Exception to Policy by VR supervisor;
3. Document in case file the reason(s) computer cannot be purchased "on-contract" through the SmartBuy program;
4. Obtain three quotes for the computer system. (DVR HelpDesk can assist in getting quotes for the best equipment at the lowest possible price);

For Purchases Over $5,000

1. Send vendor quotes and justification to DVR Fiscal for approval/disapproval;
2. If approved, DVR Fiscal will contact VR counselor with authorization to issue AFP;
3. DVR Fiscal documents approval/disapproval in case note;
4. A TRACKS purchase request is NOT needed for computer purchases.

WAC - Conditions for Loaning Equipment
WAC - Failure to Return Equipment
WAC - Transferring Ownership to Customer
Training Services

Conditions for Certain Types of Training

(Revised 1/10/11)

Prior to authorizing training services, a VR counselor assists the customer in obtaining and utilizing Financial Aid and other available comparable benefits such as Veteran’s benefits.

See Also:

Comparable Services and Benefits
Veterans - Follow-up about Benefits

VR Supervisor Approval Requirements

(Revised 12/24/2018)

Prior to paying for Postsecondary Education Services, staff must follow the procedural guidance listed under Procedural Guidance: VR Supervisor Approval of Certain Services.

DVR pays for training services that meet the customer’s needs at the least cost possible

If an in-state public school class or program is available and adequate to meet the customer’s needs, DVR pays for training based on the in-state public school rate.

If there are two or more comparable programs available and adequate to meet the individual’s needs, DVR authorizes services only up to the cost of the less expensive option. The customer is responsible for additional costs associated with choosing a higher cost public, private or out-of-state training program.

Example: A customer living in Spokane requests that DVR pay for a class at Gonzaga University (private college). After talking with the customer, VR counselor determines that a comparable class is available in the customer’s geographic area through Washington State University (WSU) (public college). VR counselor authorizes tuition based on the costs of tuition at WSU, because this level of support meets the customer’s needs at the lowest in-state public school rate in her geographical area.

If an individual receiving SSI benefits wants to go to a school that costs more than what DVR can pay, benefits planning is recommended to explore if a PASS Plan can be used to help pay
the difference. Additional information about a PASS Plan is available on the Social Security web site (below):

Social Security Online- Plan to Achieve Self-Support (PASS)

http://www.socialsecurity.gov/disabilityresearch/wi/pass.htm

See Also:

Training as an Assessment

Employment Goal on the IPE

Interagency Agreement between DVR, DSB and PIHE (Public Institutions of Higher Education)

(New 1/15/08)

Under the 2007-2012 interagency agreement, DVR and DSB agree to share exceptional costs related to (1) sign language interpreter services; (2) speech to text services; and/or (3) Braille.

If there are exceptional costs involved in accommodating a student that are extraordinary for the PIHE, the PIHE may ask DVR/DSB to share in the cost of the accommodations through the current school year.

For purposes of DVR/DSB cost sharing, exceptional costs occur when:

1. A student needs accommodations covered in the agreement; and
2. The cost of these accommodations will exceed $7,500 for an academic year. If the costs exceed this threshold, DVR/DSB agree to pay 50% of the costs in excess of $7,500;

To initiate a request for cost sharing, the PIHE representative and DVR counselor meet to review the student’s needs and estimated costs. A DVR/DSB and PIHE Cost Share Worksheet is completed to calculate the contribution DVR/DSB agrees to provide based on the rate of reimbursement outlined in 2 above. A DVR/DSB counselor may authorize funding to a PIHE for a partial academic year or a full academic year.

To receive reimbursement for agreed upon costs, the PIHE sends the authorizing counselor an invoice itemizing total costs paid by the PIHE, and the DVR/DSB’s agreed upon contribution. Upon review of the invoice, if the invoice accurately reflects the agreed upon costs in the cost share worksheet, the counselor authorizes payment.

See Also:

DVR, DSB and PIHE Interagency Agreement

Summer Employment or Internship
Many students with disabilities lack work experience in their chosen field of employment. The summer break is an excellent opportunity for students to gain work experience by working full or part time in their academic field, as an intern, as part of a practicum or other work experience that will assist them in becoming employed after they finish their academic program. Benefits planning is recommended for individuals who receive Social Security benefits to determine how earned income from summer employment or a paid internship could impact Social Security benefits.

**Summer Quarter Tuition**

VR counselor may authorize summer quarter tuition under the following conditions:

- Summer quarter is necessary to complete a program or classes that are not generally offered during the academic year;
- To benefit the student when stamina or another disability-related factor is an issue;
- An employment opportunity is pending or likely to be available upon the student’s completion of the program; or
- The customer is in a field of study that does not typically offer internships or for which an internship would not be beneficial.

Consultation with the VR supervisor is recommended if the VR counselor has questions or needs additional guidance about authorizing summer quarter tuition.

**AmeriCorps Positions**

(Revised 10/12/08)

While not a competitive employment outcome, AmeriCorps positions offer extensive training to develop work skills, provide real work experience and often lead to paid employment in a variety of settings. Individuals who serve in AmeriCorps positions receive a stipend for their service. For individuals who are SSI recipients, this stipend does not count as earned income. Benefits planning is recommended for individuals who receive SSDI to determine how the AmeriCorps stipend will impact Social Security benefits.

Similar to post-secondary education or training plans, an IPE that includes extended service in AmeriCorps is an appropriate option if the position offers training, skill development and work experience that will contribute to employment in the individual’s chosen field. The host employer is responsible for providing accommodations needed by an individual during an AmeriCorps service; however, the IPE includes services or supports the individual will need to address barriers to employment during the AmeriCorps service.

At the conclusion of AmeriCorps service, DVR provides the level of assistance necessary for the individual to transition to permanent employment.

See Also:
Customer Internship Program
(Revised 6-30-10)

Key differences between a paid Customer Internship and a paid On-the-Job Training (OJT)
Paid Customer Internship
A paid customer internship is only for a customer who:

Is completing or has recently completed a formal post-secondary, vocational-technical, certificate or academic program, and needs hands-on work experience to be a successful job applicant.

Note: A VR supervisor will review and approve (or deny) all customer internship agreements prior to implementation.

Paid On-the-Job Training
For a customer who could benefit from training by an employer in an area of employment not offered in an academic setting. An OJT can help a customer get work right away when a lengthy academic program is not practical or desired. There is an expectation that employment with the host employer will continue when the OJT is completed.

<table>
<thead>
<tr>
<th>Purpose of Service</th>
<th>Paid Customer Internship</th>
<th>Paid On-the-Job Training (OJT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>To give a customer work experience in his or her chosen field of employment to increase the likelihood of becoming employed</td>
<td>An OJT can help a customer get work right away when a lengthy academic program is not practical or desired. The host employer is paid for the extra costs associated with training.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
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When is the Customer Considered to be Permanently Employed?

- Customers are not moved to employment status in STARS during the internship.
- The internship is not considered a rehabilitation closure unless the internship results in permanent employment.
- The case is entered in STARS "Plan Employed" status after the internship is completed and the permanent job starts.

- During the provision of OJT services the customer is in training status.
- The OJT is not considered a rehabilitation closure until after the OJT is completed.
- The case is entered in STARS "Plan Employed" status on the first day after the customer completes the OJT and continues employment with the host employer.

Customer Internship Program

A paid customer Internships offers a customer who is completing, completed or recently completed an academic, vocational-technical or certificate program a chance to gain work experience in his or her chosen field of employment. Under a customer internship, an employer agrees to hire a customer for an agreed-upon period of time and pay wages of at least the minimum wage. The employer is not required or expected to offer permanent employment at the conclusion of the internship. DVR may cover a portion, or up to all of the costs incurred by an employer related to sponsoring the internship.

The customer's IPE needs to be amended to include the internship. Customers are not moved to employed status in STARS during the internship and an internship may not be considered a rehabilitation closure unless the internship results in permanent employment upon conclusion of the internship.

How long can an internship last?

A paid customer internship lasts up to 3 months. One 30 day extension can be authorized with VR Supervisor approval if the internship is likely to result in permanent employment.

Selecting an employer

The VR counselor and customer discuss the type of employer and employment setting best suited to the permanent employment goal. The VR counselor and customer review and agree upon conditions for the desired internship, such as the type of employer, geographic area, number of hours to be worked each week, work schedule, wages, reasonable accommodation needs, etc.
**Benefit Planning**
The VR counselor needs to assure the customer has the information necessary to understand and consider any impact on SSI/SSDI benefits, if applicable.

The VR counselor may negotiate directly with an employer to develop an internship site or may consult with members of the Employment Services Team, EST for assistance in identifying a sponsoring employer and setting up the internship site.

**Paying for an internship**
The employer hires the customer as a temporary employee and pays all of their salary and payroll expenses. DVR reimburses the employer for all of these expenses. (DVR cannot pay customers directly for their work.)

The VR counselor requests the employer provide an itemized estimate of costs for sponsoring the internship. (A worksheet is available that can be used for this purpose.) The employer is established as a vendor and services are authorized to the employer using the service category of Customer Internship Program.

Reimbursable costs may include wages, benefits, employee taxes or other reasonable costs, including reasonable accommodations needed by the customer to perform the essential functions of the internship. If an employer has up-front costs or needs an initial payment to afford to sponsor an internship, DVR may make a payment to the employer at the initiation of the internship to cover these expenses.

Once an estimate is received, a total all-inclusive payment is agreed upon. The VR counselor divides the agreed-upon payment (less any costs to be paid up front) by the number of months the internship is scheduled to last. Payment is made to the employer once every 30 days as long as the internship continues. If the employer incurs unexpected costs during the internship, the VR counselor or representative may negotiate to cover reasonable costs to support the internship.

If the internship is terminated, the employer may receive payment for the month in which the internship was terminated. If the individual works significantly fewer hours than originally agreed-upon, the fee is renegotiated.

**Follow-Up/Evaluation**
The VR counselor or representative follows up with the employer at least once each 30 days to monitor progress, verify the customer is working under the agreed upon conditions, and ensure the internship is progressing satisfactorily.

The VR counselor follows-up with the customer and if necessary the host employer to make sure the employer completes the Intern Evaluation form at the end of the internship. (The evaluation is completed by the host employer at the end of the internship and must be presented to the DVR customer before the last day).
**Internship Agreement**
The VR counselor or representative, customer, and employer meet together to review and sign an internship agreement prior to initiating the internship. The agreement documents:

- Job to be performed, including a list of job duties;
- Expected work schedule, including the internship begin and end dates;
- Intern rate of pay;
- Services DVR will provide during the internship;
- VR counselor follow-up schedule;
- Emergency contact information for the Customer, VR counselor and Employer;
- Terms of DVR reimbursement to the employer.

**Clarification about Hire Date if Employer Offers Intern Permanent Employment**
If a "host" employer decides to permanently hire a customer intern, "Plan-Employed" status is entered into STARS on the date the employer begins paying the individual without any reimbursement from DVR. For example, if DVR reimburses the employer up to September 30 for “intern” wages and the employer then starts paying the customer as a permanent employee on Oct 1 without any DVR reimbursement, Oct 1 would be the date entered in STARS as "employed."

This would be no different than any other scenario where a customer works for an employer as a temporary hire and then gets a permanent job at the end of the temporary appointment, or when a customer gets hired by an employer at the end of a Trial Work Evaluation. In both those scenarios, the case would be entered in STARS "Plan-Employed" status on the date the permanent job starts.

**Required Forms:**

- Internship Agreement (DSHS 11-069); and
- Internship Evaluation (DSHS 11-072).

**Optional Forms:**

- Internship Application (DSHS 11-068) (employer may prefer to use their own application form);
- Employer Expense Worksheet (DSHS 11-071); and
- Attendance Log and Billing Invoice (DSHS 11-070).

**See Also:**

**Example Letter to Employer - Customer Internship Program**

A copy of the signed Internship Agreement and the Intern Evaluation are placed in the customer’s case service record. Other internship-related documents (if used) are also put into the customer’s case service record.
**VR Supervisor Approval**
A VR supervisor will review and approve (or deny) all customer internship agreements prior to implementation.

**Financial Aid**
(Revised 4/13/09)
Individuals interested in undergraduate or graduate school must apply for financial aid if available. DVR considers a financial aid grant as a comparable service and benefit. Individuals may accept other types of financial aid such as, student loans or Work-Study. If an individual accepts student loans or other types of financial aid, these funds must be used toward the cost of attendance.

**Financial Aid includes:**

**Undergraduate**
- Grants - awarded on the basis of financial need
  - Link to Washington State-Based Aid Programs
- Scholarships - can be awarded based on need, academic merit, academic concentration, interests or a host of other criteria
- Student Loans - federal student loans and private education and alternative loans
  - Link to Guide to Federal Student Aid
- Work-Study - awarded on the basis of financial need- is part time employment that encourages community service work and work related to a student's course of study, whenever possible
  - Federal Work-Study Program

**Graduate and Professional Degree**
- Student Loans - federal student loans such as the Federal Perkins Loan and Plus Loans
  - Link to Federal Student Aid - Loans
- Work-Study- awarded on the basis of financial need
- Fellowships and Assistantships
  - Link to Federal Student Aid on the Web
Financial aid grants are a comparable service and benefit that must be used toward the "cost of attendance" by DVR customers who attend an institution of higher education (universities, colleges, community or junior colleges, vocational schools, technical institutes, or hospital schools of nursing) as part of a DVR plan. Customers who plan to attend college (for both undergraduate and graduate programs) must apply for financial aid if available, including the Pell and other available grants early in the process. DVR funds may be authorized only after maximum, timely efforts have been made to secure financial aid.

The VR counselor assists a customer apply for financial aid as needed by:

1. Providing information about available grants and eligibility requirements, and assisting individuals to complete an application.
2. Working with the individual and the school's financial aid office regarding disability-related expenses that impact the cost of attendance so that the financial aid award reflects these costs.
3. Assisting the client to resolve any problems that may arise related to the financial aid process.
4. Encouraging the customer to apply for scholarships through the Washington Occupational Information System (WOIS) and other websites on the Internet.

Note: Receiving a financial aid grant does not impact an individual’s TANF, GA-U and SSI awards or place individuals in an overpayment situation.

Link to Free Application for Federal Student Aid (FAFSA).

Current Free Application for Federal Student Aid FAFSA
An individual interested in attending an institution of higher education provides DVR with either a Xerox of the hardcopy application, or a printout of the on-line FAFSA confirmation page. A copy of this documentation is filed in the customer’s case service record. Schools will not share financial aid information with DVR until there is proof the individual has completed a current FAFSA, and a signed Student Information Release.

DVR-College/ University Exchange of Information Procedure
(New 8/14/06)

DVR and Washington colleges and universities use an automated system to share information related to student financial aid as follows.

1. DVR customer reads and signs Sections A and B of the "Student Information Release" DSHS Form 06-153. A separate release form must be signed for each institution being considered and/or with which DVR will exchange information.
2. DVR counselor transmits faxes a signed original of the "Student Information Release" to the financial aid office of the college or university. The signed original is placed in the customer’s case service record. Information is exchanged between DVR and the school financial aid office via an electronic transmittal using the Washington Student
Achievement Council (formerly the Higher Education Coordinating Board) secure website: https://fortress.wa.gov/hecb/secure/dvr/.

3. The VR counselor or RT completes Part I of the "Student Needs Analysis" form using the secure web site and transmits it to the college or university verifying that the student plans to attend their college or university for the specified school year.

4. The college or university financial aid administrator verifies that the student has signed the "Student Information Release" consenting to release information from the higher education institution back to DVR. The administrator then completes Part II of the "Student Needs Analysis" form and transmits the form back to the DVR counselor through the secure website.

5. The VR counselor completes Part III of the form and transmits it back to the institution of higher education.

**Financial Responsibility for Costs of Attendance**  
As a comparable service and benefit, customers are expected to use their full financial aid package for costs of attendance. Costs of attendance (as defined by Financial Aid) include:

- Tuition and fees
- Books and supplies
- Living expenses
- Transportation
- Child or dependent care
- Disability related expenses

DVR funds may be authorized only after maximum, timely efforts to secure financial aid or other grants to pay for training costs have been made by DVR and the customer.

Under limited circumstances, a VR Supervisor may grant an exception to policy for a customer experiencing a financial hardship to use a portion of financial aid grant funds to pay for expenses that are not on the IPE such as, (rent or room and board), and use DVR funds to pay for IPE services, such as, (tuition, books and supplies, etc). See Exception to Policy section (below.)

**Customers ineligible for financial aid**  
If an individual is denied a financial aid award, a comparable service and benefit is not available. In planning DVR services, the VR counselor documents the individual's resources on the financial statement.

If a student is ineligible for financial aid due to an expected family contribution and the family refuses or is not able to contribute, the VR counselor can request an exception to policy to use DVR funding for plan services. The VR supervisor may approve the request if there are exceptional circumstances surrounding the family relations or finances that adversely impact the customer’s ability to participate in needed services.
**Dependency Override**

If the customer does not receive financial aid because they are a dependant of their parents, but there are special circumstances involved (whereabouts of parents is unknown, or parents were abusive), the customer can apply for a Dependency Override through the Financial Aid Office at the school. A student making this request must complete a form, submit a letter of explanation and provide statements from two reputable adults (for example, a minister or teacher) who are aware of the customer’s situation with their parents. The Dependency Override is not intended for disinterested parents or parents who choose not to pay towards the costs of their son or daughter’s education.

**Defaulted student loans**

If a customer is ineligible for financial aid because of a previous loan default, the VR counselor discusses the options to assist the customer in working out a satisfactory means of resolving the default status. Options include:

- Repayment of the previous loan, or
- Obtaining approval to defer, reduce, or reschedule payments from the lender

The customer must demonstrate reasonable efforts to resolve the default status before DVR provides funds for training at an institution of higher education. DVR may not use program funds to pay student loans.

Cases of true hardship on defaulted student loans may arise where an individual has no financial resources to work out a satisfactory payment agreement with the lender. Under such circumstances, after a responsible effort has been made, it can be determined that maximum efforts have been made to secure grant assistance and those comparable services and benefits are not available. The VR counselor documents the steps taken to resolve the default status in the case narrative.

**Work Study**

There is no requirement for a VR customer to engage in work study, particularly if the nature of the individual’s disability makes it an unreasonable option. However, an individual should not be discouraged from accepting a work-study position if it is consistent with his or her needs, goals and capabilities. The counselor and customer should discuss whether work study would enhance the individual’s experience and preparation for work. If the individual elects to engage in a work study position, the earnings are noted on the financial statement form, and are considered a resource for purposes of determining DVR support. Because earnings from work study are considered as "income" by the Social Security Administration benefits planning is recommended for individuals who receive Social Security benefits.
**Student Loans**
A DVR customer may apply for and accept student loans or work study positions; however, it is not required.

Any form of financial aid assistance with a pay-back requirement is not considered a comparable service or benefit. If, however, a loan is accepted by an individual:

- All proceeds of the student loan must be applied to the cost of attendance before any VR funds can be authorized.
- The level of unmet need is reduced by the loan amount.

**IPE Development - Financial Statement**
Once the financial aid award notification is received, the counselor and individual complete the [DVR Financial Statement, DSHS 14-068](#) (unless the customer receives SSI, SSDI, Medicaid or DSHS income assistance) to:

1. Document all of the individual’s resources, income and expenses, and
2. Determine what resources the individual will contribute to the cost of services, including financial aid, student loans or work study earnings.

While schools calculate the cost of attendance and grant award based on a formula of estimated expenses, the VR counselor and customer discuss and document the actual costs and available resources on the financial statement.

The VR counselor and customer use the award or denial notice and financial statement to document on the Individualized Plan for Employment how the financial aid funds are applied to VR services. If a student is granted financial aid, DVR may not authorize services or support that exceeds the unmet need identified on the financial aid award. This could place the individual in an over-award situation and result in a reduction of financial aid benefits or a repayment requirement.

By law, if a customer receives SSI, SSDI, Medicaid or DSHS income assistance, he or she is exempt from using personal or family resources to pay for DVR services. This exemption includes high school students who are dependents of parents who have financial resources. If a customer has personal or family resources available, the VR counselor can encourage, but not require, a contribution to plan services. One resource that can be explored is a Plan to Achieve Self-Support (PASS). Benefit planning is recommended to help determine how a PASS will impact the individual’s Social Security benefits.

**Note**: If the customer provides documentation that he or she qualifies for SSI, SSDI, Medicaid or DSHS income assistance the entire financial statement is not to be completed, only sections D1, F, and G. A copy of the documentation is attached to the Financial Statement form and filed in the case service record. For additional guidance about Income Assistance, SSI/SSDI verification documents refer to: Instructions, Financial Statement Form.

**See also:**
Procedures for Financial Statement

One-time payment for initial term
Maximum efforts must be made to secure financial aid prior to authorizing DVR services to pay for school. However, the VR counselor may pay for the initial term of school prior to receiving the customer’s financial aid award or denial notice if the counselor determines it is needed to avoid a delay or disruption in services. The reason for a one-time payment for the initial term is documented in case narrative.

See also:
Training as an Assessment

IPE
Except for the one-time payment for the initial term, the financial aid award or denial notice must be in the case service record prior to authorizing costs for any additional costs of attendance for that student.

The VR counselor includes specific progress criteria and terms and conditions for periodic review to determine if the customer is making adequate progress and whether continued funding is likely to result in an employment outcome. Examples of specific progress criteria and terms and conditions include but are not limited to:

- The customer must make satisfactory progress in school, including the specified GPA and completion of agreed-upon number of credits per term;
- The student must provide the VR counselor with copies of grades and transcripts at the end of each quarter/semester, and meet with the counselor at regular intervals to review the customer’s progress in school and other IPE services;
- At least annually, the individual meets with DVR to review any changes in financial status that could result in adjustments to DVR funding for IPE services;
- If a student is unable to make satisfactory progress in school, the individual agrees to work cooperatively with DVR to reassess the barriers to making progress and renegotiate the IPE.

If a DVR customer is unable to make progress, as outlined in the plan, the VR counselor and customer reassess the barriers to employment, whether education is addressing the barriers, and whether continued education will contribute to employment.

Exception to Policy to Use Financial Aid Due to a Financial Hardship
It is expected that a customer will use the full financial aid grant toward the cost of IPE services. Under limited circumstances, a VR Supervisor may grant an exception to policy for a customer experiencing a financial hardship to use a portion of financial aid grant funds to pay for expenses that are not on the IPE such as, (rent or room and board) and use DVR funds to pay for IPE services, such as, (tuition, books and supplies, etc).
An exception to policy is considered if a customer has a financial hardship that could impact his or her ability to participate in DVR services and other resources are not available. An exception may be granted for a specific term to deal with a temporary or unexpected financial situation or for ongoing expenses while in school.

Examples of circumstances that could be considered a financial hardship include but are not limited to:

- An unexpected financial expense that could not be planned (such as a major vehicle repair, separation from spouse, loss of an unpaid child care provider, unanticipated medical expenses, etc.)

- Disability-related conditions that require an individual who did not have housing costs to begin paying rent or room and board to relocate on or near campus to attend school; (It is not a hardship if an individual can continue to live with their parents but chooses to move out on their own or if an individual chooses to upgrade to a more expensive apartment)

- Disability-related conditions prevent an individual from being able to work while attending school.

**Paying for Post-Secondary Training**

(New 7-31-14)

Tuition for training above the high school level at a community college, junior college, technical college, a four year college or university leading to an Associate, Bachelor's professional or other recognized educational credential is paid for using service category *Training – Post Secondary*.

Books and supplies for post-secondary training are paid for using service category, *Training -- Books/Supplies Post-Secondary*.

**Paying for Graduate School**

(New 7-31-14)

Tuition for training above the Bachelor's degree level to a Master's or Doctorate or other advanced recognized education credential at a four year college or university is paid for using service category *Training – Graduate School*.

Books and supplies for graduate school training are paid for using service category, *Training -- Books/Supplies Graduate School*. 
Medical, & Liability Fees at Some Schools

Colleges, vocational-technical schools, and universities may have medical fees and liability fees associated with attending the school or with class registration.

Medical or Health Service Fees  (These fees cover campus health clinics)
Schools may require students to pay a medical or health service fee at registration. You and the customer should determine what the fee covers and whether it is required of all students at registration. If the required fee specifically covers the cost of the student health clinic on campus and is required by all students in order to register, DVR may pay this fee. (This fee is not to be confused with health insurance.)

DVR’s participation in the cost of these fees is subject to all other DVR policies including, but not limited to, the use of comparable services and benefits (financial aid), unmet need, and a customer’s financial contribution to the cost of services.

Liability Fees (These are additional fees for high risk courses)
Schools may require students to pay a liability fee to enroll in a specific course. Examples of courses that may have these additional fees are chemistry labs and other science courses, student teaching experiences, and physical education courses such as gymnastics or rock climbing. A liability fee covers accidental damages or injuries that may occur during the course work. If such a fee is required of all students registering for the class, DVR may pay this fee.

DVR’s participation in the cost of these fees is subject to all other DVR policies including, but not limited to, the use of comparable services and benefits (financial aid), unmet need, and a customer’s financial contribution to the cost of services.

On-the-Job Training (OJT)

Paid On-the-Job Training
For a customer who could benefit from training by an employer in an area of employment not offered in an academic setting. An OJT can help a customer get work right away when a lengthy academic program is not practical or desired. There is an expectation that employment with the host employer will continue when the OJT is completed.

Paid Customer Internship
A paid customer internship is only for a customer who:

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| Who Receives the Service | The internship is only for a customer who:  
- Is completing or has completed a formal post-secondary, vocational-technical, certificate or academic program, and  
- Needs hands-on work experience to be a successful job applicant  
An OJT is for a customer who would benefit from training by an employer:  
- In areas of employment not offered in an academic setting  
- Enabling a customer to start work right away when a lengthy academic program is not practical or desired. |
| How Long Does it Last? |  
- up to 3 months  
- One 30 day extension with VR Supervisor approval if the internship is likely to result in permanent employment  
Typically 3 months but the length of time is negotiated between the VR Counselor and employer |
| Can a CRP be Involved? |  
- The VR Counselor arranges the internship  
- A CRP is not paid for job placement  
- The VR Counselor negotiates the OJT with the employer  
- A CRP is not paid for job placement |
| Payment for Services | The employer hires the customer as a temporary employee and pays all of his or her salary and payroll expenses. DVR reimburses the employer for all of these expenses.  
Customers must be pursuing an  
DVR will pay the employer the agreed-upon fee to cover the extra costs associated with training the customer  
The VR Counselor and employer negotiate and agree to
An employment goal that:

- Will be full time, competitive position (30 hours per week)
- Pays a wage that is above the entry level and consistent with the profession
- Is consistent with the individual's post-secondary, vocational-technical or education credentials in his or her field.

A payment schedule

- The fee generally decreases over time as the customer learns job skills and the trainer (employer) spends less time with the customer
- The fee agreement is not based on percentages of the customer's salary, but should specify actual dollar amounts for the cost of providing training.

### When is the Customer Considered to be Permanently Employed?

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On-the-job training services are provided to meet customer and employer needs. It is a type of training that is suitable for many DVR customers. The training is provided by an employer in a work setting. It is expected the employer hire the customer on a permanent basis before initiating the OJT.

On-the-Job Training offers several advantages including, but not limited to:

- Training in areas of employment that are not offered in an academic setting.
• Enabling a customer to begin work right away when a lengthy academic program is not practical or desired.
• Training is designed by the customer, counselor, and employer to fit any time frame.
• OJT may be the only training possible.
• OJT is a direct job placement.

Customer Readiness
A VR counselor assesses a customer’s job readiness, degree of independence, and need for training at the start of this process. Considerations in assessing a customer’s readiness for OJT include, but are not limited to the following conditions:

• The customer has identified an employment goal.
• The customer has basic work skills (transferable abilities, previous employment, or volunteer experience, favorable aptitudes, etc.).
• The customer demonstrates good worker characteristics (regular attendance, punctuality, appearance, positive work attitudes, etc.).
• The customer demonstrates job search ability (initiating employer contact, completing applications, interview techniques, etc.) or will be working with a community rehabilitation program to secure job placement.

Selecting an Employer
Developing an OJT requires good marketing and customer service. Making a professional presentation is important. This may be an opportunity to develop a long term relationship with an employer. Attached are two letters that can be used to market on-the-job training sites and to identify potential employers. When approaching an employer regarding OJT, provide the following information:

• Your business card.
• OJT brochure.
• Example OJT Employer Checklist.
• OJT Agreement.
• Multiple copies of OJT evaluations.
• Self-addressed, stamped envelopes.

Follow-up in person with the employer whenever possible. If it is not possible, consider a telephone call or sending a thank-you card.

Developing an OJT
Potential job sites are developed through a variety of methods, such as customer contacts, counselor resources, Employment Security, community rehabilitation programs, etc.

In assessing a potential employer to participate in an OJT, consider the following questions:
• Does the employer demonstrate disability awareness (knowledge of non-discrimination, ethics, etc.), or express a willingness to participate in disability awareness activities.
• Does the employer have an available position and is the employer willing to make a hiring commitment.
• Does the employer have staff who are qualified, capable, and willing to provide specific skill training.

It is the responsibility of the VR counselor to ensure that the training agreement provides clearly defined training outcomes, expectations, and methods to ensure the customer will complete the OJT with the knowledge and skills to perform the job.

Unlike other types of training, there are no federal or state regulations to establish standards for OJT providers. Potential OJT training sites and trainers are assessed and approved by the VR counselor.

It is strongly recommended that the VR counselor tour the work site as part of the OJT.

**OJT Agreement**
In conjunction with the IPE, a written [OJT Agreement, DSHS 03-397](#) is completed outlining the purpose and terms of the OJT. The OJT is signed by the customer, employer, and VR counselor. Each party is given a copy of the OJT agreement. The agreement documents the mutual agreement between the customer, employer, and VR counselor of the training provisions, including the duration of training, financial arrangements, and job tasks to be learned.

During an OJT, the customer is an employee of the business with all the rights and privileges of an employee on probationary status, to include:

- State Industrial Insurance.
- Unemployment Compensation coverage.
- Union membership, if applicable.

**Paying for an OJT**
If the cost of OJT services is in excess of $3000, the VR counselor consults with the VR supervisor or designee about the following to verify that the cost of the training is reasonable:

- Specific skills to be trained;
- Cost;
- Quality of training; and
- Time necessary for the training.

The employer is paid a training fee to cover costs incurred over and above what the employer would normally incur to train a new employee. Fees may be calculated based on the estimated
additional time the trainer will spend with the individual in training and what that trainer’s time is worth. The fee generally decreases over time as the customer learns the job skills needed and the trainer (employer) spends less time training the customer. (Note: The fee agreement is not based on percentages of the customer’s salary, but should specify actual dollar amounts for the cost of providing training.)

Being clear about the payment criteria is important to avoid misunderstandings at the time of billing and payment.

**Monitoring the OJT**
The VR counselor or Rehab Tech contacts the customer and employer to ensure the OJT is being carried out as agreed. Monthly progress reports are completed by the trainer (employer) and accompany the request for payment. The VR counselor is available for regular follow-up if difficulties arise on the job or if modifications to the OJT agreement are needed.

**OJT Services - Training Status and Employed Status**
During the provision of OJT services, the customer is in training status. Upon successful conclusion of the OJT, the customer moves to employed status and the count to closure, successful rehabilitation begins.

**Training Agencies**
(New 02/18/2011)

**Public, Private and Out of State Schools Licensed in the State of Washington**

1. Prior to registering a training agency, the VR counselor determines whether the school is:
   1. Eligible to receive financial aid (comparable benefit);
   2. Licensed in the State of Washington;
   3. Accessible; and
   4. Accredited.

   **NOTE:** Attending an accredited school is particularly important for a customer who needs to seek training beyond the current degree or needs to transfer to a different school. Accreditation is not required for licensed vocational or career schools, but licensed degree granting colleges or universities may be accredited.

2. Degree Granting Colleges or Universities
   - License Status
     The VR counselor confirms the licensure status of a degree granting college or university by retrieving information from the Washington Student Achievement Council website (formerly the Higher Education Coordinating Board)

     For additional information about the status of a license for a degree granting college or university contact:
Karen Oelschlager, Program Associate  
Degree Authorization  
Washington Student Achievement Council  
(360) 753-7869 (phone) (360) 704-6203 (fax)

- Accreditation
  The VR counselor checks the Northwest Commission on Colleges and Universities (NWCCU) website to confirm the accreditation status of a degree granting college or university,

3. Vocational or Career Schools
  DVR uses vocational or career schools that are licensed in the State of Washington. The VR counselor confirms the licensure status of a vocational or career agency listed by the Workforce Training and Education Coordinating Board (WTECB). If a customer needs training from a training agency not listed on this site, an exception to policy can be requested from the VR supervisor and documented according to Exception to Policy procedures.

4. Accessibility
  Schools receiving federal funds must be accessible; this includes physical and program accessibility. ADA accessibility is not verified by either HECB or WTECB as part of the licensing process.

  When a customer chooses to attend a specific school it is expected the individual will determine if the program satisfactorily meets their accessibility needs. If a customer raises an issue about the accessibility of a school, the matter is taken to the VR Supervisor who will determine a course of action together with the Area Manager, Chief of Field Services, and Business Services Manager.

  In cases where it is determined that a school is not accessible, DVR will inform the institution of the matter and suggest steps to correct the situation. If the school is not responsive, the Director or designee will determine whether DVR will continue doing business with the institution. Involvement by the Area Assistive Technology and Assessment Practitioner (ATAP), Employer Relations Manager, and/or Assistant Attorney General (AAG) may be required.

5. Minimum Requirements
  If the school is licensed and accessible follow the process for setting up a new vendor.

See Also:

Vendor Registration

Transition Services
VR Process for Transition Students

(Revised 7/1/08)

Vocational rehabilitation consultation for a high school transition student may begin as early as age 14, if determined appropriate by the IPE team, or age 16 when the student begins to plan a course of high school education and the goals for what he or she will do after leaving high school. Early contact in the student’s transition planning by the VR counselor liaison promotes planning individualized to the student’s unique needs, abilities, preferences and interests. When invited the VR counselor liaison participates in the student’s annual IEP to assist him or her with vocational rehabilitation and employment goals relevant to future services from DVR.

1. Individual Education Program (IEP) Development

During outreach activities with the high school, the VR counselor liaison advises the school that at least 30 days notice is needed to ensure the VR counselor liaisons’ participation in the development of a student’s IEP.

To develop an IEP with a student who needs transition services, the school invites the student, the student’s parents/guardian, and a representative of any agency (with parental consent if the student is under age 18) likely to be responsible for providing, paying or coordinating services. If the school invites a VR counselor liaison to help develop an IEP, the VR counselor attends the meeting as a partner in the IEP planning process to discuss the need for transition services based on the student’s specific needs, preferences, interests and desired post-high school goals.

If a VR counselor liaison is invited to participate in developing the IEP, and is unable to attend, the VR counselor liaison needs to, for example:

- Arrange another meeting prior to the IEP meeting, if possible or
- Make alternate arrangements such as a telephone conversation about potential services or
- Attend a general information session with the student and parent/guardian or
- Provide printed information about DVR services.

The school district’s responsibility to provide special education services ends when the student graduates, reaches the age of 21 or drops out. The school is responsible to ensure that graduation requirements are consistent with the student’s education goals and the goals the student wants to achieve after he or she leaves high school. Graduation requirements and post high school goals must be included in any discussion of transition services.

2. Referral and Application

As a result of the outreach activities to students and parents/guardians, the VR counselor liaison may receive referrals for application. An individual under the age of 18, unless emancipated, must have his or her parent/guardian sign the application for VR services.

The VR counselor liaison assists the following applicants and their parents/guardian to apply for services, if needed:
• Special Education students age 16 to 21;
• 504 students age 16 to 21;
• Individuals age 16 regardless of whether or not they are in school; and
• Students who will exit high school in 2 years.

These are recommended ages but may occur earlier.

3. **Eligibility Determination**

The VR counselor liaison determines a special education student or a 504 student’s eligibility for VR services based on standard eligibility requirements for DVR services. Assessment services needed to determine eligibility and/or to establish vocational rehabilitation needs may be provided prior to the student leaving school or completing an alternative educational program.

DVR may pay for assessment services, when needed, to determine the eligibility of a special education student or a 504 student or other individual with a disability for vocational rehabilitation services.

4. **Development of the Individualized Plan for Employment (IPE)**

A. **Timeliness of the IPE**

1. **Students Receiving Special Education**: IPE development is coordinated with the IEP to support the student’s progress toward employment goals and to prepare the student for smooth transition services and employment after high school. The VR counselor liaison assists the student to develop an IPE to prepare for employment after high school completion according to IPE development requirements. DVR services on the IPE may begin before or after the student leaves school to meet the goals of the IPE.

Certain circumstances may not be practical or feasible for the student to complete his or her IPE before leaving high school. These circumstances may include late identification of the student in the school year or when a student chooses not to develop an IPE.

If the IPE can not be completed before the student leaves school, the VR counselor liaison enters case narrative documentation explaining the reason(s) and what steps are planned to ensure continuity of services as the student transitions from school to vocational rehabilitation services.

2. **Students with Disabilities Not Receiving Special Education Services**:

The time-line for developing the IPE for a student who is not receiving special education services is determined on a case-by-case basis by the VR counselor liaison and the student and parent/guardian, in cooperation with school staff and service providers relevant to the student’s IPE. DVR services on the IPE may begin before or after the student leaves school to meet the goals of the IPE.

B. **Coordination of the IEP (Individual Education Plan) with the IPE (Individual Plan for Employment)**

The VR counselor liaison assists each student eligible for VR services to develop an IPE according to IPE development requirements. The employment goal on the student’s IPE needs to be coordinate with and follow the employment goal on the student’s IEP.
goal the student selects for his or her IPE needs to be consistent with his or her strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice.

The vocational rehabilitation services on the IPE need to support the student’s employment goal and be coordinated with the standard educational goals and measurements on the IEP.

The VR counselor liaison and school transition staff may collaborate in funding to assist the student to determine his or her employment goal.

C. Amendments to the IPE
A high school student may request amendments to the IPE to accommodate changes in employment goals and services as he or she matures and becomes more aware of post high school opportunities and employment. The VR counselor liaison and the student and student’s parent/guardian may make as many amendments to the IPE as are necessary.

D. Conditions Under Which DVR Pays for VR Services for Transition Students Under the IPE
Prior to DVR paying for transition services all of the following must be met:

The school invites the VR counselor liaison to participate in the IEP;

- An IPE is established for the student;
- The service supports the employment goal on the IPE;
- A comprehensive review of comparable services and benefits has been performed such as Free Appropriate Public Education (FAPE);
- A full financial review has been completed with the student and parents/guardian to determine contribution, if any to the cost of the service.

If the above conditions are met, DVR may pay for a transition service if:

- The service is not one paid for by the school.
- The service is outside the scope of FAPE and the service is needed to avoid interruption of progress toward the employment goal on the IPE.

EXCEPTIONS:

- DVR does not pay for transition services that have been established and developed prior to the VR counselor liaison’s participation in the IEP.
- DVR does not pay for a service that is within the scope of transition services for which the school pays.

E. Comparable Services and Benefits
Comparable services and benefits are noted on the IPE when provided, in whole or in part, by the school or another entity. The school is not responsible to pay for special education services if the student exits special education or graduates or drops out from high school.
F. Student and Parent’s/Guardian Participation in the Cost of Services
Except for students receiving SSI, SSDI, Medicaid or DSHS Income Assistance, students and their parents/guardians are required to complete the Financial Statement and to participate in the cost of transition services when resources, including the student’s or family’s own resources, are available to contribute.

The student and parent's/guardian contribution toward the cost of services is noted on the IPE, when applicable.

G. Resolving Payment Dispute
When payment disputes occur, the VR counselor liaison negotiates with school staff in the best interests of the eligible DVR customer/student. If after attempting to reach agreement about payment for services, the VR counselor liaison and school staff are unable to agree, the VR counselor liaison documents the following information in the case narrative of the case service record and forwards a copy to the VR supervisor including:

- The regulation, policy, or requirement related to the dispute;
- A description of the service or services needed;
- How the service contributes to the employment goal on the IPE;
- The reasons to support why DVR should not pay for the service;
- The reasons to support why the school should pay for the service;
- Actions taken to resolve the issue with the school; and
- Other relevant information impacting the dispute.

The VR supervisor reviews and discusses the documentation with both the Area Manager and the VR Transition Program Administrator to determine financial responsibility for the service under the terms and procedures outlined in the Inter-Agency Agreement between DVR, Department of Services for the Blind, and the Office of the State Superintendent of Public Instruction.

Special Considerations for HS Students

Students Not Attending School
If the VR counselor liaison identifies an individual between ages 14 and 21 who is not attending school, the VR liaison encourages and assists the individual to enroll in school to enhance his or her education, vocational activities and employment opportunities.

Ages 14 – 15:
If the individual is age 14 or 15 and chooses to enroll in school, the VR counselor liaison continues to provide outreach to the student by participating in the student’s IEP, if invited to do so.
**Ages 16 – 21:**
If the individual is between ages 16 to 21 and chooses to enroll in school, the VR counselor liaison continues to provide outreach to the student by participating in the student’s IEP, if invited to do so. If the student applies for VR services, the VR counselor liaison follows procedures as outlined in VR Process for Transition Students (# 3 Eligibility Determination).

If the individual chooses not to enroll in school, but chooses to apply for VR services, the VR counselor liaison takes an application, determines eligibility and significance of disability.

**Developmental Disability**

**Referral to DDD**
If a high school student with a developmental disability applies for DVR services, the VR counselor liaison determines whether the student is enrolled with the Division of Developmental Disabilities (DDD). If the student is not enrolled, the VR counselor liaison explains the availability of services from DDD, including extended services for supported employment. If the student and student’s parents or guardian are interested in applying for DDD services, the VR counselor liaison refers the student to DDD.

**Students Under 21 Years Old Who Need Supported Employment**
If the VR counselor liaison anticipates that supported employment will be necessary for a student who is considering leaving high school prior to age 21, the VR counselor liaison:

- Informs the student and his or her parents/guardian that DDD does not pay for extended services for supported employment prior to age 21; and
- Assists the student and his or her parents/guardian to make an informed choice as to whether to stay or leave school;

**Chronic Mental Illness**
If a student with chronic mental illness applies for DVR services, the VR counselor liaison determines whether the student is receiving services from a mental health provider. If the student is not receiving mental health services, the VR counselor liaison explains the availability of services from mental health providers, including the possibility of extended services for supported employment from the mental health service provider. If the student and student’s parents or guardian are interested in applying for mental health services, the VR counselor liaison refers the student to a provider.

**Supported Employment Considerations**
If the VR counselor liaison determines that the student is eligible for vocational rehabilitation services and that supported employment is needed for the student to obtain and maintain a job, the VR counselor liaison discusses the need to identify a source of funding for extended services with the student and parents/guardian at the time eligibility is determined and during the initial 18 month period after the IPE is signed.

Options for extended services may include, but are not limited to:

- Natural supports at the work site;
• Employer subsidies;
• Social Security work incentives;
• Private pay;
• DD County funding.

Upon discovery that a resource for extended services cannot be identified after all available options are fully explored and exhausted, DVR is required to close the case.

**HS Transition Purpose and Definitions**

(Revised 7/1/08)

**Purpose**
School transition services are intended to assist youth with disabilities who are eligible for VR services to transition from high school to adult services and/or employment after high school. The student plans for his or her transition in partnership with his or her family members, advocates, school personnel, local community and adult agency representatives, employers and others involved in the student’s life.

**Definitions Associated with High School Transition Services**

**504 Coordinator**
means a designated school district staff member appointed to oversee the protection of civil rights for students with disabilities eligible for 504 services under Section 504 of the Rehabilitation Act of 1973.

**504 of the Rehabilitation Act of 1973**
means a civil rights law written to eliminate discrimination on the basis of disability in any program or activity receiving Federal financial assistance. A 504 Plan is developed by school staff for each 504 student to provide reasonable accommodation for the student’s education and school activities. Federal funding is not available for the implementation of this civil rights statute.

**504 Student**
means a student who has a medical record indicating a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working or performing manual tasks. A student can be eligible as both a 504 student with a 504 Plan and a Special Education student with an Individual Education Program (IEP).

**High School VR Counselor Liaison**
means a VR counselor who is assigned as the DVR case carrying counselor to one or more specific high schools or alternative education programs to provide outreach to the school and the community regarding vocational rehabilitation and to assist students with disabilities and their parents/guardians to access vocational rehabilitation services.
Individuals with Disabilities Education Act (IDEA) of 1990
means a Federal law that ensures children with disabilities (from ages 3-21) have a "free, appropriate public education" in public elementary and secondary schools and that the rights of children and their parents/guardian covered under the Act are protected. IDEA applies to youth who are determined eligible for special education, are under 21 years old and have not graduated from high school and who have one or more of the following 13 disabilities:

1. Autism;
2. Deaf/Blindness
3. Deafness
4. Emotionally Behaviorally Disabled
5. Hearing impairment
6. Mental Retardation
7. Multiple disabilities e.g., 2 or more disabling conditions and the term does not include deaf/blindness,
8. Orthopedic impairment
9. Health impairment
10. Specific learning disability
11. Communication disordered
12. Traumatic brain injury; and
13. Visual impairment including blindness.

IDEA requires public schools to identify children covered by the Act and provide them with appropriate education and IDEA provides for monitoring of the special education system. Individuals with disabilities who attend institutions of higher education are not covered by IDEA.

Individual Education Program (IEP)
means a written plan developed by the school district, the special education student and the student’s parents/guardian, and others to support the student’s education, services, and activities needed to achieve the student’s post-secondary goals on the IEP. At age 16, transition services begin and the IEP is individualized to the student’s unique needs, abilities, preferences and interests to assist him or her to reach educational goals and his or her anticipated post high school goals.

Special Education
means instruction that is specially designed to meet the unique needs of an eligible special education student and provided at no cost to the student and the student’s parents/guardian. Specially designed instruction includes instruction conducted in the classroom, in the home, in hospitals, institutions, and in other settings as well as physical education and vocational education. Special education also includes specially designed instruction when it is carried out as part of speech and language services, physical and occupational therapy, orientation and mobility instruction, behavioral intervention and audiological services. Federal funding is provided by IDEA for special education.

Special Education Student
means a student with a disability who meets the requirements for special education under the Individuals with Disabilities Education Act (IDEA) and is provided special education services on
an Individual Education Program (IEP) funded by IDEA. An eligible special education student is a student with a disability who, through a formal evaluation, is determined to have a disability that adversely affects the student's educational performance and is in need of specially designed instruction.

**Student Eligible for Vocational Rehabilitation Services**
means a student with a disability currently enrolled in a public high school, private secondary school or alternative education program or a youth with a disability is determined eligible for vocational rehabilitation services and is legally eligible to work in the state.

**Transition Services**
means a coordinated set of activities for a student designed within a results-oriented process that promotes movement from school to post-school activities, including post-secondary education, vocational training, integrated employment (including supported employment), continuing adult education, adult services, independent living or community participation. The coordinated set of activities are based on the individual student’s needs, taking into account the student’s preferences and interests, and include instruction, community experiences, the development of employment and other post-school adult living objectives and when appropriate the acquisition of daily living skills and functional vocational evaluation. Transition services promote or facilitate the accomplishment of long-term rehabilitation goals and intermediate rehabilitation objectives identified in the student’s individualized plan for employment (IPE). It is important that the employment goal on the IPE be one that is in keeping with the student’s long-term vocational interests, capabilities, skills and choice.

Transition services are post-school education work-related activities a student begins while he or she is in high school that are planned for and coordinated by the student, family members, school personnel, advocates, local community and adult agency representatives, employers and others involved in the student’s life to help the student prepare for and go to work in the community after high school. Transition services may include any of the VR services listed under WAC 388-891A-0700.

**School Responsibilities**
(Revised 7/1/08)

**Eligibility for Special Education**
Under [Washington Administrative Code 392-172A-02000](#), the school is responsible to provide special education to every special education student between the ages of three and 21. The school is responsible to determine a student’s eligibility for Special Education. A student shall remain eligible for Special Education until one of the following occurs:

- A group of qualified professionals and the parent of the student, based on a re-evaluation, determines the student is no longer eligible for special education.

- The student has met high school graduation requirements established by the school district pursuant to the rules of the state board of education, and the student has graduated from high school with a regular high school diploma. A regular high school
diploma does not include a certificate of high school completion, or a general educational development credential.

- The student has not reached age 21 consistent with the provisions of WAC 392-172A-02000. A student whose 21st birthday occurs on or before August 31st is no longer eligible for special education. A student whose 21st birthday occurs after August 31st continues to be eligible for special education and necessary related services for the remainder of the school year.

504 Students
Under Title 504 of the Rehabilitation Act, the school is responsible to provide and pay for reasonable accommodation for a 504 student to attend school and to access and participate in education and school activities.

IEP Development and Annual Review
The school is responsible for developing an Individual Education Program (IEP) with the student every year. The school ensures that the student’s IEP is consistent with the student’s graduation plan and requirements for graduation. The school may invite a VR counselor liaison to the IEP meeting to provide vocational rehabilitation consultation depending on the specific needs, preferences, interests, and desired post-secondary goals of the student. The school must invite a representative of any agency likely to be responsible for providing, paying or coordinating with high school transition services. The IEP contains the student’s:

- Standard educational goals and measurements;
- Goals for anticipated post high school outcomes;
- Services and activities he or she needs to achieve the goals on the IEP; and
- Service providers responsible to provide the education, activities and services including high school transition services he or she needs to achieve the goals on the IEP. Service providers include, but are not limited to, the school, public organizations, and private for profit and non-profit community organizations.

At Age 16: Beginning no later than the first IEP to be in effect when the student turns sixteen, or younger if determined appropriate by the IEP team, and updated annually, thereafter, the IEP must include appropriate measurable post-secondary goals based on age-appropriate transition assessments related to training, education, employment and, where appropriate, independent living skills and must also include transition services including courses of study needed to assist the student in reaching those goals. WAC 392-172A-03090(j)
**Transition Services**
The school is responsible to provide transition services which include activities that promote movement from school to post high school activities based on the student’s needs, preferences and interests. Some examples include, but are not limited to community experiences, daily living skills, and the development of employment and other post school adult living objectives. The school transition services are intended to increase the post high school performance of a special education student in the areas of

- Employment and/or enrollment of post secondary programs; and
- Connection to appropriate out of school adult agencies.

Transition services customarily provided by a school may vary from school to school depending on the individual needs of the student.

**High School Graduation Requirements**
The school district is responsible to determine whether a student meets graduation requirements in coordination with the students IEP team. Graduation requirements for special education students include the following:

- Regular high school graduation requirements established by the school district; or
- Graduation requirements for students in special education are included in the IEP and are consistent with the transition services component of the IEP. Students served in special education cannot be denied the opportunity to earn a diploma solely because of a disability. Any accommodations, substitutions, exemptions or waivers of the regular graduation requirements necessary because of the student’s disabilities are determined through the IEP process and school district policies and procedures. The district has written policies and procedures for meeting the unique limitations of each student. Such procedures may provide for the extension of time the student remains in school up to and including the school year in which such student reaches 21 years of age, special accommodations that might include substitutions, exemptions or waivers determined by the IEP process. [WAC 180-51-115](#).

**VR Counselor Liaisons**

**Assignment of High School VR Counselor Liaisons**
Every high school in the state is assigned a liaison VR counselor trained to provide outreach and comprehensive high school transition services. Each VR counselor liaison is assigned to a high school by his or her VR supervisor to facilitate outreach activities, and to provide transition services to eligible students in the public or private school to which they are assigned.

**Scope of High School Transition Outreach**
Outreach is provided to youth with disabilities between the ages of 14 and 21 and to their parents/guardians regardless of whether or not the individual is enrolled in school.
Outreach is also provided to youth with disabilities between the ages of 14 and 21 and to their parents/guardians regardless of whether the individual has applied for VR services.

The range of outreach to school programs may include contact with public schools, private schools, alternative education programs, local transition teams, home-schooling or other non-traditional education programs serving students ages 14 to 21 in the community.

Students with disabilities ages 14 to 21 in non-public and non-traditional school programs are provided outreach activities consistent with outreach provided to students in public schools.

**Outreach to School Staff, Students and Parents/Guardians**
The VR counselor liaison provides outreach activities to the school and community which may occur in the evening, during the school day or on weekends. These activities include, but are not limited to:

1. **Outreach to School Staff and Programs**
The VR counselor liaison contacts the school and introduces information about vocational rehabilitation services with school staff and associated programs. The VR counselor liaison distributes vocational rehabilitation marketing materials to schools including publications explaining VR services and programs, posters targeting high school students, videos, etc. Information includes, but is not limited to the:

   - Purpose of the VR program;
   - Confidentiality of information;
   - Referral Procedures;
   - Application procedures;
   - Eligibility requirements;
   - Scope of potential VR services that may be available;
   - Financial needs criteria; and
   - Vocational consultation for IEP meetings.

The VR counselor liaison provides consultation about vocational rehabilitation in the development or review of a student’s IEP if the student, the student’s parents or guardian, the VR counselor liaison and special education staff agree it is appropriate to the specific needs, preferences, interests and desired post high school goals of the student. Early contact by the VR liaison with a student who has complex and multiple rehabilitation needs may assist the student with high school vocational experiences relevant to future services from DVR.

**EXAMPLES:** School staff and associated programs may include, but are not limited to:

- The high school 504 coordinator or school administrator;
- High school transition coordinator;
- Guidance counselors;
- School nursing staff;
- Special Education teaching staff;
- All other high school teachers;
- Alternative high school programs; and
2. Cooperative Relationships with High School or Alternative Education Program Staff
The VR counselor liaison is responsible to develop relationships with high school or alternative education program staff and to agree on procedures with them to:

- Identify students with disabilities who may be eligible to receive vocational rehabilitation services; and
- Work cooperatively with them and the students identified as potentially eligible for VR services. Procedures for working cooperatively include timeframes for
  - Initiating student referrals to DVR;
  - Providing comprehensive referral documentation;
  - Conducting student assessments; and
  - Following up with students identified as potentially eligible for VR services to make application

3. Outreach to Students, Parents/Guardians
The VR counselor liaison provides information about DVR and vocational rehabilitation services to high school students and their parents or guardians. The VR counselor liaison distributes vocational rehabilitation marketing materials to student and parent groups, including publications explaining VR services and programs, posters targeting high school students, videos, etc. Information includes, but is not limited to the:

- Purpose of the VR program;
- Confidentiality of information;
- Referral procedures;
- Application procedures;
- Eligibility requirements;
- Scope of potential VR services that may be available;
- Financial needs criteria; and
- Vocational consultation for developing the IEP.

The VR counselor liaison provides consultation about vocational rehabilitation in the development of a student’s IEP if the student, the student’s parents or guardian, the VR counselor liaison and special education staff agree it is appropriate to the specific needs, preferences, interests and desired post high school goals of the student. Early contact by the VR counselor liaison with a student who has complex and multiple rehabilitation needs may assist the student with high school vocational experiences relevant to future services from DVR.

Outreach is provided to special education students, 504 students and other individuals with disabilities who are not participating in special education. Examples of individuals with disabilities who are not in special education include the following:

- Students with disabilities at risk of dropping out of school;
- Youth with disabilities between 14-21 years old and not in school; and
• Students with a disability who do not qualify for special education services  
• Homeless youth with disabilities as identified by the school district McKinney-Vento Act coordinator. The Act assists homeless youth with disabilities as part of the "No Child Left Behind Act" of 2001 (NCLB)

**EXAMPLES:** Parent groups, students and parents/guardians the VR counselor liaison may provide information to include, but are not limited to:

• Parent-teacher associations;  
• Targeted parent organizations or groups;  
• Ninth grade students and their parents or guardians;  
• Students 14-16 years old and their parents or guardians;  
• Students who will exit school in 2 years and their parents or guardians. (These students need information to determine whether to apply for VR services while still in school.); and  
• County Transition Community Councils.
Translation Services

See Also:

Access to DVR Programs and Services

Paying for Interpreter and Translation Services

Service providers are expected to pay for interpreter and translation services needed by DVR customers without charging an additional fee.

Sign Language Interpreter Services

DVR will pay for interpreter (American Sign Language or spoken language) services only if a service provider has refused to meet this legal obligation, and locating another service provider would create a hardship or unreasonable delay for a customer.

If a service provider refuses to meet this obligation, the VR supervisor or VR counselor reports the refusal to the Area Manager, and no subsequent referrals are made to the service provider until the issue is resolved.

See also the special circumstances under which DVR can pay sign language interpreter fees:

Sign Language Interpreter Fees for Job Interviews
Transportation Services

Transportation Services

(Revised 07/02/2018)

The VR counselor may authorize transportation services if the services are needed for an individual to participate in an assessment or IPE services. Transportation services are authorized based on the least cost option available to the individual. Determining the least cost option may take into consideration the following circumstances:

- The needs of the customer (special needs/issues);
- Where the customer needs to go, and the "least cost" way to get there (bus pass, gasoline allowance, vehicle repair);
- Availability of public transportation (bus, rail, ferry);
- Purpose of travel;
- Travel alternatives;
- Accessibility;
- Safety; and commute time.

DVR pays for services that meet the customer's needs at the least cost possible. See (2)(A) of WAC 388-891A-1150.

In many instances, public transit is the least cost option.

Public Transit / Bus Pass

1. If public transit is available and meets the customer’s needs (including accessibility needs), DVR will authorize services in the amount up to the amount of a bus pass. In areas where a discounted fare is offered to individuals with disabilities, DVR will authorize transportation services in an amount up to the cost of a discounted fare bus pass.

2. Many public transit agencies across the state offer discounted fares for individuals with disabilities. If a discounted bus pass is available, DVR assists the customer to obtain the reduced-fare pass. If necessary, the VR counselor may pay for the customer to obtain required medical documentation and/or signature in order to qualify for the reduced-fare pass. This will be paid for as "Completion of Special Report" (CPT Code 99080) under the DVR service category of "Transportation." The reduced-fare bus pass will be authorized using this same service category. In DVR offices where a large volume of reduced-fare bus passes are authorized, the VR supervisor may arrange for a qualified health care professional (MD- physician or psychiatrist, Advanced Registered Nurse Practitioner (ARNP), psychologist (Ph.D.) to visit the office on a scheduled basis to sign-off on multiple reduced-fare applications at one time.

The following DVR offices are served by transit agencies that offer reduced-fare bus passes:
Mileage/Gasoline Allowance

(Revised 02/01/2019)

WAC 388-891A-1173
When may DVR pay for the cost of fueling a personal vehicle as a transportation service?

DVR pays for the cost of fueling a personal vehicle as a transportation service if you meet the conditions for DVR to pay for a VR service as outlined in WAC 388-891A-1100, the conditions for DVR to pay for services that facilitate driving a personal vehicle in WAC 388-891A-1172, and the following additional conditions:

(1) When public transportation is not available or does not meet your needs (including your disability and accessibility needs):

(a) You provide DVR with documentation that shows:
(i) The vehicle is currently licensed and insured; and
(ii) Proof you or the driver of the personal vehicle has a valid driver's license;

(b) You provide documentation of point-to-point mileage using an online map service; and

(c) DVR staff calculates the point-to-point fuel allowance by multiplying the number of miles by the Internal Revenue Service (IRS) standard medical mileage rate; or

(2) When public transportation is available that meets your transportation needs (including your disability and accessibility needs), but you choose to use a personal vehicle:

(a) You provide DVR with documentation that shows:
(i) The vehicle is currently licensed and insured; and
(ii) Proof you or the driver of the personal vehicle has a valid driver's license; and

(b) DVR authorizes a fuel allowance up to the amount of the least cost bus pass available to you that meets your transportation needs.

<table>
<thead>
<tr>
<th>Area 1</th>
<th>Aberdeen, Centralia, Kelso, Kent, Olympia, Port Angeles, Port Orchard, Port Townsend, Puyallup, SeaTac, Shelton, Silverdale, Tacoma, Vancouver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 2</td>
<td>Arlington, Bellevue, Bellingham, Everett, Lynnwood, Mount Vernon, North Seattle, Oak Harbor, Redmond, Seattle Mercer</td>
</tr>
<tr>
<td>Area 3</td>
<td>Kennewick, Moses Lake, Spokane, Walla Walla, Wenatchee, Yakima</td>
</tr>
</tbody>
</table>
Mileage/gasoline allowance is paid directly to the customer and may not be paid in advance to a gasoline mart/station on behalf of the customer.

The current IRS medical mileage rate is $0.20 per mile. If a higher rate per mile is required, the VR counselor may request an exception to rule.

**Requesting Exception to Pay Higher Rate**
DVR pays a gasoline allowance at the IRS medical mileage rate. If the customer needs to be reimbursed at a higher rate per mile, the VR counselor describes and documents the reason(s) for a higher rate and requests an exception to a rule on the customer’s behalf from the VR supervisor. The VR supervisor approves or denies the request based on whether there is substantial justification for a higher rate, and documents his or her decision in the STARS Case Narrative.

**Note:** The mileage allowance may not be inflated or adjusted to cover routine maintenance or any other anticipated costs.

**Fees Related to Driver Licensing**
If needed to achieve employment, DVR may authorize services related to obtaining a driver's license, including administrative fees associated with applying for a driver's license, driver's testing, or the issuance or reinstatement of a driver's license.

DVR funds cannot be used to pay attorney fees, court fees, fines or penalties that result from illegal acts.

**Vehicle Purchase / Loan and/or Vehicle Modifications**
(Revised 8/24/09)

**Vehicle Purchase/Loan Approval Requirements**
To request the purchase/loan of a vehicle, with or without modifications approval from the VR supervisor, Area Manager and DVR Director or designee is required. These approvals must be obtained before making a commitment to a customer, or including a vehicle purchase on an IPE.

**VR Supervisor Approval**
The VR counselor submits a request for vehicle purchase/loan to the VR supervisor for approval. The request must include all documentation outlined (below) in “Vehicle Purchase/Loan Request Documentation (Packet).”

The VR supervisor reviews the request and documents approval or denial in STARS case narrative. If approved, the request is submitted to the Area Manager.

**Area Manager Approval**
The Area Manager notifies the VR supervisor and counselor by email if the request is approved or denied. Documentation of the approval or denial is filed in the customer’s case service
record. If the Area Manager approves the request for the vehicle purchase/loan, the request is forwarded to the DVR Director or designee.

**Director or Designee Approval**

A copy of the complete vehicle purchase/loan request is sent to the DVR Director. The Director or Director’s designee will notify the VR counselor by email of approval or denial within 5 working days of receipt. A copy of the approval or denial is filed in the customer’s case service record.

If the Director or the Director’s designee denies the VR counselor’s request to loan a recovered vehicle or purchase a vehicle, the VR counselor and the customer continue to consider other options.

**Vehicle Purchase/Loan Request Documentation (Packet)**

A vehicle purchase/loan request packet must include all of the following documentation. A copy is also filed in the case narrative.

1. Area Manager approval (email or STARS case narrative) (on top)
2. VR supervisor approval (STARS case narrative)
3. Completed *Checklist for Vehicle Purchase and/or Vehicle Modifications, DSHS 11-081*
4. Documentation of Rationale for Vehicle Purchase/Loan:
   a. How the purchase addresses disability-related barriers to employment.
   b. Whether the vehicle is required as a condition for employment or why it is needed to achieve an employment outcome.
   c. An explanation of the transportation alternatives explored (such as public transportation, ride sharing or relocating to an area where transportation is available), and the reason(s) these options won’t meet the customer’s needs.
   d. A summary of the comparable benefits explored, such as insurance, loan from the Washington Assistive Technology Foundation, WATF, a PASS Plan for customer receiving SSI/SSDI, or other sources, and how these resources will be utilized.
   e. The type of vehicle being considered (new or used, estimated price range and any special considerations).
   f. Consultation (recommended) with a DVR Assistive Technology and Assessment Practitioner, ATAP early in the process for vehicle purchases with modifications or for vehicle modifications only.
5. Documentation of Customer’s Driving Capability
   a. The VR counselor’s rationale for determining that the customer’s disability is stable or slowly progressive, and is not likely to impair his or her ability to drive in the foreseeable future.
   b. If the customer has a known pattern of alcohol or drug abuse within the past 5 years, whether in remission or not, a complete and current drug/alcohol evaluation, including a urinalysis and report.
   c. An abstract of the customer’s complete driving record obtained from the Department of Licensing. Moving violations and/or criminal convictions related to driving a vehicle are grounds for denial.
   d. Current Washington driver’s license;
e. A copy of a medical assessment evaluating the customer’s driving capacity, need for driver’s training and ruling out the need for any vehicle modifications, or an explanation of why an assessment is not needed. Evidence or documentation explaining how the customer has demonstrated he or she can safely operate the vehicle or a similar vehicle.
f. Documentation explaining the DVR Assistive Technology and Assessment Practitioner consultation and recommendations, if appropriate.

6. Documentation of Passenger-Only Considerations

a. A description of the customer’s plan for securing drivers and back-up drivers.
b. An abstract of the complete driving records for all drivers. Moving violations and/or criminal convictions related to driving a vehicle are grounds for denial.
c. If an identified driver or back-up driver has a known pattern of alcohol or drug abuse within the past 5 years, whether in remission or not, a complete and current drug/alcohol evaluation, including a urinalysis and report.
d. If an identified driver or back-up driver has a known medical condition that could impact driving safety, a copy of a medical assessment evaluating the driver’s safety to drive.
e. A copy of a valid Washington State driver’s license for each driver and any required license endorsements.

7. Financial plan for ongoing vehicle costs

a. Results of a completed DVR Financial Statement form that shows whether the customer can contribute towards vehicle-related costs.
b. Explanation of what resources the customer will use to obtain and pay for insurance while the case is open.
c. Explanation of what resources the customer will use to pay for insurance, licensing, maintenance and repairs after case closure.
d. Explanation of what resources the customer will use to pay for driver support, if the customer is a passenger only.

8. Vehicle/Van purchase with modifications

If the vehicle/van purchase includes vehicle modifications, the Vehicle Purchase/Loan Request must include the additional documentation requirements outlined under the vehicle modifications section (below).

NOTE: A customer may not contribute to the cost of a vehicle to "upgrade" or share in the cost if DVR will retain ownership of the vehicle. In certain circumstances if the case is not successful or the vehicle is not needed for employment, the vehicle will not be released to the customer and joint ownership would be a problem. If a customer has financial resources available, the VR counselor and the customer agree on what other related costs, such as insurance, maintenance, and licensing could be paid by the customer.

Procedures to Follow when the Purchase is Approved

1. Before requesting quotes the VR counselor checks the DVR Inventory of Equipment for a vehicle that would meet the customer’s needs. The customer does not have the option of declining an available vehicle that meets his or her employment needs in favor of purchasing a vehicle. No further approval from DVR Fiscal or DSHS TRACKS Purchasing is needed to loan a recovered vehicle.
2. If a vehicle is not available from the DVR Inventory of Equipment, the VR counselor obtains bids from 3 vendors. Purchases that cost $1,000- $4,999.99, requires 3 telephone quotes. Purchases that cost $5,000 or more, requires 3 written quotes.

3. Vehicle purchases that cost $5,000 or more require approval from DVR Fiscal, and TRACKS Purchasing from DSHS/PSC.

Approval from Fiscal Unit and TRACKS Purchasing by DSHS/PSC
Vehicle purchases that cost $5,000 or more require a Purchase Request in TRACKS. The request is reviewed by DVR Fiscal then sent to DSHS/PSC for approval.

After the VR counselor documents justification for the purchase in the case narrative of the customer's case service record, obtains the quotes, documents justification for selecting the vendor, if necessary, and completes the Purchase Request as outlined in the TRACKS manual, and as follows the following occurs:

1. Prior to completing a Purchase Request (PR) in TRACKS it is recommended that the Rehabilitation Technician (RT) contact Jeanette Ogg at the DVR State Office Fiscal Unit for guidance. Jeanette can be reached at (360) 725-3643. Some general guidance:
   - Don’t combine items. If there are 10 items listed on the request for quote (bid) sheet, there should be 10 items on the PR.
   - When the PR is created, the RT selects the “Send to TRACKS” box.
   - Forward the PR to Jeanette Ogg (not the VR supervisor). The PR does not need to be routed to the VR supervisor like general office purchases.
   - (If the “Send to TRACKs” box is not selected, and the RT forwards the PR to the VR supervisor, a Purchase Order (PO) is created and approved at the local office without TRACKs approval). TRACKs approval is required before the PO is created and approved.

2. The VR counselor notifies Jeanette Ogg at the DVR State Office Fiscal Unit of the pending purchase request number awaiting approval.

3. The RT or VR counselor faxes back-up documentation to Jeanette Ogg at (360) 407-3945 including:
   - Completed Request for Quote, DSHS 17-153 or similar document. It is very important that the specifications (what we want to purchase) are identical for each vendor. Request for quotes that are not identical will cause a delay in the approval process and the request will likely be denied.
   - Completed Purchasing Checklist, DSHS 17-152;
   - Written justification for vehicle purchase/loan with or without modifications, documentation in the case service record of approval by the VR supervisor, Area Manager, and the DVR Director or designee.
   - Written justification and Documentation in the case narrative of approval consultation (recommended) by with the DVR Assistive Technology and Assessment Practitioner (ATAP) if the item is a rehabilitation technology service such as, vehicle modifications.
   - PR number
4. The DVR State Office Fiscal Unit reviews the Purchase Request and determines whether to approve the request based on state purchasing requirements. If approved, the Fiscal Unit forwards the Purchase Request electronically, as well as the bids and written justification, to DSHS/PSC for review and approval. The customer should be informed that forwarding information to the DVR Fiscal Unit is a step in the approval process but not the last step. Approval from TRACKs is also required, and generally takes up to two weeks.

5. The DSHS/PSC reviews the Purchase Request and determines whether to approve the request based on state purchasing requirements. If approved, DSHS/PSC issues a Purchase Order (PO) number, and makes a reference to RCW 74.29.080. The Purchase Order and RCW number gives the VR counselor authority to purchase. The DVR Fiscal Office notifies the VR counselor of record for the approval and provides PO number.

6. The VR counselor prepares the AFP and must reference the following in the description of the AFP:

- PO number.
- RCW 74.29.080.

The VR counselor is responsible to document the tracking of all equipment and vehicles on loan or permanently assigned to a customer.

*Payment to an In-State Mobility Dealer for a Vehicle Purchase is not Delayed Pending Installation of Adaptive Equipment from an Out-of-State Vendor*

(12-9-13)

If DVR purchases a vehicle and/or vehicle modifications from a mobility dealer in Washington and the customer also requires special adaptive equipment that has to be installed by an out-of-state vendor, payment to the mobility dealer in Washington is not delayed pending installation of the adaptive equipment by the out-of-state vendor.

The vehicle is shipped to the mobility dealer in the state of Washington. The ATAP and the customer physically inspect the vehicle and vehicle modifications to make sure they meet the bid specifications. If everything is in order the ATAP documents in a case narrative in STARS that the vehicle and vehicle modifications were inspected and everything is in order or that something needs to be added or changed before DVR issues payment. When everything is in order payment is issued within 5 working days to the mobility dealer in Washington, just like any other purchase, and a separate AFP is issued to the out-of-state vendor for the special adaptive equipment.

When payment is received the mobility dealer in Washington:

- Transfers the title showing the customer as the registered owner and DVR as the legal owner
- Installs the license plates on the vehicle
- Arranges for the vehicle to be shipped to the out-of-state vendor
Insurance Coverage When Vehicle is Shipped to and from an Out-of-State Vendor
At the time the title is transferred the customer’s needs to have insurance. The customer’s insurance covers any loss that may occur if the vehicle is damaged in shipping the vehicle from Washington to an out-of-state vendor and when the vehicle is driven or shipped back to Washington.

Purchase of a Used Vehicle without Modifications
After approval from the VR supervisor, Area Manager and DVR Director or designee, and it is determined that a vehicle is not available in the DVR Inventory of Equipment, the VR counselor:

1. Checks with Government Surplus to determine if a vehicle is available. (Appraisal of value is not required if the vehicle is purchased through Government Surplus).
2. Obtains a routine inspection by a certified mechanic of the vehicle’s general condition and safety. If a vehicle is not available through Government Surplus the VR counselor (or customer):
3. Contacts local auto dealerships for the price of at least three vehicles.
4. The customer test drives a vehicle under consideration.
5. Obtains a written quote from the dealer or seller for each vehicle under consideration.
6. Uses one or more independent appraisal to determine the value of the used vehicle.
7. Obtains a routine assessment by a certified mechanic of the vehicle’s general condition and safety.
8. Accident history from Carfax, or other source, that helps determine the vehicle’s safety and repair record.

Government Surplus Vehicles
Used vehicles are available through government surplus at costs savings through the Department of Enterprise Services. If a government surplus agency vehicle is being considered, an appraisal of value is not necessary. A routine inspection by a certified mechanic of the vehicle’s general condition and safety is required.

The VR counselor may obtain Information about available state or federal vehicles, by calling (253) 333-4915. Government surplus will hold a vehicle for 30 days to allow the VR counselor to complete the purchasing process. The Internet sites are:

- [http://des.wa.gov/services/surplus](http://des.wa.gov/services/surplus) (state)

The DSHS Office of Purchased Service Contracts offers assistance at no cost to coordinate purchases of vehicles from government surplus. The VR counselor may contact DVR State Office Fiscal to request this assistance.

Determining a Vehicle’s Value (not required for government surplus vehicles)
The VR counselor and the customer use one or more independent appraisals to identify a used vehicle’s value. Resources suggested for an independent appraisal include the following:
• A car dealership, other than the dealership selling the car
• *Kelley’s Blue Book* for a general rating
• National Auto Dealers Association (NADA) for a general rating
• Other price guides provide general ratings
• Banks or credit unions may offer accident history information affecting value

**Assessing the Vehicle’s General Condition**
The VR counselor must obtain a routine assessment by a certified mechanic of the vehicle’s general condition and safety. If accident history is available on a used vehicle (Carfax), the information is helpful in determining the vehicle’s safety and repair record.

**Required Documentation before the Vehicle is Released to the Customer (Include the Mailing Address for the DVR Headquarters Office on the Vehicle Title)**
(Revised 12-9-13)

Prior to releasing the vehicle to the customer, the following documentation must be verified and copies included in the case service record:

1. A copy of the vehicle insurance policy that includes the names of all drivers of the vehicle. The policy must include a clause for written notification to DVR if the vehicle insurance lapses, is canceled, or if there are any driving infractions by the insured drivers.
2. A completed Loan Agreement in STARS. This agreement includes a statement that the customer agrees to be the registered owner and that DVR is the legal owner on the vehicle title. Upon request of DVR the customer agrees to return the vehicle to DVR and sign the vehicle title removing the customer as the registered owner.
3. A copy of the title and registration showing DSHS/DVR as the legal owner with the address of 4565 7th Ave. SE Lacey, WA 98504-5340 and a mailing address of P.O. Box 45340 Olympia, WA 98504-5340. The original title and a copy of the vehicle registration are forwarded to the DVR Headquarters Office at P.O. Box 45340 Olympia, WA 98504 Attention: Executive Assistant.

Before transferring ownership of the vehicle, contact the Executive Assistant to request the original title. The Executive Assistant will complete the report of sale upon receipt of the following information:

• The date of the sale or transfer.
• The name and address of the person the vehicle was sold or transferred to.
• The vehicle identification number (VIN).
• The vehicle license plate number.

**See:**

*Procedures for Loaning Newly Purchased Equipment or Reassigning Equipment.*
**Transferring Ownership**  
(Revised 4/18/11)

If the customer requires the vehicle to maintain employment at the time of case closure, the VR counselor must:

1. Include documentation in the case narrative and arrange for release of DVR ownership on the vehicle title from the State Office Business Services Unit
2. Transfer ownership of the vehicle to the customer in STARS. See procedures for Transferring Ownership for loaned items
3. Document the title transfer for the transfer of legal ownership, vehicle identification number (VIN), and the license plate number in the Case Service Record

**Vehicle Modifications**

For vehicle/van purchase with modifications the VR counselor follows the procedures for Vehicle Purchase/Loan.

For vehicle purchases with modifications or for vehicle modifications only, consultation with a DVR Assistive Technology and Assessment Practitioner, ATAP is recommended early in the process. The ATAP can provide guidance and assistance about the possible need for additional assessments, driver and equipment evaluations and the procedure for requesting quotes and selecting a vendor.

Vehicle modifications may include factory conversions, custom modifications or individual adaptive equipment:

**Examples:**

**Factory Conversions**

Braun, Vantage Mobility Inc (Ricon), IMS (Independent Mobility Systems) and others.

**Conversions**

Raised door; raised roof; lowered floor; vehicle kneeling features; power assist doors; remote fold out ramps or lifts, etc.

**Individual Adaptive Equipment**

Hand controls; six way power seat; wheel chair tie downs; seat and chest belt restraints; chair topper; portable ramps; scooter lift, etc.

**Documenting the Need for Vehicle Modifications**

The VR counselor documents the following information in the case service record:

1. Rationale for vehicle modification:
a. How the purchase addresses disability-related barriers to employment.
b. Whether the vehicle modification is required as a condition for employment or why it is needed to achieve an employment outcome.
c. An explanation of the transportation alternatives explored (such as public transportation, ride sharing or relocating to an area where transportation is available), and the reason(s) these options won’t meet the customer’s needs.
d. How comparable benefits (if available) will be utilized. DVR is not required to use comparable benefits for Rehabilitation Technology services, but when available these resources such as insurance, loan from WATF, or a PASS Plan for customers receiving SSI/SSDI should be used as a first dollar resource.
e. Results of a completed DVR Financial Statement that shows whether the customer can contribute toward the cost of the plan. In many instances the customer purchases the vehicle/van and DVR pays for the modifications.

f. Consultation (recommended) with a DVR Assistive Technology and Assessment Practitioner, ATAP early in the process for vehicle purchases with modifications or for vehicle modifications only.

2. Summary of a driver’s evaluation and/or equipment evaluation. See the information (below) about practitioners who have expertise in driver and equipment evaluations.

**Requesting Quotes after the Vehicle Modifications are Approved**

For vehicle/van purchase with modifications, refer to Vehicle Purchase/Loan (above) Procedures to Follow when the Purchase is Approved

For purchase of modifications only (DVR is not purchasing a vehicle) follow the guidance in Purchases Requiring Quotes and Approvals

**Driver’s Evaluations or Equipment Evaluations**

A driver’s evaluation and/or an equipment evaluation are scheduled with practitioners who have expertise in driver rehabilitation, such as

- Licensed Occupational Therapist (OTR/L)
- Certified Driver Rehabilitation Specialist (CDRS)
- Certified Assistive Technology Practitioner (ATP)

**Service Category for Vehicle Modifications**

The Rehabilitation Technology service category is used to purchase vehicle modifications, or a vehicle/van and modifications as one purchase. For vehicle purchases, only (without modifications) use the Vehicle Purchase service category.

**Vehicle Repairs**

(Revised 5/19/08)

A VR counselor may authorize a customer's vehicle repair when the VR counselor agrees using a private vehicle is the option that meets the individual's needs. In many instances, public transit (reduced-fare bus pass) is the least cost option, so vehicle repair is only considered
when public transit is not available, accessible or otherwise does not meet the needs of the customer.

**Note:**

1. Proof that the customer is the registered owner of the vehicle, and has current auto insurance and a valid driver’s license is required before DVR can consider paying for a vehicle repair. If there are special conditions or circumstances regarding this requirement an exception to policy may be requested. The rationale and justification for the exception to policy must be documented in the case service record.

**Other Important Considerations about Vehicle Repairs**

1. DVR should only pay for vehicle repairs that are done by a dependable and reputable vehicle repair business, preferably with ASE (Automotive Service Excellence) or other type of certified mechanics.
2. The vehicle repair business must be a DSHS vendor so DVR can authorize payment. For tire purchases, determine if they can purchased at least cost using the state contract, [Contract 01712 Tires, Tubes & Services](#).
3. The VR counselor should not authorize repairs if there is any concern that the vehicle is unsafe or beyond repair.

**Vehicle Repairs in Excess of $1500**

A single vehicle repair in excess of $1500 or if the total authorized for the vehicle repair exceeds $1500, the authorization must be approved by the VR supervisor.

**Paying for Customer Moves**

(New 5/15/06)

DVR does not customarily pay for customer moving expenses. DVR pays for customer moving expenses only by exception when approved by the Area Manager. VR counselor must explain this policy to the customer at any point the individual discusses the possibility of relocating to accept employment or is considering employment in a field that would require relocation.

**Exceptions to Pay for Customer Moves May only be approved by the Area Manager**

The customer may request DVR pay for moving expenses under an Exception to Policy from the Area Manager.

To request an Exception to Policy the VR counselor follows the steps outlined in: [Exceptions to Policy Process](#)
Considerations:

1. A job offer has been verified by the VR counselor and is contingent upon relocation.
2. The specialized nature of the job narrows availability to the degree that relocation is required.
3. The distance from current residence to the job site.
4. The individual’s available resources.

Exclusions:

1. DVR does not pay for relocating family members or for moving the entire contents of a household. Exceptions are limited to the cost of moving the individual and a minimal number of essential items.
2. For liability reasons, DVR does not pay for a rental vehicle so a customer can move their own household belongings.

Note: The Office of State Procurement (OSP) has mandatory use contracts for moving household goods that can be found on the General Administration Contracts Database. These contracts cover moving: Intra-State (# 06506) and Inter-state (# 00112) moves. The names of the moving companies participating in each contract are listed in alphabetical order on the first page of the contract. For additional information refer to the State of Washington Department of Enterprise Services Contracting and Purchasing website.

Post-Employment Services
(Revised 07/02/2018)

**WAC 388-891A-0890, What are post-employment services?**

Post employment services include one or more vocational rehabilitation services provided if:

1. Your case was closed within the past three years because you achieved an employment outcome;
2. Your rehabilitation needs are limited in scope and duration;
3. You need post employment services to maintain, regain or advance in employment that is consistent with your strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice.

Supported Employment
(New Section 6/15/07)
Supported Employment Definitions

Customized Employment
Customized employment is a process for individualizing the employment relationship (including the responsibilities and requirements of the job) between a job seeker and/or employee and an employer in ways that meet the needs of both, based on an individualized negotiation that addresses the strengths, conditions and interests of the job seeker and/or employee and the identified business needs of the employer and based on strategies such as supported employment, job development and job restructuring (job carving, job sharing).

Customized Employment Services
Customized employment services are a blend of services and supports that are provided in accordance with flexible, individualized strategies leading to customized employment. Customized employment services include discovery, customized planning, representation and self-representation in negotiations, and services and supports at the job site (including where necessary, ongoing services and supports).

Discovery Process
The Discovery Process is an approach to assess individuals for whom traditional assessments have not been successful in showing their contributions, work conditions, and interests. The approach is used to learn who the customer is and the contributions they have to offer employers.

Extended Services
(Revised 8/21/2018)
Extended services are support services provided once the customer is stabilized on the job and DVR services are no longer needed to maintain satisfactory on-the-job performance. Extended services consist of specific services needed to maintain the customer in supported employment. Resources for extended services include, but are not limited to:

1. County Developmental Disabilities funding;
2. Mental Health agency funding;
3. Foundational Community Supports
4. Social Security work incentives;
5. Co-worker natural support systems;
6. Family members, friends;
7. Individual Development Accounts (IDA’s); and,
8. DVR (ONLY in the circumstances described in the Standard Operating Procedure below).

Extended Services Provider
(Revised 8/21/2018)
An extended services provider is the entity providing extended services when DVR services are no longer needed to maintain satisfactory on-the-job performance. An extended services provider typically does not receive DVR funds.

Examples of extended services providers include:

1. A community rehabilitation program (CRP) funded by another resource such as a county DD program.
2. A CRP with or without a contractual relationship with DVR.
3. The customer’s employer, family member, or friends providing natural supports.

**Individual Development Accounts (IDA’s)**

Individual Development Accounts (IDAs) are matched savings accounts that enable working low-income individuals to save, build assets, and enter the financial mainstream. IDAs reward the monthly savings of low-income individuals who are building towards purchasing an asset.

The match incentive is provided through a variety of government and private sector sources. Organizations that operate IDA programs often couple the match incentive with financial literacy education, training to purchase their asset, and case management.

An IDA can be developed at the Federal or State government level.

1. State IDAs can be used to pay for extended services, assistive technology, post-secondary education, a vehicle, a home or to start a small business.
2. Federal IDAs can be developed to start a small business, pay for post-secondary education or buy a home.

**Integrated Work Setting**

(Revised 8/21/2018)

An integrated work setting in supported employment is a setting commonly found in the community, in which the customer interacts with people without disabilities to the same extent that a person without disabilities in the same type of job interacts with other people. Interactions at your worksite between the customer and a supported employment service provider without disabilities do not meet the requirement for an integrated setting.

A customer’s work setting may only be considered integrated if the work unit, which refers to either the group of employees at the job who work together to accomplish tasks or to all employees with the same job category in an organization, includes individuals without disabilities to the same extent as found in the work unit of a person without disabilities performing the same job.

**Intensive Training Services**

Intensive Training Services are provided only for DVR Customers who:

a. Have an employment goal that requires supported employment services; and
b. Are working in a paid integrated employment setting or competitive employment job; and
c. Need to achieve job stabilization in their on-the-job performance in order to transition to long-term Extended Services as provided by an entity other than DVR.

**Job Placement**
In supported employment, job placement occurs at the time the customer is placed in a job and DVR time-limited support services begin. The start date for employment is the first day the customer is on the job.

**Job Stabilization**

1. A point in the rehabilitation process when the following are achieved:
   
   (a) The customer has reached the agreed-upon goal for the number of weekly hours worked, unless the customer and the VR counselor agree that the job represents substantial and suitable employment;
   
   (b) The customer has reached a maximum level of on-the-job employment; and
   
   (c) The VR counselor has verified in conjunction with the CRP representative and the employer that the customer meets the employer’s expected level of work productivity.

2. When the customer’s job performance is stabilized and the customer has fully transitioned from DVR time-limited ongoing support services to extended services, the job stabilization date is entered in the STARS Employment Information screen and follow-up begins for at least 90 days to case closure, Rehabilitated.

**Natural Support**
Natural support is a form of extended services. Natural supports may include family, friends, co-workers, employers, and others who usually or routinely interact with an individual to provide the support necessary for the individual to maintain employment.

**Person Centered Employment Planning**
A strategy to explore and discover potential interests and skills, to identify specific support needs for employment, and to help clarify desired employment outcomes. This is a facilitated process that includes structured planning sessions where the individual, supported by family members and others well-acquainted with him or her, identify personal characteristics, interests, skills and accommodation needs. The process enhances informed choice and job search planning engaging the individual in job exploration with connections in the community. The result is a job search and job support plan for job development.

**Routine Job Replacement**
Routine job replacement is assisting a customer to move from one job to another job requiring the same or similar skills. Routine job replacement may be required when a customer loses a job through no fault of his/her own or transfers to a new work site. Examples of such situations include, but are not limited to, an employer going out of business or when a customer is laid off or has to quit work for other reasons.
Supported Employment Services
Supported employment services are unduplicated services needed to support and maintain eligible customers with the most significant disabilities to enter, retain or work toward competitive employment. Supported employment services consist of:

1. Time-limited "ongoing" support services and other vocational rehabilitation services provided by DVR;
2. Extended services provided by the long-term service provider when the customer's performance is stabilized on the job and the services DVR provides have ended.

Time-Limited Support Services

(Revised 8/21/2018)

1. Time-limited support services are provided by DVR under an IPE to assist customers eligible for supported employment to get a job and achieve stabilization on the job. Time-limited support services consist of the following:

   (1) An assessment of your employment situation at least twice a month at your worksite, or, under special circumstances and at your request, an assessment regarding your employment situation that takes place away from your worksite at least twice a month to:

      (a) Determine what is needed to maintain job stability; and

      (b) Coordinate services or provide specific intensive services that are needed at or away from your worksite to help you maintain job stability.

   (2) Intensive job skill training for you at your job site by skilled job trainers;

   (3) Job development, job placement, and job retention services;

   (4) Social skills training;

   (5) Regular observation or supervision;

   (6) Follow-up services such as regular contact with your employer, you, your representatives, and other appropriate individuals to help strengthen and stabilize the job placement;

   (7) Facilitation of natural supports at the worksite;

   (8) Other services similar to services described in subsection (1) through (7) of this section; and

   (9) Any other vocational rehabilitation service.
2. Time-limited support services are provided by DVR from the time of initial job placement until transition to extended services for a period of time up to 24 months, unless under special circumstances the VR counselor and the customer jointly agree to extend the time in order for the customer to achieve the employment goal.

An example of special circumstances where a VR counselor and a customer jointly agree to extend the time beyond 24 months is when the customer’s work performance is stabilized, but there is an unexpected and unplanned delay in the availability of extended supports.

3. Time-limited support services include at least twice monthly monitoring at the worksite of the customer to assess employment stability, unless under special circumstances, and especially by request of the customer, an assessment is conducted and indicates that coordination or provision of specific services away from the worksite is needed to maintain employment stability. If off-site monitoring is determined to be appropriate, it must, at a minimum consist of two meetings with the customer and one contact with the employer each month.

**Supported Employment Overview**

**Overview**

1. Supported employment is competitive work in an integrated work setting or employment in an integrated work setting in which a customer is working towards competitive wage, with extended services.
2. Supported employment is for customers with the most significant disabilities for whom competitive employment has not traditionally occurred or for whom competitive employment has been interrupted or intermittent as a result of a significant disability; and who, because of the nature of their disabilities, need intensive supported employment services from the Division of Vocational Rehabilitation (DVR) and extended services after transition in order to perform this work.
3. Supported employment services may be provided to customers with the most significant disabilities due to mental illness.
4. Supported employment may be an effective model of service delivery for customers with the most significant disabilities who require ongoing intervention and advocacy to help them retain long-term employment. It can open opportunities to work for people with the most significant disabilities, and it expands their choices of work by providing jobs in integrated settings in the competitive labor market.
5. Supported employment services are provided:

   (a) According to DVR’s policies and procedures; and

   (b) In accordance with cooperative agreements developed between DVR and State, public or private organizations which fund and/or provide extended services following the termination of DVR time-limited services.
Supported Employment Service Model

The supported employment service model is practiced within the regular VR process and consists of two parts or phases:

1. DVR provides the initial time-limited ongoing supports and other vocational rehabilitation services; and
2. Another resource provides extended services after DVR services have ended.

Characteristics

1. Supported employment emphasizes the following values:

   (a) Customers with the most significant disabilities have the right to work and to earn competitive wages.

   (b) Person centered vocational planning empowers workers to choose jobs from a wide variety of integrated work settings in the communities they wish to work.

   (c) One person, one job is the preferable supported employment option though options need to be available to meet the specific needs of the customer.

   (d) Creativity is necessary in developing job opportunities with supported employment workers.

   (e) The limitations of current technology, communities and resources are viewed as the major barrier to successful employment rather than the functional limitations of the worker.

   (f) Traditional measures of work readiness (such as I.Q., verbal ability, standardized assessments) are not reliable predictors of an individual’s ability to work.

2. Supported employment is characterized by matching the customer and the job, followed by the customer’s employment and training at the job site.

3. All involved in the development of supported employment work collaboratively with the customer to develop an Individual Plan for Employment (IPE). This group could include the:

   (a) Customer;

   (b) DVR counselor;

   (c) Extended services agency;

   (d) Employer;

   (e) Parent or guardian, as appropriate; and

   (f) Benefits planners, funding agencies for extended services, or facilitators of natural supports.
4. Successful supported employment depends upon formal partnership between an agency with time-limited services i.e., (DVR) and an extended services resource including, but not limited to:

(a) County Developmental Disabilities;
(b) Mental Health agencies;
(c) Foundational Community Supports;
(d) Social Security Work Incentives;
(e) Trust fund; and
(f) Family

5. Cooperation and collaboration are necessary at all agency levels to ensure the provision of supported employment services and extended services to customers with the most significant disabilities. In some cases this involves written inter-local agreements at the local level or memorandums of understanding within DSHS at the state level. An inter-local agreement or memorandum of understanding must, at a minimum, specify the:

(a) Time-limited supported employment services and funding to be provided by DVR;
(b) Extended services to be provided by the relevant State, County, private non-profit organization or other source following termination of supported employment services by DVR;
(c) Estimated funds to be expended by the parties; and
(d) Number of customers with the most significant disabilities who will receive supported employment services and extended services.

**Standard Operating Procedure: Delivering Supported Employment Services to DVR Customers**

**Purpose and Background:** Supported employment is competitive work in an integrated work setting or employment in an integrated work setting in which a customer is working on a short-term basis towards a competitive wage, and which will require the provision of extended services after job stabilization. Supported employment is for customers with the most significant disabilities for whom competitive employment has not traditionally occurred or for whom competitive employment has been interrupted or intermittent as a result of a significant disability; and who, because of the nature of their disabilities, need intensive supported employment services from the Division of Vocational Rehabilitation (DVR) and extended services after transition in order to perform this work.

Supported employment may be an effective model of service delivery for customers with the most significant disabilities who require ongoing intervention and advocacy to help them retain long-term employment. It can open opportunities to work, for people with the most significant
disabilities, and it expands choices of work by providing jobs in integrated settings in the competitive labor market.

Supported employment services are provided according to DVR’s policies and procedures and in accordance with cooperative agreements developed between DVR and State, public or private organizations which fund and/or provide extended services following the termination of DVR time-limited services.

Supported employment services are unduplicated services needed to support and maintain eligible customers with the most significant disabilities to enter, retain, or work toward competitive employment. Supported employment services consist of:

1. Time-limited “ongoing” support services and other vocational rehabilitation services provided by DVR;
2. Extended services provided by the long-term service provider when the customer’s performance is stabilized on the job and the services DVR provides have ended.

Reference:

WAC 388-891A-1000 through -1090 (Supported Employment topic of DVR WAC)

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<tr>
<th>Action by:</th>
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<tbody>
<tr>
<td>Phase 1: Application and Eligibility</td>
<td>DVR Staff (RT or VRC)</td>
</tr>
<tr>
<td>1.</td>
<td>Receives referral information about customer as appropriate and schedules intake meeting</td>
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<tr>
<td>2.</td>
<td>Enters Application into STARS and identifies referral source in STARS vocational information “involvement with other agencies” screen for cross-system collaboration (e.g., Intellectual &amp; Developmental Disabilities Agencies, Mental Health Provider (Public or Private), and Econ. Assist.: DSHS Aging, Blind &amp; Disabled, Alcohol &amp; Substance Abuse: -HCA-DBHR, County, Medical Health Provider (Public or Private) Community Rehabilitation Programs, Foundational Community Support Individual Placement and Support Programs, DSHS ALTSA HCS and/or Educational Institutions.</td>
</tr>
<tr>
<td>3.</td>
<td>Reviews and synthesizes information from the referral packet and other sources after intake to determine eligibility.</td>
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</table>

Note: Only individuals determined eligible for VR services in the priority of service category individual with a most significant disability (MSD) are eligible to be provided with supported employment services.

<table>
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<tr>
<th>Phase II: Vocational Assessment and Individualized Plan for Employment (IPE) development</th>
<th>DVR Staff (VRC)</th>
</tr>
</thead>
</table>
4. Conducts a comprehensive assessment of VR Needs for Supported Employment prior to plan using a variety of assessment tools such as but not limited to:
   - Review of documentation and information utilized during the eligibility determination process
   - Information on customer functioning with family, care providers, treatment providers, teachers, and other persons who know the customer.
   - CRP Community Based Assessment reports or other CRP service reports (e.g. CRP SDOR for prior job placement services, etc.)
   - Independent Living evaluation or training reports
   - Benefit planning to assess and understand the impact employment will have on benefits and job supports
   - Use of standardized rating scales to report work assessment and adaptive skills may provide more valid and reliable reporting of results than other assessment instruments. Examples of standardized rating scales include the Job Observation and Behavior Scale (JOBS), (Scales of Independent Behavior - Revised (SIB-R), Vineland Adaptive Behavior Scales, Inventory for Client and Agency Planning (ICAP), and Supports Intensity Scale (SIS)
   - Other appropriate assessment tools; and
   - Documentation from a prior case service record for the customer.

5. As part of or in addition to the comprehensive assessment of supported employment needs, conducts a comprehensive assessment of the customer’s primary vocational factors (strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice) in order to develop an IPE which addresses:
   - Psycho-social needs and support
   - Assistive technology needs
   - Verify that supported employment is appropriate;
   - Confirm funding for extended services or that natural supports will be developed;
   - Help the customer determine the employment goal on the IPE; and
   - Help the customer determine what services are needed to support the employment goal on the IPE.

Note: when planning services to be provided under the IPE, the counselor assists the customer in selecting service providers (such as community rehabilitation programs [CRPs]) using informed choice.

6. Prior to developing the IPE, Identifies a provider for extended or long-term follow-along services. Obtains a letter or email of commitment from the provider and files it in the case service record:
Note: If a provider for extended or long-term services cannot be identified prior to developing the IPE, the IPE must include a statement in the comments section explaining the basis for concluding there is reasonable expectation that a source of extended services will be available prior to case closure.

7. Develops an IPE with the customer that includes a specific supported employment outcome goal in an integrated setting for the maximum number of hours possible based on unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. Documents the following in the IPE:

- Time limited support services to be provided;
- Extended services or natural supports that are likely to be needed;
- Who will provide and pay for natural supports or extended services, or, if DVR cannot identify who will provide and pay for extended services or natural supports at the time the IPE is developed, the IPE must include a statement explaining the basis for determining that a resource is likely to become available;
- A goal for the number of hours per week the customer intends to work and a plan to monitor progress toward meeting the goal;
- A description of how the services on the IPE are coordinated with other federal or state services under an individualized plan;
- That any job skills training will be provided on-site.

8. Together with the customer and CRP, develops Service Delivery Outcome Plan (SDOP) for job placement during the meeting, selecting the level of service consistent with the individual’s needs for job development and placement (Refer to the considerations for CRP levels of service for job placement in the Customer Services Manual.)

9. Signs SDOP after customer and CRP have both signed and agreed to the terms and conditions of the SDOP. Provides copies of signed SDOP to customer and CRP, and issues AFP based on SDOP placement level and contents.
10. Monitors the progress of the customer during the job development/search phase and reviews the monthly reports of the service provider.

**Note:** VR Counselor is responsible for coordinating and scheduling regular progress updates with the individual, the job developer, and any other individuals deemed appropriate per the SDOP. Progress updates may need to occur more frequently depending upon individual circumstances, and can be conducted in-person, by phone, or using other methods as appropriate.

11. Documents all correspondence, issues, or progress of customer towards achieving employment outcome in case notes.
12. Provides substantial counseling and guidance to customer to explore strategies to mitigate issues that may arise during job placement services (e.g. transportation travel training, IL skills training, physical and mental restoration, etc.)

**Phase III: Placement, Training, and Support** VR Counselor oversees authorized supported employment services, tracks achievement of individualized plan for employment services paid for by DVR. Services are usually provided by DVR CRP and services are typically provided on the job. Services are time-limited, up to 24 months after job placement.

**DVR Staff (VRC)**

13. Prior to issuing payment for job placement, reviews the information received in the CRP Service Delivery Outcome Report (SDOR) for job placement and determines suitability of placement in an integrated setting and match with SDOP outcome expectations.
   - Completes STARS Employment screen after the customer completes their first day of paid employment.

14. Provides customer with intensive training services (ITS):
   - Schedules a meeting with a customer and CRP as soon as possible (after VR Counselor and customer agree with the job placement) to develop a CRP SDOP for ITS.
   - Determines the appropriate level of CRP ITS service based on the individualized needs of the customer and in collaboration with the CRP and customer and/or other time-limited supported employment services required to maintain and stabilize in the employment; supported employment services may be provided for up to 24 months or unless the customer and the VR Counselor jointly agree to extend the time in order to achieve the employment outcome in the IPE. (See [WAC 388-891A-1045](#) for the definition of “time-limited support services.”)
Note: Intensive training services must include, at a minimum, bi-monthly monitoring at the worksite of the customer to assess employment stability (unless under special circumstances, and especially by request of the customer, an assessment is conducted and indicates that coordination or provision of specific services away from the worksite is needed to maintain employment stability). If off-site monitoring is determined to be appropriate, it must, at a minimum consist of two meetings with the customer each month and one contact with the employer each month.

15. Reviews monthly progress reports about the placement from the CRP and the individual's adjustment to the new employment situation and progress towards stabilization. Monitors the individual's progress no less than every 30 days, but more frequently as deemed appropriate in specific cases to determine if additional services are required or until employment stability is reached. The eligible individual in supported employment shall remain in employed status while receiving intensive support services/ job coaching/ job skills training.

16. Upon receipt of SDOR for completion of Intensive Training Services verifies and documents it as such in the customer’s case file:
   • Funding for extended services has been secured;
   • Job coaching and related interventions have decreased to a level necessary to maintain the person in employment;
   • The individual in supported employment is emotionally and behaviorally stable;
   • The individual in supported employment performs expected job duties to the employer's satisfaction;
   • Supervisor reports satisfaction with the individual's job performance;
   • The individual in supported employment is satisfied with the job and work environment;
   • Necessary modifications and accommodations have been made at the worksite;
   • The individual in supported employment has reliable transportation to and from work;
   • The individual in supported employment is compensated at or above minimum wage but not less than the customary wage paid by the employer for the same or similar work performed by employees without disabilities;

Note: If the individual is receiving less than minimum wage, a plan to achieve competitive employment should be developed with assistance from the job developer or employment specialist.

• Natural supports have been established at this point especially if
extended services will be provided by a non-paid provider.
17. Obtains and reviews provider's monthly progress report/s during job stabilization.
18. Determines the customer’s readiness to transition to extended services.

**Note:** CRP ITS are considered completed when a SDOR indicates that the customer has stabilized in employment. When the VR Counselor verifies that the ITS SDOR achieved the specific outcome measures for the ITS SDOP, the VR Counselor can then authorize payment.

19. Enters the Job Stabilization date in to the STARS Employment screen.
   - Entering this date in STARS will automatically start the 90 days to case closure.

**Phase IV: Extended Services**

VR Counselor will typically close case 90 days after customer transitions to extended services, unless DVR is providing extended services to a youth with a most significant disability (which may be done only on a case-by-case basis, when no other source of extended services is available, and may be provided for up to 4 years, or until the customer reaches age 25, whichever occurs first). Medicaid waivers will typically pay for these services. Services are usually provided by a developmental disability county employment service provider or Foundational Community Supports Contractor. Sometimes natural supports, family supports, or Wellness Recovery Action Plans (WRAP) can be used instead of paid services. Extended services provided by an entity other than DVR are not time-limited—they are long-term supports.

| DVR Staff (VRC) | 20. Monitors and documents the customer's progress in extended services no less than once every 30 days.
21. In collaboration with the extended service provider, documents contact with the employer prior to closure to ensure success of the supported employment outcome.
22. Send Pre-Closure Letter to the customer and/or the individual's authorized representative with information about pending case closure and invitation to contact VR Counselor prior to closure if there are any questions or concerns about the pending closure.
23. Ensure that a valid consent form permitting the sharing of information is on file so that a copy of the letter may be provided to the DDA case manager/IPS employment specialist if the individual is enrolled in Medicaid waiver services or IPS program through the FCS Supported Employment 1115 Medicaid Demonstration. |

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**Standard Operating Procedure: Foundational Community Supports Individual Placement and Support Referrals to DVR and the Vocational Rehabilitation Process**
**Purpose:** In collaboration with Healthcare Authority Division of Behavioral Health and Recovery and Department of Social and Health Services Aging and Long Term Support Administration (ALTSA) Home and Community Services (HCS), DVR will follow a standardized process for all Foundational Community Supports (FCS) Individual Placement and Support (IPS) Supported Employment (SE) program (1115 Medicaid Transformation) referrals. This procedure outlines the actions necessary to complete the referral and VR process with these customers. Cases that are self-referrals referred by another source such as a managed care organization may be appropriate for IPS services, but will not be included in this referral process.

**Reference:**
- Consent for Release of Information (DSHS 14-012)
- Foundational Community Supports Referral Form
- Division of Vocational Rehabilitation Individual Placement and Support (IPS) Principles
- Amerigroup Foundational Community Supports Third-Party Administrator Quick Reference Guide
- Delivering Supported Employment Services to DVR Customers

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<th>Action by:</th>
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<tbody>
<tr>
<td><strong>Referral Process</strong></td>
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<tr>
<td>DVR Staff (RT or VRC)</td>
<td><strong>When a FCS customer makes an informed choice to apply for DVR services</strong></td>
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<tr>
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<td>1. Ensures the following documentation is received by DVR staff from FCS for referral:</td>
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<td>FCS Referral packet contains:</td>
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<td>• Customer’s signed consent for the release of information,</td>
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<td>• Individual’s disability diagnosis(s),</td>
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<td>• Psychological evaluation (if not available, provide the Amerigroup Foundational Community Supports Supported Employment Assessment signed by licensed mental health/medical provider),</td>
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<td>• Treatment and recovery plan,</td>
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<td>• FCS SE IPS prevocational information (including the completed vocational profile, as available), and</td>
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<td>• Verification of extended services for employment.</td>
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<tr>
<td>DVR Staff (RT or VRC)</td>
<td>2. Upon receiving the FCS referral packet the VR Counselor IPS Liaison /DVR staff assigned to the referral schedules the intake</td>
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<tr>
<td>VRC</td>
<td>appointment for the customer within 5 business days.</td>
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<td>3. If the customer chooses to assign IPS Employment Specialist as their alternative contact, the “cc: this person on all correspondence” box is checked in STARS and copies of all the DVR customer’s correspondence will be sent to the FCS IPS Employment Specialist assigned.</td>
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<td>4. When the customer completes the application for DVR services, DVR staff reviews the “FCS Referral Packet” and determines eligibility and prioritization for services.</td>
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<td>• The IPS model is based on the concept of expedited eligibility. This assumes that there is sufficient documentation in the IPS referral packet for the VR counselor to identify the disability and functional limitations to employment.</td>
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<td>• If additional information is needed to determine eligibility and priority of service category, DVR staff will make all reasonable efforts to assist the customer in expediting the collection of the requested information in order to process the eligibility determination in a timely manner.</td>
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<td><strong>Note:</strong> Only individuals determined eligible for VR services in the priority of service category individual with a most significant disability (MSD) are eligible to be provided with supported employment services.</td>
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<td>5. Upon determination of eligibility and prioritization for DVR services, notifies customer (and the authorized representative, if one has been chosen) by mailing the eligibility determination letter.</td>
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<td>6. If the customer is likely to require DVR supported employment services, ensures that the “This customer will most likely require supported employment services” box is checked in the STARS Eligibility screen.</td>
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<td>7. For customers that are placed on the DVR Waitlist for services the VRC/RT determines appropriate information and referral, including to Amerigroup for Foundational Community Supports Supported Employment or refers directly to the FCS Contractor.</td>
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<td></td>
<td><em>See FCS Quick Reference Guide and FCS Referral Form above</em></td>
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**IPS-Specific** Process for Delivering Supported Employment Services (in 3 phases) after Eligibility

*For the delivery of Supported Employment services generally, see the DVR SOP for Delivering Supported Employment Services.*
### Phase 1: Planning (counseling and guidance, assessment, plan development)

#### When the customer is in an open priority of service category:

8. Determines through a comprehensive vocational assessment that the customer requires DVR Supported Employment services, such as intensive training, after job placement and long-term support to retain the job.

9. Provides counseling and guidance and coordinates assessments as necessary to begin the draft of an individualized plan for employment (IPE) together with the customer, as appropriate.
   - CRP might be involved in an assessment to help plan development.
   - Follows VR IPE development timeframe.

10. Verifies that FCS IPS SE program will be providing the extended services and ensures that this information is in the customer’s IPE.

11. Uses the prevocational information obtained in the FCS Referral Packet, if sufficient, to complete the IPE together with the customer.

#### Note on informed choice:

*Provide informed choice to the customer throughout the DVR process. If an FCS customer wants to work with a CRP and not the FCS SE IPS Program to gain and maintain employment, the customer must be fully informed of the benefits of the FCS SE IPS Program and the wraparound services available, including the provision of the ongoing extended services for the customer.*

12. Works in partnership with the FCS SE IPS Employment Specialist to braid the individualized DVR services and FCS SE 1115 Medicaid Transformation services that the customer requires in the IPE to achieve an employment outcome.
   - DVR and Medicaid cannot duplicate funding but can braid resources when available to customer.

### Phase 2: Placement, Training and Support

13. VR Counselor oversees authorized services, monitors progress of individualized plan for employment services. DVR supported employment services are time-limited, up to 24 months after job placement, and are usually provided on the job site (but may be provided off-site depending on the individual needs of the customer).
Phase 3: Extended Services

14. VR Counselor typically closes case 90 days after the customer transitions to extended services.

   a. When customer has been referred to DVR by a Foundational Community Supports (FCS) provider, extended services will typically be paid for by FCS SE 1115 Medicaid Transformation.

   b. Extended services are usually provided by FCS Contractor.

   c. Sometimes natural supports, family supports, or Wellness Recovery Action plans (WRAP) can be used instead of paid extended services.

   d. In exceptional circumstances, for customers who are youth with most significant disabilities, have received supported employment services from DVR, and who have no other source of extended services available (for instance, if the FCS SE 1115 Medicaid Transformation waiver is no longer available for the customer), DVR may fund extended services on a case-by-case basis.

Standard Operating Procedure: Providing Extended Services Paid for by DVR to a Youth with a Most Significant Disability

Purpose and Background: In the VR process for customers receiving supported employment services, the final phase of VR service provision after job placement and stabilization is the transition from time-limited support services to extended services. Extended services are ongoing support services, typically paid for by either the DSHS Developmental Disabilities Administration through county DD programs or the Foundational Community Supports program administered by the Washington State Health Care Authority.

Following an update to chapter 388-891A WAC, which aligns state and federal rules after WIOA, DVR may pay for the provision of extended services under certain conditions. Specifically, DVR may pay to provide extended services when all of the following apply for a customer:

1) the customer is a “youth with a most significant disability,” meaning that they are 24 years of age or younger, and receiving supported employment services;

2) the counselor and customer have discussed whether continued time-limited supported employment services would be appropriate, and both have determined that no further time-limited supported employment services are needed to support and maintain their supported employment before they transition to extended services;
3) no other source of extended services is available for the customer.

Time-limited support services may include activities such as assessment of employment stability and the provision or coordination of specific services at or away from the worksite that are needed to maintain stability. These may include supplementary assessments of rehabilitation needs, the provision of skilled job coaches and intensive training at the worksite, social skills training, follow-up services, facilitation of natural supports at the worksite, and other applicable services.

Suggested extended services activities and requirements for reporting on the provision of extended services are described in the *Service Delivery Outcome Plan for Extended Services*.

DVR may under no circumstances provide extended services to an individual who does not meet the definition of a youth with a most significant disability. If a comparable benefit is available to provide extended services to the youth, DVR must not consider funding the provision of extended services.

**Reference:**
- WAC 388-891A-1050, What are extended services?
- WAC 388-891A-1060, Who provides the extended services I need?

**Forms:**
- DSHS Form 11-147, Service Delivery Outcome Plan: Extended Services
- DSHS Form 14-012, Consent for Release of Information

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<th>Action by:</th>
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<tbody>
<tr>
<td>VR Counselor</td>
<td><em>Only when the youth with a most significant disability has no access to extended services provided by another entity, and while developing the customer’s individualized plan for employment:</em></td>
</tr>
<tr>
<td></td>
<td>1. Discusses customer’s situation with both customer and VR Supervisor to ensure agreement that:</td>
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<tr>
<td></td>
<td>a. The labor market accessible to the customer supports the customer’s employment goal, and the employment goal is consistent with the customer’s unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice to better ensure the development of natural supports;</td>
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<td>b. A source of long-term extended services (including natural supports, if appropriate for the customer) has been identified and is expected to become available after DVR funded extended services come to an end; and</td>
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<tr>
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<td>c. One of the following describes the customer’s circumstances:</td>
</tr>
<tr>
<td></td>
<td>i. A job offer has been made and the youth needs ongoing job coaching and has not applied for SSA</td>
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disability benefits and/or Developmental Disabilities Administration (DDA) waiver-funded or Foundational Community Supports (FCS) (Department of Social and Health Services Aging and Long-Term Support Home and Community Services Employment Providers or Washington State Health Care Authority Division of Behavioral Health and Recovery Behavioral Health Agencies/Behavioral Health Organizations) services.

2. The VR Counselor and their supervisor must agree that the participant is likely eligible for SSA disability benefits and/or DDA waiver-funded or FCS funded services.

3. Customer and guardian (if guardianship exists) must agree to apply for SSA disability benefits and/or DDA or waiver-funded or FCS services.

4. Application for SSA disability benefits and/or DDA or FCS service must occur before a community based assessment can begin. **Or** the customer’s employment or assessment experiences convince the VR Counselor and the customer that the extended services provided for the time specified in the plan will enable the youth to develop adequate natural supports.

5. Documentation of the determination that services will enable the development of natural supports is required in the case narrative.

6. The VRC and the customer must agree that the employment goal includes natural supports, which must be noted in the IPE.

7. The need to develop natural supports must be noted in the job placement Services Delivery Outcome Plan as a requirement. **Or** the customer’s employment or assessment experiences convince the VR Counselor and the customer that technology and job accommodations combined with on-the-job training and support will, in the time specified in the plan, develop the structure the youth needs to stay on the job with natural supports.

8. Documentation of the determination that services will enable the development of natural supports is required in the case narrative.

9. The VR Counselor and customer must agree that the employment goal includes natural supports, which must be noted in the IPE.

10. The need to develop natural supports must be noted in the job placement Services Delivery Outcome Plan as a requirement.

11. The VR Counselor continues to explore the availability of funding from other sources with the customer, as would be done for any other individual with most significant disabilities transitioning from supported employment services to extended services.

**After customer has been placed in employment and both the customer and counselor agree that no further time-limited supported employment services are needed to support and**
maintain the customer’s supported employment:

12. Assists customer in selecting a CRP for the provision of extended services.

**Note:** because extended services will not be incorporated into the CRP/IL contract until it is next amended, only a subset of the vendors available in STARS may have capacity to provide these services.

As a best practice, it may be most appropriate to continue working with the vendor that provided time-limited support services (under an SDOP for Intensive Training) to the customer if they have capacity to accept the customer for extended services.

DVR has elected to pay the same rate as counties for the provision of extended services, and to align both service descriptions and maximum hours to the greatest extent possible.

13. Develops an SDOP for the extended services that will be provided for the month with the customer and vendor.

**Note:** the maximum number of hours permitted on the SDOP for Extended Services is 26 hours per month. The limit and the fee associated with the service align with the typical maximum hours provided for in county DD contracts for employment providers for individual employment. If more than 26 hours per month are needed for a customer, the VR Counselor should document the requirement for more service hours and staff the case with their supervisor to request an exception to this maximum.

14. Follows the process for authorizing payment to the CRP vendor for the service category “Extended Services.”
15. On receiving satisfactory reports of the provision of Extended Services, issues payment to the CRP vendor.
16. Outcome fee is paid to the CRP upon receipt of invoice and satisfactory written report on the Service Delivery Outcome Report (SDOR) of the provision of extended services documenting:
   a. Extended services, activities, tools, and strategies provided for the month;
   b. Customer has maintained stable employment and/or advancement in a career path working in an integrated setting for a competitive wage minimum wage or higher and can maintain satisfactory on-the-job performance
with the quantity and type of long-term employment supports that are available to the customer from the extended services provider.
c. Has a source of extended services other than DVR been identified? The customer must transition to extended services provided by an entity other than DVR. Extended services can be provided for up to 4 years or up to age 25, whichever occurs first.
d. Any additional details requested on the Service Delivery Outcome Plan (SDOP).

17. Revisits the extended services provided on a monthly basis until the customer is able to transition to extended services provided by an entity other than DVR.

18. Evaluates the employment plan and assesses the use of any available work incentives on a biannual basis.

Supported Employment Case Service Practices

Case Service Practices
The supported employment service model is practiced within the regular VR process. This section identifies the additional requirements for supported employment.

Referral - Supported Employment
DVR staff are responsible to provide information to referral sources about the Supported Employment Program including, but not limited to the following:

1. Supported employment is paid competitive employment;
2. Current waiting list information; and
3. Likely candidates for supported employment are customers with the most significant disabilities who want to work, have a resource for extended services available and are willing to actively engage in DVR in all of the steps needed to become employed.

An extensive amount of cooperation and communication is required among multiple resources and supports for successful supported employment outcomes. In addition to established local networks, the VR counselor may need to develop new connections to coordinate services to meet the customer’s needs and to provide for timely and appropriate intensive services and supports.

Application - Supported Employment
When a customer applies for VR services, the VR counselor provides information to help the customer understand the purpose of supported employment and to assure that the customer is interested in DVR services. At a minimum, the VR counselor and the customer discuss the:

1. Customer’s interest in working;
2. Approximate number of hours per week the customer would like to work;
3. Impact of work on benefits;
4. The supported employment model including, but not limited to
(a) The role of DVR to provide time-limited services to help the customer obtain a job and to reach job stability; and

(b) The role of a resource other than DVR to provide available funding for extended services or to provide natural supports to maintain employment after DVR services have ended.

Availability of Potential Extended Services

1. Frequently, individuals with disabilities do not know what potential supports are available, how to choose among the alternatives, or how to go about accessing a desired support.

2. If the customer is not able to readily identify a source of extended services and wishes to explore possible alternatives, the VR counselor assists the individual to obtain information about potential sources and to determine the likelihood that they will be available to the customer. Examples of a "reasonable likelihood" that a resource for extended services will be available are:

   (i) A County DD Program or a Mental Health Agency indicates an individual is eligible for extended services and that services will be available at the estimated time of job stabilization;

   (ii) Someone who understands the responsibilities and can serve as a natural support (family members, co-workers or others) has expressed a serious willingness to assist the individual in maintaining job stabilization after DVR ongoing support services conclude;

   (iii) Preliminary calculations indicate the individual will be eligible for a PASS or IRWE that will pay for extended services and the individual has someone to help him or her on an ongoing basis to manage the PASS or IRWE;

   (iv) It is expected the individual will earn a wage to self-pay for extended services and they would be willing to do so; or

   (v) Any combination of the above.

3. If the customer is not interested in pursuing extended services, the VR counselor closes the case service record. The closure reason in STARS is "Other Than Rehabilitated - Refused Services or Further Services."

4. If the VR counselor does not know whether resources can be identified for extended services, the case is not closed.

DVR may under no circumstances provide extended services to an individual who does not meet the definition of a youth with a most significant disability. If a comparable benefit is available to provide extended services to the youth, DVR must not consider funding the provision of extended services.

Reference:
WAC 388-891A-1050, What are extended services?
WAC 388-891A-1060, Who provides the extended services I need?

Forms:
DSHS Form 11-147, Service Delivery Outcome Plan: Extended Services
DSHS Form 14-012, Consent for Release of Information
Assessment of VR Needs for Supported Employment Prior to Plan

1. The VR counselor conducts a comprehensive assessment of the customer’s interests, aptitudes, abilities, psycho-social needs and support as well as assistive technology needs to:

   (a) Verify that supported employment is appropriate;
   
   (b) Confirm funding for extended services or that natural supports will be developed;
   
   (c) Help the customer determine the employment goal on the IPE; and
   
   (d) Help the customer determine what services are needed to support the employment goal on the IPE.

2. The comprehensive assessment may include a variety of assessment tools including:

   a. CRP Trial Work Experience(s).
   
   b. The Discovery Process, an approach for individuals for whom traditional assessments have not been successful in showing their contributions, work conditions and interests;
   
   c. Person Centered Employment Planning, a strategy to explore and discover potential interests and skills, to identify specific support needs for employment, and to help clarify desired employment outcomes;
   
   d. Benefits Planning to assess and understand the impact employment will have on benefits and job supports.
   
   e. Information on customer functioning from family, care providers, treatment providers, teachers, and other persons who know the customer.
   
   f. Use of standardized rating scales to report work assessment and adaptive skills may provide more valid and reliable reporting of results than other assessment instruments. Examples of standardized rating scales include the Job Observation and Behavior Scale (JOBS), (Scales of Independent Behavior - Revised (SIB-R), Vineland Adaptive Behavior Scales, Inventory for Client and Agency Planning (ICAP), and Supports Intensity Scale (SIS).
   
   g. Other appropriate assessment tools; and
   
   h. Documentation in an existing VR case service record for the customer.
**Comprehensive Assessment - Extended Services Not Identified**

On the basis of the comprehensive assessment, if the VR counselor and the customer have explored all possible sources of extended services including natural supports and are unable to identify a source of extended services, the case service record is closed as DVR does not have the resources or support to remove the barriers to employment presented by the customer’s disability. The case is not closed if there is a reasonable expectation that extended services or natural supports will be available.

The VR counselor:

1. Provides documentation in a STARS narrative describing the steps taken to explore all possible sources of extended services and to identify natural supports and the reasons for concluding that none will be available.
2. Indicates the closure reason in STARS as, "Other Than Rehabilitated - Extended Services Not Available."

**Individual Plan for Employment (IPE) - Supported Employment**

1. On the basis of the comprehensive assessment, if the VR counselor verifies that supported employment is appropriate and confirms a source of funding for extended services or that natural supports will be developed, the customer and the VR counselor proceed to develop the IPE.
2. Information from the comprehensive assessment is the basis for the customer’s informed choice of employment goal and the services (CRP referral procedures) to help the customer achieve the employment goal.

**Required Documentation on the IPE - Supported Employment**

An IPE that includes a supported employment outcome must have all of the required documentation for the regular VR services program and these additional requirements:

1. **Time-limited Support Services**
   The support services (Time-limited Support Services) to be provided by DVR. Time-limited support services are provided from initial job placement to transition to extended services for a period of time up to 24 months, unless under special circumstances, the VR counselor and the customer jointly agree to extend the time in order for the customer to achieve the employment goal.

2. **Extended Services**
   a. The nature and extent of extended services or natural supports that are likely to be needed after DVR services are completed.
   b. The resource(s) for extended services or natural supports. If it is not known who will provide extended services at the time the IPE is developed, there must be a solid basis
for concluding extended services will become available and when. The IPE must include a statement explaining the basis for determining that a resource is likely to become available. See examples of a "reasonable likelihood" that a resource for extended services will be available under Availability of Potential Extended Services as mentioned earlier.

(i) If previously identified resource(s) for extended services become unavailable during development of the IPE, the VR counselor and customer identify another resource for extended services prior to signing the IPE.

(ii) If another resource for extended services is not identified, the customer’s case service record is closed. The VR counselor:

1. Provides documentation in a STARS narrative describing the steps taken to identify other resource(s) of extended services and the reasons for concluding that none will be available.
2. Closes the case "Other Than Rehabilitated - Extended Services Not Available."

3. Number of Work Hours Per Week

a. A goal for the number of hours per week the customer is capable of working and a plan to monitor (guidance on 30 day reviews for CRP services) the customer’s progress toward meeting the weekly work hours. The VR counselor, the customer and the service provider meet prior to the provision of services to discuss the number of weekly work hours the customer is capable of working.

EXAMPLE: A plan to monitor the customer’s progress toward meeting the weekly work hours could include monthly meetings at the customer’s worksite with the customer, the employer and the service provider.

(i) If the customer is capable of working more hours than could be supported by available extended services, the IPE reflects the number of hours the customer is able to work given the availability of extended services. The IPE also identifies the steps that are intended to either:

1. Enable the customer to gain proficiency on the job to increase the number of hours worked over time without requiring additional extended services; or
2. Obtain resources over time for additional extended services to enable the customer to work more hours.

(ii) A job with fewer hours per week than the number of hours identified on the customer’s IPE is acceptable at job placement as long as the number of hours will increase to the identified number by the time the customer transitions to extended
services. The VR counselor documents the reasons for the following in the case service record:

1. The difference between the number of hours the customer will work at placement and the number of hours the customer is capable of working and the reason(s) for the difference;
2. Justification for the expectation that the hours will be consistent with the number of hours the individual is working at the time of transition to extended services.

4. Coordination of DVR Services with Other State or Federal Program Services
   a. When a customer is receiving services from another state or federal program, supported employment services to be included on the IPE are coordinated by the VR counselor with those received from other service providers. Examples of state or federal programs providing services to a customer may include an Individual Education Plan (IEP) for high school student in Special Education, a Treatment Plan (TP) for a customer in a mental health program, or a Plan of Care (PC) for a DDD customer.
   b. The IPE includes a description of how the services on the IPE are coordinated with other Federal or State services on the IPE.

5. Monitoring of Job Skills Training
   If job skills training is provided, the IPE must show that the training is provided at the work site with at least twice monthly monitoring or if not provided on-site, unless under special circumstances, and especially by request of the customer, the IPE must provide for off-site monitoring based on an assessment that coordination or provision of specific services away from the worksite is needed to maintain employment stability. Off-site monitoring consists of at least two meetings with the customer and one contact with the employer per month.

   **EXAMPLE:** A customer with chronic mental illness receives job support counseling from a mental health specialist at least twice a month at the mental health clinic. The mental health specialist is in contact with the employer at least once a month to determine whether the customer’s work performance is stable and satisfactory.

6. Employment Goal in Integrated Setting
   a. An employment goal in an integrated setting for the number of hours possible that is consistent with the maximum number of hours the customer is capable of working based on the customer’s strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice;
   (i) Job duties likely will be customized and may require reasonable accommodations.
   (ii) Supported employment jobs are expected to have essential functions that an employer needs and would hire an individual to perform.
b. When a customer receives services in a non-integrated setting, the IPE provides for placement in an integrated work site prior to transition to extended services. A non-integrated setting can be used to provide services, but can not be used in a successfully rehabilitated employment outcome.

**IPE Costs**
DVR cannot limit or deny services based on cost of an IPE in relation to the customer’s expected number of work hours or wages.

**Extended Services Become Unavailable After IPE Initiated**
If extended services become unavailable after the IPE is initiated, the VR counselor and the customer immediately explore possible sources to replace them.

1. If the VR counselor and the customer identify sources of extended services including natural supports, services continue; or
2. As soon as the VR counselor determines that another source of extended services is not available, the VR counselor:
   
   (i) Provides documentation in a STARS narrative describing the steps taken to explore all possible sources to re-identify sources for extended services and to identify natural supports and the reasons for concluding that none will be available.
   
   (ii) Closes the case in STARS, "Other Than Rehabilitated - Extended Services Not Available."

**Job Placement**

1. When a job has been located for a customer, it is the responsibility of the VR counselor, with input from the customer and the service provider, to assure that the job is a suitable match with the customer’s unique strengths, resources, priorities, concerns, abilities, capabilities, career interest, informed choice and the number of hours the customer is capable of working. **This must be verified before the customer’s first day on the job. See Required Documentation on the IPE - Supported Employment Number of Work Hours Per Week**, as mentioned earlier for more information.

2. When the customer is placed in a job, the VR counselor enters information on the STARS Employment Information screen. The start date for employment is the first day the customer is on the job.

**Job Loss Prior to Stabilization**
If the customer loses a job prior to stabilization, the customer, VR counselor, and the extended services provider need to decide on an approach for job replacement, if job replacement is appropriate. If job replacement is appropriate, the cost for job replacement is according to the
DVR contract fee schedule and intensive training services are resumed or reauthorized at the level needed to achieve stabilization.

**Job Stabilization and Transition to Extended Services**

**Job Stabilization**

Job stabilization is determined for each person in supported employment based on their unique circumstances. The VR counselor determines that the customer’s work performance is stabilized with input from the customer, employer and extended service provider, when:

1. The customer has reached the agreed-upon goal for the number of weekly hours worked, unless the customer and the VR counselor agree that the job represents substantial and suitable employment;
2. The customer has reached a maximum level of on-the-job employment; and
3. The VR counselor, in conjunction with the CRP representative has verified with the employer that the customer meets the employer’s expected level of work productivity.

**Transition to Extended Services**

1. The minimum criteria that must be satisfied before the customer transitions from DVR services to extended services or natural supports is as follows:

   (a) Transition to extended services must take place no later than 24 months after the initial job placement. If there are exceptional circumstances that require ongoing support services to be provided longer than 24 months, in order for the customer to achieve the employment goal, the VR counselor and customer document the circumstances in the IPE;

   (i) If the customer’s job performance stabilizes prior to when extended services are available, DVR continues to provide ongoing support services as long as the customer’s job performance remains stable and satisfactory.

   (ii) If CRP Intensive Training Services are being provided, payment is not made until the customer transitions to extended services per the CRP contract. The contract provides for payment of CRP Intensive Training when job performance is stabilized, the VR counselor in conjunction with the CRP representative has verified with the employer that the customer meets the employer’s expected level of work productivity, and the customer has transitioned to extended services as provided by an entity other than DVR.
(b) The customer has made substantial progress toward meeting the goals identified in the IPE including the work hours-per-week goals; unless the customer and the VR counselor agree that the job represents substantial and suitable employment.

(c) The VR counselor in conjunction with the employer, the customer, and the CRP representative verifies that:

(i) Job performance is stabilized in the supported employment placement and is reasonably expected to continue at that level of performance;

(ii) Job performance meets expectations of the employer; and

(iii) Employment is expected to continue.

(d) The customer is working in an integrated setting and earning a wage at or above minimum wage, and not less than the usual wage paid by the employer for the same or similar work performed by non-disabled employees; or the customer is working in an integrated setting and working towards a competitive wage.

(e) Extended services identified on the IPE are available and can be provided without interruption.

(f) The VR counselor and the customer discuss the reasons for moving from DVR services to extended services or natural supports, the process of making this transition, the responsibilities of the extended service provider, and what to expect.

(g) The transition from DVR services to extended services or natural supports occurs when the extended service or natural supports resource assumes full responsibility for the cost and provision of services to the customer.

2. The VR counselor enters the job stabilization date in the STARS Employment Information screen and begins follow-up for at least 90 days to case closure, Rehabilitated when:

(a) The customer’s job performance is stabilized; and

(b) The customer has fully transitioned from DVR time-limited ongoing support services to extended services.

**Services After Transition to Extended Services and Prior to Closure**

**Job Performance Unstable After Transition**

1. If the customer’s job performance becomes unstable after transition to extended services, the VR counselor carefully assesses the situation to determine the following:
(a) Amount and level of extended services provided;
(b) Cause(s) of the customer’s unstable job performance and what is needed to overcome barriers to re-stabilization; and
(c) Whether additional intensive training services are likely to make a lasting difference in overcoming the barriers.

If the VR counselor determines that additional intensive training services will enable the customer to become successfully employed, the VR counselor authorizes them to re-stabilize the customer’s on-the-job performance.

2. When job re-stabilization occurs, the time-limited ongoing support services end, extended support services begin, and the VR counselor begins the minimum 90 day count to closure.

**Job Performance Stabilized, Customer Needs Other Services**

1. If the customer’s job performance remains stabilized, and the customer needs services other than ongoing support services that were unanticipated and are unavailable from the extended services provider to maintain the job placement, DVR may provide the service. These types of services may be provided without impacting the minimum 90 day count to closure.

**EXAMPLES:** Examples of such services include job station re-design, repair and maintenance of assistive technology devices, and replacement of prosthetic or orthotic devices.

2. The VR counselor documents in the case service record the following:

   (a) The services needed that were unanticipated and unavailable from the extended services provider; and

   (b) Updated financial information, if appropriate.

**Loss of Job After Transition, Prior to Closure**

1. Extended Services Provided by a Community Rehabilitation Program: If the customer receiving extended services from a community rehabilitation program loses the job prior to case closure and needs routine job replacement, the community rehabilitation program is responsible to provide suitable job replacement to the extent capable and provide services at no additional cost until the customer’s work performance is stabilized. Suitable routine job replacement is agreed upon by the customer, VR counselor, and the extended services provider.
2. If the customer loses a job after his or her job performance is stabilized and needs job re-placement (other than routine job replacement), the VR counselor reviews the level of supports needed and determines whether the customer is likely to be capable of working with additional DVR services.

   (a) If the VR counselor determines DVR time-limited support services are likely to lead to successful employment, DVR may provide the services.

   (b) If the VR counselor determines the customer will not be capable of working with additional DVR services, the case service record is closed.

**Supported Employment - Closure**


   The VR counselor determines the customer to be successfully rehabilitated in supported employment when all of the following are met:

   (a) The customer meets the basic requirements for a successful closure for regular VR services;

   (b) Job stabilization has been maintained for at least 90 days after the customer has transitioned to extended services or natural supports;

   (c) The customer is working at the agreed upon work hours identified on the IPE; unless the customer and the VR counselor agree that the job represents substantial and suitable employment;

   (d) The job is stable and expected to continue; and

   (e) The customer is in an integrated work setting and

      (i) Paid at or above the minimum wage, but not less than wages and benefits customarily paid by the employer for the same or similar work performed by non-disabled workers; or

      (ii) Paid based on his or her productivity according to the Fair Labor Standards Act and is working towards a competitive wage.

2. "Unsuccessful" closure.

   The VR counselor closes a supported employment case service record as "other than rehabilitated" according to the closure procedures for all cases.

See Also:
Case Closure

Annual Review: Work in Integrated Settings Making Less Than Minimum Wage

1. The VR counselor annually reviews and re-evaluates the status of customers in supported employment who have achieved an employment outcome in an integrated work setting and who are paid according to Section 214(c) of the Fair Labor Standards Act.

2. The VR counselor determines the customer’s progress toward competitive employment including input from the customer, or in an appropriate case, the customer’s representative to determine the interests, priorities, and needs of the customer for employment in, or training for, competitive employment.

3. The VR counselor performs the review annually for two years, and subsequently, at the request of the customer or the customer’s representative.

Post-Employment Services

1. Routine Job Replacement.
   After a customer’s case service record is closed, successfully rehabilitated in supported employment there may be occasions which necessitate routine job replacement.

   (a) If the customer receiving extended services from a community rehabilitation program loses the job after case closure and needs routine job replacement, the community rehabilitation program is responsible to provide suitable job replacement to the extent capable and provide services at no additional cost until the customer’s work performance is stabilized.

   (b) A customer and his or her extended service provider may request a meeting with a DVR counselor to discuss the need for vocational rehabilitation services when the scope of the placement goes beyond routine job replacement.

2. Extensive Retraining or Underemployment
   Post-employment services are not provided in instances where extensive retraining is needed or where extensive services are needed to assist the customer to advance in employment. If a customer in supported employment requires extensive services to regain or advance in employment, a DVR counselor explains the procedures for reapplying (Application Procedures) for vocational rehabilitation services and provide assistance when a customer chooses to reapply.
WAC- Supported Employment

- **WAC 388-891A-1000** What is supported employment?
- **WAC 388-891A-1010** Who is eligible for supported employment?
- **WAC 388-891A-1015** Who determines whether I am eligible for supported employment?
- **WAC 388-891A-1030** When is a work setting integrated in supported employment?
- **WAC 388-891A-1040** What are supported employment services?
- **WAC 388-891A-1045** What are time-limited support services?
- **WAC 388-891A-1050** What are extended services?
- **WAC 388-891A-1060** Who provides the extended services I need?
- **WAC 388-891A-1065** What are natural supports?
- **WAC 388-891A-1075** What is required for me to change from time-limited support services to extended services?
- **WAC 388-891A-1080** Under what conditions does DVR close my case service record for supported employment?
- **WAC 388-891A-1090** Under what conditions does DVR provide time-limited support services as post-employment services?
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