VR-SFP Chapter 18: Supported Employment Services

Revised February 1, 2023

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# 18.5 Supported Employment Job Development and Placement Benchmark

## 18.5.1 Supported Employment Job Development and Placement Benchmark Service Description

The SE specialist conducts job development and placement activities consistent with the customer’s preferences, interests, potential job tasks, and employment conditions identified in the SE Plan.

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## 18.7.2 Supported Employment Job Stability Review Process and Procedure

The provider notifies the VR counselor that the customer needs a job stability review meeting.

The VR counselor arranges for a job stability review meeting either in person or remotely to determine whether the customer has achieved job stability status or whether there is a need for an additional job retention benchmark. The meeting is held at least one week before the current job retention benchmark ends in order to prevent any gap in the timeline or SAs.

### 18.7.2.1 Supported Employment Job Stability Review Meeting

During the job stability review meeting, the VR counselor, SE specialist, customer, and circle of support discuss and review the customer’s employment and whether the customer meets the service definition of “job stability” or needs one additional job retention benchmark.

During the job stability review meeting, the VR counselor:

* evaluates the customer’s job stability status, as defined in the service definition section in 18.7.1;
* reviews and discusses the VR1632 (employment conditions, extended services, and employment information sections) and VR1634 (training plan section) for the current job retention benchmark period;
* communicates with the provider and customer regarding the need for an additional job retention benchmark;
* provides counseling and guidance, per VRSM C-1206-4;
* documents:
	+ one additional job retention benchmark, if approved; or
	+ job stability status; and
* requests that VR staff issue SAs to the SE specialist for:
	+ either one job retention benchmark before the next job retention benchmark begins or the SE closure benchmark; and
	+ any relevant premiums.

The job stability date is the day after the current job retention benchmark is completed.

Once job stability is determined, the customer remains in job stability status for at least 90 cumulative calendar days unless the status of job stability is lost. When job stability status is lost, it must be reestablished.

It is a best practice to schedule the SE closure meeting at the job stability review meeting when the job stability date is set.

### Reestablishing Job Stability

Loss of job stability occurs if the:

* customer requires ongoing support services, such as additional job skills training by the SE specialist;
* extended services (funded, paid, and/or natural supports) are not working and the customer requires ongoing supports, such as additional job skills training by the SE specialist;
* customer loses the job;
* customer obtains a new position or new job;
* employer is not satisfied with the customer’s performance; and/or
* job no longer meets the preferences, interests, potential job tasks, and nonnegotiable employment conditions on VR1632.

If job stability is lost, the SE specialist communicates with the VR counselor and provides the needed interventions via one or more job retention benchmarks. This intervention is necessary to ensure that the customer’s performance meets the employer’s expectations and the extended services (funded, paid, and/or natural supports) are established and trained. It may be necessary to review and update the SE Plan and the training goals on VR1634. Once the additional job retention benchmarks are completed and the SE specialist’s and/or job skills trainer’s services have decreased to the level necessary for the customer to maintain employment, then another job stability review meeting is held to reestablish the customer’s job stability. At least 30 cumulative calendar days must pass before job stability is reestablished with a new job stability meeting.

To reestablish job stability, the VR counselor:

* requests that VR staff issue an SA to the provider for the SE specialist to participate in another job stability review meeting;
* schedules an job stability review meeting; and
* follows the procedures for establishing job stability listed in SFP 18.7.2.1.

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# 18.9 Benchmark and Fee Schedule

A provider may not collect money from a VR customer or the customer's family for any service. If VR and another resource are paying for a service for a customer, the total payment must not exceed the fee specified in the Standards for Providers manual.

Premium Services may be available for some SE services. Premium Services are paid after all deliverables for the service have been made. For more information, refer to [Chapter 20: Premiums.](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20)

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| **Services** | **Unit Rate** | **Comments** |
| Supported Employment Plan Meeting | $184 | May be purchased multiple times when authorized by an SA. |
| Supported Employment Job Development and Placement Benchmark | $1,875 | May be purchased multiple times when authorized by an SA. |
| Supported Employment Job Retention Benchmark | $1,838 | With SA, may be purchased multiple times and is paid every 28 cumulative calendar days. |
| Supported Employment Job Stability Review | $184 | May be purchased multiple times when authorized by an SA. |
| Supported Employment Closure Benchmark | $3,675 | May be purchased multiple times when authorized by an SA. |