# Vocational Rehabilitation Services Manual A-400: Business Services

Revised June 29, 2020

## A-406: Employment Resources

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### A-406-5: Job Readiness

Throughout the vocational rehabilitation (VR) process, VR services are uniquely designed to help the customer become "job ready."

VR customers are job ready when they have the necessary knowledge, skills, and abilities needed, with or without supports, to begin seeking employment that is consistent with the employment goal on the customer's individualized plan for employment (IPE) or IPE amendment.

#### Job Ready Procedures

The [Job Ready Worksheet](http://intra.twc.state.tx.us/intranet/vrs/docs/business-services-job-ready-guide-twc.docx) is available for VR counselors as a guide in determining whether the customer is job ready. The Job Ready Worksheet is not a required form; however, if this worksheet is used in the decision-making process, a copy is filed in the customer's paper case file.

When the VR counselor determines that the customer is job ready, the VR counselor:

1. updates the job ready status in ReHabWorks (RHW) (The Job Ready button is in the Personal Information section of the RHW case and is available only after the customer has a signed IPE in RHW.);
2. documents the job ready decision in a case note in RHW; and
3. identifies next steps for pursuing employment.

For more information on documenting job ready, refer to [VRSM E-300: Case Note Requirements.](https://twc.texas.gov/files/partners/vrsm-e-300.docx)

When a case is identified as job ready, VR staff can pull a query that includes all job ready customers by region, management unit, or caseload. The results of this query can be used to assist VR staff with direct placement activities and/or job leads shared through the Outreach Service Coordination Team.

#### Confidentiality and Job Search

TWC-VR strictly prohibits sharing a customer's personal identifiable information (PII) without a valid release. When sharing information such as a customer's name, résumé, or any other PII with a potential employer, a signed [VR1517-2, Authorization for Release of Confidential Customer Records and Information](http://intra.twc.state.tx.us/intranet/gl/html/vocational_rehab_forms.html), must be in the customer's case file. VR staff can view a sample VR1517-2 on the [VR Business Relations](http://intra.twc.state.tx.us/intranet/vrs/html/vr-business-relations.html) intranet page. VR staff can also consult with the regional business relations coordinator or employment assistance specialist.