


LRS CHAPTER 4, TECHNICAL ASSISTANCE & GUIDANCE MANUAL

 LOUISIANA WORKFORCE COMMISSION <small>The Department of Labor</small>	Part 412.26	Name Job Readiness, Development and Placement	Effective Date *June 29, 2020**
	Authorization Federal Register, Volume 81, Department of Education, 34 CFR 361, Part VI, State Vocational Rehabilitation Services Program, §361.48, 361.50, 361.51		

I. JOB READINESS

Job Readiness services introduce or reintroduce the consumer to work habits, work-related skills and the attitudes/values that are conducive to successful job performance. Job/Work readiness is designed to develop a positive attitude by the consumer regarding their ability to obtain and maintain employment. (Refer to Chapter 5, Part 511.3.4)

- A. Job Readiness training is provided to consumers who are not “job ready”. These consumers require guidance, support to prepare for employment, and would benefit in developing strength in regards to appropriate work behaviors, attitudes and work skills.
- B. Training is designed to improve or develop the skills necessary for the individual to obtain and retain employment. Job Readiness training focuses on life skills, such as, stress management, personal care, confidence building, and daily work related behaviors, to include: punctuality, dependability, motivation, and the ability to follow instructions.

Job-seeking skills, interviewing skills, resume writing (creating resumes/cover letters), completing job applications, participating in mock interviews, directed job search, and other work related situations are addressed.

Job readiness can consist of, but is not limited to, the following:

- Individualized program planning
- Remediation of undesirable work habits
- Strengthening of good work habits
- Skill development
- Work related independent living skills
- Computerized academic upgrading
- Work related training activities
- Career guidance and counseling
- Work ethics

II. JO 3 DEVELOPMENT AND PLACEMENT

- A. Job Development and Placement services are intended for those individuals with significant disability related limitations who require the “most intensive services” in securing and maintaining employment but do not require supported employment services.
- B. Job placement should be listed as a single service on the IPE. The training must be flexible, individualized and consumer driven. The training/instruction can be classroom and/ or community-based and must directly relate to the employment goal of the consumer.
- C. Job placement services will include job placement and employment follow-up. The service start date on the IPE for job placement should run current to the start date for job readiness.

III. PURCHASING GUIDELINES

A. Job Readiness Training

1. The consumer's attendance and progress will be documented on the Job Readiness and Work Ethics Training form (511.18 RE:1). This form must be completed monthly by the vendor/REDS and submitted to the Counselor. (Refer to Chapter 5)

Rate: \$50.00 per day for a maximum of 30 days (maximum of \$1,500 per consumer).

2. Duration of job readiness can last up to 3 months.
Example: The consumer participates for 20 days in Job Readiness in the first month. The consumer will have an additional 10 days that he/she may participate in the following two months.

B. Job Development and Placement

The vendor will submit the Job Development and Placement Activities Log (511.16 JP:1) and the Job Placement Feedback Report (511.17 JP:2) monthly on each consumer. Upon obtaining employment only the JP:2 form will need to be completed monthly until case closure.

1. Job Placement Rates:

\$1,000.00 payable after the 7th day of employment

\$1,500.00 payable after the 90th day of successful employment

2. High Quality Indicators

The CRP may invoice an additional \$1,000.00 for high quality indicators if two of the three following conditions are met and verified on the consumer's most recent pay check stub or other official documentation from the employer:

- a. The consumer is employed 30 or more hours per week; and/or
- b. The consumer is compensated at or above \$12.00 per hour; and/or
- c. Health insurance benefits are made available to the consumer through the employer.

3. Job readiness, development and placement services are not dependent upon the Consumer's participation in the cost of such services. However, maintenance, transportation, and any other ancillary service of this type is subject to both the Consumer's ability to participate in the cost of such services and the exploration and use of comparable services and benefits.

4. The Counselor should refer to Chapter 5 of the Technical Assistance and Guidance Manual for vendors who provide these services.
5. The Counselor must complete the IPE/Plan. Submit to the District Supervisor for approval unless Counselor is on Independent Status. Upon approval the RCA/Counselor will enter the Authorization(s). *See Chapter 4, Part 411.1 for further instructions on Secondary Approval requirements.
6. If the total of all items/services on any IPE/ Plan is equal to or greater than \$25,000, it shall be considered "high cost."** In these instances, all Counselors must have the IPE/Plan approved by both the District Supervisor and the Regional Manager.