

| <b>Part</b> | <b>Name</b>                                | <b>Effective Date</b> |
|-------------|--|-----------------------|
| 415         | Case Closure – Employment Outcome Achieved | *October 1, 2012**    |

**Authorization**

Federal Register, Volume 66, Department of Education, 34 CFR 361, Part VI, State Vocational Rehabilitation Services Program, §361.52 and §361.56.

NOTE: For specific instructions on statistical information at case closure, please refer to the AWARE Manual.

**I. MINIMUM CRITERIA FOR CLOSED-REHABILITATED**

A. A Counselor can determine that a consumer has achieved a successful employment outcome when all of the following are met:

1. \*The services planned on an Individualized Plan for Employment (IPE) contributed to the consumer's achievement of the employment goal and for OOS Groups I through IV the consumer has received a minimum of three months of services<sup>1</sup> including the 90 day follow-up period after employment is obtained.\*\*
2. The individual has achieved the employment outcome that is described in the individual's IPE, and is consistent with the individual's abilities, capabilities, interest, and informed choice.
3. The employment outcome is in the most integrated setting possible consistent with the individual's informed choice.
4. The individual has maintained the employment outcome for a period of at least 90 days.
5. The consumer and the Counselor consider the employment to be satisfactory and agree that the consumer is performing well on the job. If the closure is the result of supported employment services, the record must also document that the employer agrees the consumer is performing well on the job and that extended/on-going services are in place.
6. The consumer is working and earning at least minimum wage and the consumer's wages and benefits are commensurate with those paid by employers for the same or similar work performed by non-disabled individuals.

B. The Counselor must conduct a reassessment of the need for post-employment services prior to closing a case as Closed-Rehabilitated. At this time, the Counselor must inform the consumer, in an appropriate mode of communication, of the availability of post-employment services. If the Closed-Rehabilitated letter in AWARE is not in a format that is accessible to the consumer/consumer's

<sup>1</sup>Per exception memo by LRS Director dated September 29, 2008.

representative, then the counselor will document in AWARE Case Notes, using the Closure Narrative category, how the consumer was informed about Post-Employment Services.

- C. The Counselor must inform the consumer of case closure using the Closed-Rehabilitated letter in AWARE, Participant Letters.

## **II. OTHER INFORMATION REQUIRED FOR CLOSURE-REHABILITATED**

The following information must be entered into AWARE at the time of closing a case as Closure-Rehabilitated:

1. Current address of the consumer
2. Start date of Employment.
3. Employer's:
  - a. Name
  - b. Street address
  - c. City, state, and zip code
4. The amount, if any, of public assistance (SSI/TANF) consumer is receiving at time of closure.
5. Job Facts:
  - a. Job title
  - b. Brief description of job duties
  - c. Salary (weekly)
  - d. Number of hours worked per week
  - e. Whether medical insurance is available through the employment
6. Whether the consumer has medical insurance coverage at time of closure.

## **III. JAVITS-WAGNER O'DAY (JWOD) CONTRACT**

Each case must be evaluated on an individual basis to determine if the individual is employed in an "integrated setting," and meets the other criteria set forth above for successful closure. The LRS counselor must:

1. Complete a job site review for each consumer and evaluate the specific job duties performed by that consumer under the contract to determine if the consumer is employed in an "integrated setting," and meets all other requirements for an "employment outcome," unless the following exists:

The LRS counselor, through a previous job site review, determined that all the jobs under that "specific" JWOD contract met the definition of "employment in an integrated setting." This must be documented in AWARE Case Notes.

2. Document the results of the site review in AWARE Case Notes.