

Chapter 22 (CRP Fee for Service)

Job Preparation & Placement (JPP) and Supported Job Based Training (SJBT)

22.1 Authority: 34 CFR 363, Title VI-B Rehabilitation Act of 1998

22.2 Policy

USOR policy funds Job Preparation and Placement (JPP) and Supported Job Based Training (SJBT) on a CRP fee for service milestone payment schedule. USOR policy requires VR Counselors to facilitate clear, open, and cooperative communication between the Placement Team which includes the client, the job coach, and the VR Counselor.

22.3 Definitions

Community Rehabilitation Program (CRP) refers to an approved and certified provider that offers a wide range of support services to VR clients to maximize opportunities for employment. These services may include:

1. Assessments of vocational rehabilitation needs
2. Job development, placement, coaching and retention services
3. Life skills/disability adjustment training
4. Supported Employment services and extended services

Job Preparation and Placement (JPP) is used to describe a system of support for people with disabilities in regard to preparing them for and placement in a competitive and integrated setting. This service is utilized when a client has made personal efforts to secure employment, without success. The VR Counselor utilizes the services of a CRP to assist the client with substantial support in both job preparation and securing employment. For Job Preparation and Placement the client does not need or require on-site job coaching.

Supported Job Based Training is used to describe a system of support for people with disabilities in regards to on-going employment in competitive and integrated settings. This model provides employment assistance and supports such as job preparation, job placement, job coaching, job development, job retention, assistive technology, specialized job training, and individually tailored supervision.

Job Coaching is the support provided by a CRP at the client's job site, to teach clients the essential skills needed to learn and maintain employment, provide the necessary prompts and possible behavioral changes and build natural supports to ensure continued success at work. These services may include:

1. Attending employer training with both the client and Job Coach
2. Meetings with the worksite Supervisors
3. Reviewing, training, and teaching essential job duties with client
4. Individualized training for learning job tasks (as a supplement to employer training)

5. Performing onsite follow-up checks with client to insure work needs are being met.
6. Providing direct interventions on the job
7. Identifying and setting up accommodations in coordination with employer and VR
8. Building natural supports for continued success, as it relates to work
9. Shadowing and observation
10. Understanding of continued training for client, as Job Coach tapers off supports
11. Developing client understanding work culture (breaks, check in's, calling in sick etc)
12. Work conditioning and hardening
- 13.** Support and encouragement

Placement Team refers to the working alliance between the client, VR Counselor and CRP. Each member of the placement team is accountable for maintaining open, collaborative communication and fulfilling their assigned role and responsibilities (to the maximum extent possible) as defined in section 22.6 of this chapter.

Competitive Work means employment in the competitive labor market that is performed on a fulltime or part-time basis in an integrated setting. The individual is compensated 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 do not have a disability.

Integrated Work Setting means employment where most employees are not disabled and where a client interacts on a regular basis, in the performance of job duties, with employees who do not have a disability. If a client is part of a distinct work group of only individuals with disabilities, the work group consists of no more than eight individuals. If there are no other employees or the only other employees are individuals who are part of a work group, the client interacts on a regular basis, in the performance of job duties, with individuals who do not have disabilities including members of the general public. This required interaction may not be satisfied by contact between the client and individuals who provide on-going support services at the job site.

Work Crews and Enclaves are composed of a group of individuals (8 or fewer) with the most significant disabilities who are trained and supervised by a qualified work crew leader. Work crews usually perform two or more contracted jobs with businesses, industries, or private individuals in the local community. Typically, the mobile crew travels from site to site within a community to perform janitorial or grounds-keeping work. The provider/employer is responsible for payroll and Labor Law compliance.

22.4 Referrals & Service Pathway

A. Referrals from USOR to an approved CRP Job Coach follow the pathway below:

1. Through the provision of Informed Choice the VR Counselor discusses the available approved CRP provider options with the client. In addition, the client should be

provided information regarding performance of each vendor based on objective data collected on the case management system facilities screen. The VR Counselor should also provide relevant information regarding the CRPs (such as provider characteristics, expertise in serving specific populations, business relations and available resources) to help the client in the decision making process. The client may choose to interview one or more approved CRPs prior to making a selection for training.

2. The VR Counselor provides the completed Referral Form (USOR Form 59), accompanied with an authorization to the selected CRP for the Work Strategy Assessment and follows the outlined steps in Section 22.7.D of this chapter for the assessment process.
3. Upon completion of the Work Strategy Assessment, the Placement Team (client, job coach, and VR Counselor) meet to review the assessment and recommendations. This meeting is required in order to negotiate appropriate interventions and communicate expectations and responsibilities.
4. If the Placement Team agrees to the recommended services and interventions, and the client is accepted by the CRP, then services are included in the Individual Plan for Employment (IPE), and an authorization for the appropriate services are generated.

22.5 Financial Need

JPP and SJBT services are specifically exempted from the determination of financial need under 34 CFR 361.54(3)(E). USOR provides job placement services to eligible clients in order to assist them in finding and maintaining employment. VR Counselors will assist the client in setting them up with the appropriate pathway.

22.6 Roles & Responsibilities for Placement Services:

A. USOR Roles & Responsibilities:

The Utah State Office of Rehabilitation's (USOR) responsibility in Job Preparation and Placement, and Supported Job Based Training is time-limited vocational training intended to result in competitive employment in an integrated setting.

It is also USOR responsibility to screen, approve and monitor Community Rehabilitation Program (CRP) performance and adherence to USOR standards. Prior to approval to provide JPP and SJBT services, CRP's are required to complete an application process which will clearly state the requirements and standards for CRP's. This process is led by the USOR Facilities Coordinator and the CRP's application is reviewed by the USOR Facilities Committee prior to approval. Once approved CRP's are monitored by USOR as to their effectiveness and client/VR Counselor level of satisfaction. At the conclusion of the approval period, CRP's are required to reapply through the USOR facilities

application process. Length of approval is one or 3 years, based on numerous factors and determined by the findings during the application process.

It is emphasized that USOR is under no obligation to approve or authorize services to any CRP and reserves the right to revoke or discontinue approval to any CRP at any time. Revocation of approval is subject to appeal by the CRP and will be directed to the USOR Facilities Coordinator who will coordinate a hearing of the appeal by the USOR Facilities Committee and, if needed, the USOR Executive Director.

B. VR Counselor Roles & Responsibilities:

1. Determining VR eligibility and significance of disability.
2. Conducting a Comprehensive Assessment of Rehabilitation Needs to identify the individual's primary employment factors.
3. Providing VR Counseling and Guidance.
4. Determine the appropriate intervention type (JPP / SJBT).
5. Providing informed choice regarding possible vendors.
6. Developing a cooperative plan with the individual and the family, other agencies and local service providers.
7. Adding the appropriate service to the IPE and authorizing according to the *CRP Fee For Service* outcome payment schedule.
8. Coordinating, facilitating, problem solving, and communicating with the client and Job Coach, setting clear expectations of each party's roles and responsibilities. Holding *placement team* meetings as often as necessary will ensure success with this important step.
9. Working with employers in resolving problems, assessing the need for Assistive Technology on the job, identifying continued barriers to employment.
10. Ensure that all invoices are processed and paid in a timely manner.
11. Negotiating additional placements, consultation fees and re-engagement fees with CRP as necessary to assist client's in becoming successfully employed.

C. Client Roles & Responsibilities: (To the maximum extent possible)

1. Meet with the Job Coach when scheduled and fully participate in placement and work activities intended to result in permanent employment.
2. Be proactive and involved to the maximum extent possible in the job search process.
3. Meet with the VR Counselor and Job Coach when necessary.
4. Follow through with requested job placement activities.
5. Communicate with the VR Counselor and Job Coach.
6. Work to learn the essential functions of the job.

D. CRP's Roles & Responsibilities:

1. Conducting the **Work Strategy Assessment** and provide a written report for all clients.
2. When agreed to and authorized for, provide Job Preparation and Placement activities to clients who are not appropriate for SJBT, but who could become employed by utilizing a CRP's training resources and their employer contacts. (See Ch. 22.9)
3. When agreed to and authorized for, provide SJBT job development, job placement and job coach training to enable the individual to maintain employment. (See Ch. 22.10)
4. Provide regular (at least monthly) written reports to the VR Counselor on client progress.
5. Communicate on a regular basis with the client and VR Counselor and work to resolve concerns, issues, or disagreements.
6. Communicate with the VR Counselor and provide timely (within 30 days from the date of service) invoice for service provided.

NOTE: *If CRP's choose to provide transportation for USOR clients during the JPP and/or SJBT service, the CRP will be responsible for providing means for insurance coverage for transportation. USOR will not be liable for any circumstances that may occur while USOR clients are under the care of the CRP.*

22.7 Assessment:

- A. CRP Intake Assessment:** Placement Team meets to discuss referral:
An in person appointment with the VR Counselor, CRP Job Coach, and client will take place to discuss disabling condition and functional limitations. The VR Counselor will provide the *CRP Work Strategy Assessment Referral Form*, identify areas to assess and authorize for the Work Strategy Assessment to the CRP.

NOTE: *If an in-person appointment is not possible, hold a phone conversation with CRP to review Work Strategy Assessment Referral Form.*

B. Work Strategy Assessment

The Job Coach is responsible for conducting a **Work Strategy Assessment** at minimum of 8 hours for all clients, which should include:

1. An in-person intake assessment should include discussion on functional limitations, legal issues, transportation needs, and interests as related to employment
2. Transferrable Job Skills Analysis, Knowledge of the World of Work Assessment
3. Behavioral, Motivational and Interest Assessment as they relate to employment
4. Job Seeking Skills
5. Life Skills Assessment, general work behaviors (social, communication, interpersonal, time management skills) in all settings.

6. Life Skills Assessment as they relate to employment
7. Abilities and Aptitudes
8. CRP will complete a Work Strategy Assessment Report with Recommendations

NOTE: *The assessment fee includes a mandatory **Pre-Placement Interview** with the client and VR Counselor to review the results of the completed **Work Strategy Assessment**.*

C. Main Assessment Areas (as identified by the Placement Team):

1. Work Site or Situational Work Assessment
 2. Independent Living Skills Assessment (Home Visit)
 3. Technical/Computer Skills Assessment
 4. Mock Interview Assessment (Interview/Resume Skills)
 5. Other areas identified by VR Counselor, client and CRP related to employment
1. **Work Site or Situational Work Assessment** (Up to 4 hours over a minimum of 2 days)
 - a. Conduct a work site or situational work assessment to assess client's work ability
 - b. Assess ability to show up on time, follow instructions, and complete job duties at the worksite to test work readiness skills related to the type of job they are interested in. Activities and or settings could include: office, janitorial, cashier, restocking shelves, grocery list, lifting duties, construction, medical, customer service, retail, etc.
 - c. Observe Social Skills and Interpersonal Skills in all settings
 - d. Possible client activity: Have client complete a Master Application and return to the CRP
 2. **Independent Living Skills Assessment** (May require Home Visit)
 - a. CRP Job Coach will meet with the client in their home, and when possible with a family member, individual living in the same residence, neighbor or personal support system member, to assess their system of support and learn more about the client independent living skills
 - b. Observe Social Skills and Interpersonal Skills in all settings
 - c. Assess Hygiene/Dress – Work Ready Clothing
 - d. Complete Transferrable Skills List
 - e. Possible client activity: Have client complete a Networking List and return to the CRP
 3. **Technical/Computer Skills Assessment** (Conducted at DWS, Community Center, Library, DI, or Other site)
 - a. Assess computer skills as related to employment (register and search online for a job)
 - b. Assess reading and writing ability by completing a Master Application to determine assistance needed to fill out applications for work

- c. Observe Social Skills and Interpersonal Skills in all settings
- d. Activity to log in and create a Job Seeker Registration on jobs.utah.gov or registration on utahfutures.org, gadball.com or other employment site – to assess ability to navigate the internet, and conduct a job search
- e. Complete a type test or other computer testing as appropriate to determine skills for work
- f. Assess technical skills as related to the vocational goal
- g. Possible client activity: Have client complete a 30 Second Commercial speech to share with employers

4. Mock Interview Assessment

- a. Assess time management skills (follow a calendar)
- b. Assess ability to interview, answer questions, etc.
- c. Observe Social Skills and Interpersonal Skills in all settings
- d. Possible client activity: Have client dress for an interview for the next appointment with CRP

5. Other Areas for Assessment

- a. To be identified by VR Counselor, client and CRP as related to employment
- b. Observe Social Skills and Interpersonal Skills in all settings

D. Pre-Placement Meeting – Work Strategy Assessment Report/Recommendations:

Upon assessment completion and prior to the provision of any other services by the CRP, the Placement Team (CRP Job Coach, VR Counselor, and client) will meet to review the assessment and recommendations. CRP will summarize the information in the Work Strategy Assessment Report to include, at a minimum, a one page summary. This meeting will be held to discuss appropriate recommendations and interventions, discuss roles and expectations, include necessary services in the IPE, and obtain an authorization if appropriate for further services.

E. Situations that may require another referral for a new CRP Work Strategy Assessment:

1. Over one year of active job search, and/or
2. Client circumstances have significantly changed. This may include, but is not limited to: Disability has changed or progressed, living arrangements have changed (moved out independently or moved in with others), marital status changed (divorced, married, etc.), primary care taker of children or no longer primary care taker of children, or other similar changes.
3. The client and the VR Counselor agree to change CRP providers and communicate the change with Placement Team.

Work Strategy Assessment Fee Schedule:

- \$500 Work Strategy Assessment (Authorization Service Code 01.5)

22.8 Job Preparation and Placement (JPP) (See Appendix 22-C for Flow Chart)

- A.** Job Preparation and Placement is needed when a client has made personal efforts to secure employment, without success and when Choose to Work has been determined inappropriate. The VR Counselor can then utilize the services of a CRP to assist the client with substantial support in both job preparation and securing employment. These services may include, but are not limited to:
1. Resume building
 2. Interviews preparation
 3. Completing and submitting applications
 4. Attending Interviews
 5. Job search
 6. Transportation training
 7. Dress and hygiene preparation
 8. Self-advocacy
 9. Identifying natural job supports
 10. Identifying and planning for possible barriers
 11. Preparing client for the culture of work (being on time, co-worker interactions, etc.)
 12. Behavioral observations and interventions related to employment
 13. Communication as it relates to employment
 14. Motivational factors as it relates to employment
 15. Life skills assessment
 16. Time management interventions
- B. Eligibility:** The VR Counselor determines that Job Preparation & Placement services are appropriate. This is done by completing a Comprehensive Assessment of Rehabilitation Needs and services, understanding of the client's strengths and abilities, and any other assessments throughout the life of the case. Through informed choice the VR Counselor will refer the client to a CRP for the **Work Strategy Assessment** utilizing the appropriate pathway (Section. 22.7. D).
- C. Planning:** Upon completion of the Work Strategy Assessment, a Pre-Placement Meeting will be completed with the Placement Team (VR Counselor, CRP and client) to discuss the IPE, job preparation needs, job goals, any concerns, etc. Everyone must have a clear understanding of roles and responsibilities and what Job Prep & Placement means.

There is no expectation of Job Coach Training under the Job Preparation and Placement model.

D. Service Provision:

1. Once the CRP has provided the necessary supports and services and assists the client in preparing for and finding employment, the job coach will assist the client with the entrance paperwork and activities for their employment. This may include but is not limited to: acceptance of employment forms, emergency contacts, insurance documents, time cards, gaining picture ID and appropriate work clothing, etc. At a minimum, monthly reports are required during the Job Prep and Search phase.
2. Upon successful employment, a final written summary from the CRP to the VR Counselor is required. These reports should include the following documentation: Services provided, completed employment paperwork, wages, hours worked, fringe benefits, or other comments from the job coach. This information will be submitted at time of billing.
3. Once all of the initial employment expectations are met and the client has been working on the job for at least 5 days, the client is considered successfully placed and CRP can bill for placement. At this time, the CRP is no longer required to monitor or track the client.
 - a. **Please Note:** If employment is lost after 5 Days on the Job, the Placement Team must meet to discuss the circumstance regarding the loss of employment to determine if re-engaging in Job Preparation and Placement is appropriate. At this time the VR Counselor can reauthorize for a 2nd Placement Fee.
 - b. If a client is not successful after a 2nd Placement, the Team needs to look at other option as JPP may not be an appropriate service. Work motivation and readiness, disability stabilization and level of job support intervention (such as transitioning to SJBT) are factors for consideration. Supervisory approval through a Client Service Recommendation is required for the VR Counselor prior to authorizing for a 3rd Placement attempt through JPP (See CSM Appendix 12-A).
4. After placement the client may need minimal supports to maintain their employment. If minimal supports are determined necessary by the placement team, the CRP can provide consultation supports to help a client maintain their employment. These "consultation hours" will be authorized on an hourly basis at \$35/hour for up to 20 hours at the VR Counselor approval level.
5. It is the VR Counselor's responsibility to monitor the client's employment as long as the individual is active with VR, to ensure that the client continues to be successful on the job. The client can be placed in Employed Status (22) after 5 days of successful work.

Job Preparation and Placement Fee Schedule

- \$500 Work Strategy Assessment
 - An assessment to determine which job supports and Interventions will need to be implemented in order to find employment in the vocational goal
- \$1,000 Job Development Fee
 - Issued for the CRP and client to work together to prepare for and gain employment in an agreed upon vocational goal, collaborating with VR Counselor as needed
- \$1,000 Placement Fee
 - Issued after the client has successfully worked 5 days on the job and completed all required entrance paperwork and expectations
- Consultation Fee \$35/hour up to 20 hours
 - After placement the client may need minimal supports to maintain their employment. If check-in's and minimal supports are determined necessary by the placement team, the CRP can provide consultation supports to client to maintain their employment
- See **APPENDIX 22-A** for additional fee's

22.9 SJBT (See Appendix 22-D for Flow Chart)

- A.** SJBT is identified as an appropriate service if the client is in need of short term job coaching at their job site, in order to learn the essential functions of their job and to gain and/or maintain their employment. These clients typically have significant and most significant disabling conditions that cause specific functional limitations which greatly increase the potential of job failure without training provided through Job Coaching.
1. Through a Comprehensive Assessment of Rehabilitation Needs, the VR Counselor determines if SJBT is an appropriate VR service.
 2. Clients who are appropriate for SJBT do not have on-going, long term support service needs and/or funding available.
- B. Eligibility:** The VR Counselor and client determine whether or not SJBT services are appropriate. This is done by completing a Comprehensive Assessment of Rehabilitation Needs and services, understanding of client's strengths and abilities, and any other assessments throughout the life of the case. Through informed choice, the VR Counselor assists the client in determining an appropriate CRP to meet their Job Coach Training needs. In cases where the VR Counselor determines that SJBT may be the appropriate intervention, the chosen CRP will conduct the Work Strategy Assessment.
- C. Planning:** A Pre-Placement Interview will be completed with the Placement Team (VR Counselor, CRP, client) to discuss the results and CRP Assessment Summary, the client

IPE , job goals, any concerns etc. Everyone should be on the same page with roles and responsibilities, and what supports are necessary during this phase. The IPE will identify the specific vocational goal. The IPE will include:

1. The CRP chosen to provide SJBT services, as well as the specified vocational goal and estimated time of completion.
2. If needed and when appropriate, Life Skills or Work Adjustment Training will be identified and included in the IPE. Examples of appropriate Life Skills Training might include: Applying for Medicaid, DSPD and other supports needed to maintain employment, general life skills assistance when not utilizing JPP or SJBT, applying for medical assistance, prescriptions assistance, etc.
3. Statements regarding the anticipated length of time required to achieve job placement and job stability.

D. Service Provision: The client is employed and the CRP provides job coaching the work site. It is the VR Counselor's responsibility to monitor the training and support services as long as the individual is active with VR to ensure that services are appropriate, timely, and are consistent with the IPE and its amendments. **A monthly written progress report from the CRP to VR Counselor is required.** These reports should include wages, hours worked, fringe benefits, contact with non-disabled peers, and comments/concerns from the job coach. Reports should also include **monthly** and **cumulative** job coach intervention time, so that the Placement Team can determine when the client is ready to phase out of job coaching services, and be successfully closed from VR.

1. Upon employment, the VR Counselor considers the individual still in training, while utilizing their job coach, for at least 50 calendar days on the job.
2. It is agreed that the CRP will provide job coaching, monitoring and or tracking of the client while on the job for a minimum of 50 calendar days of employment. At which time, the Placement Team will meet together for a Post Placement Meeting, (around the 50 calendar day mark) to determine whether the client is still in need of job coaching and monitoring interventions, or if the job coach can phase out and client can be placed in Employed Status (22). This is a mandatory meeting for the Placement Team, to help ensure the success of the client. The VR Counselor will document the stability of the employment situation in the client record. If the client is still in need of substantial job coaching or monitoring interventions, the team will set a time for an additional follow up meeting, and give the client and job coach more time on the job.
3. If employment is lost, it is agreed that the CRP will provide services for a 2nd placement under the initial paid milestones. If a 3rd placement attempt is needed, Supervisory Approval through a Client Service Recommendation is required (See CSM Appendix 12-A). If approved the milestones can be reauthorized (if agreed upon prior to initiating service by the VR Counselor and CRP) starting with the Placement Fee. If these 3 attempts are unsuccessful, the VR Counselor needs to look at other options, as SJBT may not be the appropriate service.

4. The CRP can bill for the successful employment fee after the client has been on the job for 100 calendar days.

Supported Job Based Training (SJB) Fee Schedule

- \$500 Work Strategy Assessment
 - An assessment to determine which job supports and Interventions will need to be implemented in order to find employment in the vocational goal
- \$1,000 Job Preparation Fee
 - Issued for the CRP and client to work together to prepare for and gain employment in an agreed upon vocational goal, collaborating with VR Counselor as needed
- \$1,500 Placement Fee
 - Issued after the client has successfully worked 5 days on the job and completed all required entrance paperwork and expectations
- \$1,000 Job Coaching Phase-Out Fee
 - Job Coaching must be completed on clients job site
 - Job Coaching must be provided (at whatever level needed per client) for up to 50 calendar days followed by a Placement Team meeting to determine phase out, or continued Job Coaching
 - Job Coaching Phase-Out Fee will not be earned if employer will not allow a JCT on site
- \$1,500 Successful Employment Fee
 - Issued after client has been successfully employed for at least 100 calendar days
 - Can be earned whether Job Coaching is utilized or not
 - Monthly follow-up meetings or check-ins with the client and reports to the VR Counselor, need to be included regardless of Job Coaching
- See **APPENDIX 22-A** for additional fee's

22.10 Case Closure Procedures for VR Counselor

- A. SJB: A successful closure is allowable when the client has been in Employed Status (22) for at least 90 days. The client can be placed in Employed Status (22) after the 50 day Placement Team Meeting if appropriate.
- B. JPP: A successful closure is allowable after the client has been in Employed Status (22) for at least 90 days. The client can be placed in Employed Status (22) after 5 successful days on the job.

22.11 Post-Employment Services

After a successful VR closure outcome, occasions may arise when it is appropriate to open a client in post-employment. This service may only be initiated after an IPE is developed between the VR Counselor and Client, and an authorization is issued. When post-employment needs are in the area of Supported Job Based Training and where milestones have already occurred, post-employment services would most likely be done using *Consultation Hours (\$35/hr.)* If, after using up to 20 hours, a client is

unable to maintain employment and further services are needed, supervisory consultation should occur to review further options which may include the possibility of re-opening the case. (See Chapter 18 for more information)

22. 12 Internships, Seasonal and Temporary Work Experiences

In order to provide a client with the required skills, knowledge and work history to secure permanent employment the placement team may determine it is necessary for the client to engage in an internship, seasonal employment or temporary employment. The VR Counselor may authorize for this service (as outlined in Appendix 22-A), which includes the temporary placements and the necessary job coaching training in order to gain the required employment skills.

A. Internships: These placements should be viewed as a training or extension of an academic experience which will allow the participating VR client to gain new skills which can be applied to a broad range of settings and employers. Internships can be either paid or unpaid and be take place in a variety of settings including both for-profit and non-profit employers.

1. **Paid Internships:** Clients placed in paid internships may work in either non-profit or for-profit settings and are compensated with wages and benefits commensurate with the position they hold within the company.

2. **Unpaid Internships:** The Fair Labor Standards Act has outlined specific guidelines in order to ensure that an unpaid internship (especially in a for-profit setting) does not encroach on an employment relationship. In order to place a client in an internship, the following criteria must be met.

- a. The internship is similar to training which would be given in an educational environment.
- b. The internship experience is for the benefit of the intern- not the business.
- c. The intern does not displace regular employees, but works under close supervision of existing staff.
- d. The employer providing the training derives no immediate advantage from the activities of the intern.
- e. The intern is not necessarily entitled to a job at the conclusion of the internship.
- f. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship

B. Temporary and Season Employment: These types of placements are defined as short-term employment opportunities designed by employers to fit business needs which are temporary or cyclical in nature. Employment of this type usually ends at a predetermined time but can transition to permanent employment. Both Temporary and Seasonal employment for the purposes of VR is defined as a period of at least 60 but not more than 120 calendar days.

Temporary and seasonal employment may be utilized as a means to develop a set of work skills that the Placement Team has determined is necessary for successful permanent employment. The skills set identified by the Placement team must be documented in the IPE.

Placement in a temporary or seasonal position may be secured through either for-profit or non-profit employers. Wages and benefits for VR clients placed in temporary or seasonal employment are set by the employer unless the temporary or seasonal employment is secured through the use of an independent contract between the CRP and a business. In the event the CRP is the employer, the VR client must earn wages commensurate with employees hired directly by the business with which the CRP is contracting.

Additional Fee Options for All Milestone Placement Services

APPENDIX 22-A

Rural Development Fee: \$500	Service Code: 16.1
<ul style="list-style-type: none"> • Any placements in the Rural County USOR approved list (See APPENDIX 22-B), CRP's can also earn a Rural Development Fee. • To meet the criteria for this fee, the work location must be in a rural county included on the approved list. The client's current residence nor the location of the VR office are qualifying criteria for the Rural Development Fee. • The CRP can bill for this fee at time of successful employment (100 calendar days on job) 	
Internships, Seasonal and Temporary Work Experience: \$1,000	Service Code: 08.1
<ul style="list-style-type: none"> • This service fee can be utilized for clients who may need assistance with finding and maintaining internships, temporary and seasonal employment or summer work experiences. Often times, this is a necessary step in order for clients to secure permanent employment. This fee would need to be agreed upon by the placement team as an option prior to placement. This fee would include the temporary placement and the necessary job coach training in order to gain employment skills. When appropriate, the client and job coach would continue with any additional fees and into permanent employment. • If the Internship, Seasonal or Temporary work experience becomes a permanent placement, additional services, including job coaching and consultation may be authorized as appropriate. 	
High Quality Indictors: \$500	Service Code: 16.1
<ul style="list-style-type: none"> • Must meet 2/3 of the following: <ul style="list-style-type: none"> ○ The client is employed 35 or more hours per week ○ The client is compensated at or above \$10/hour ○ The client's employment offers health insurance benefits for which the client qualifies • The CRP can bill for this fee at time of successful employment (100 calendar days on job) 	
MSD Client Placement Fee: \$500	Service Code: 16.1
<ul style="list-style-type: none"> • Most Significantly Disabled (MSD) status is determined by the VR Counselor and the CRP will be notified at the time of referral whether the client qualifies for the MSD Fee Option. • The CRP can bill for this fee at time of successful employment (100 calendar days on job) 	

APPENDIX 22-B

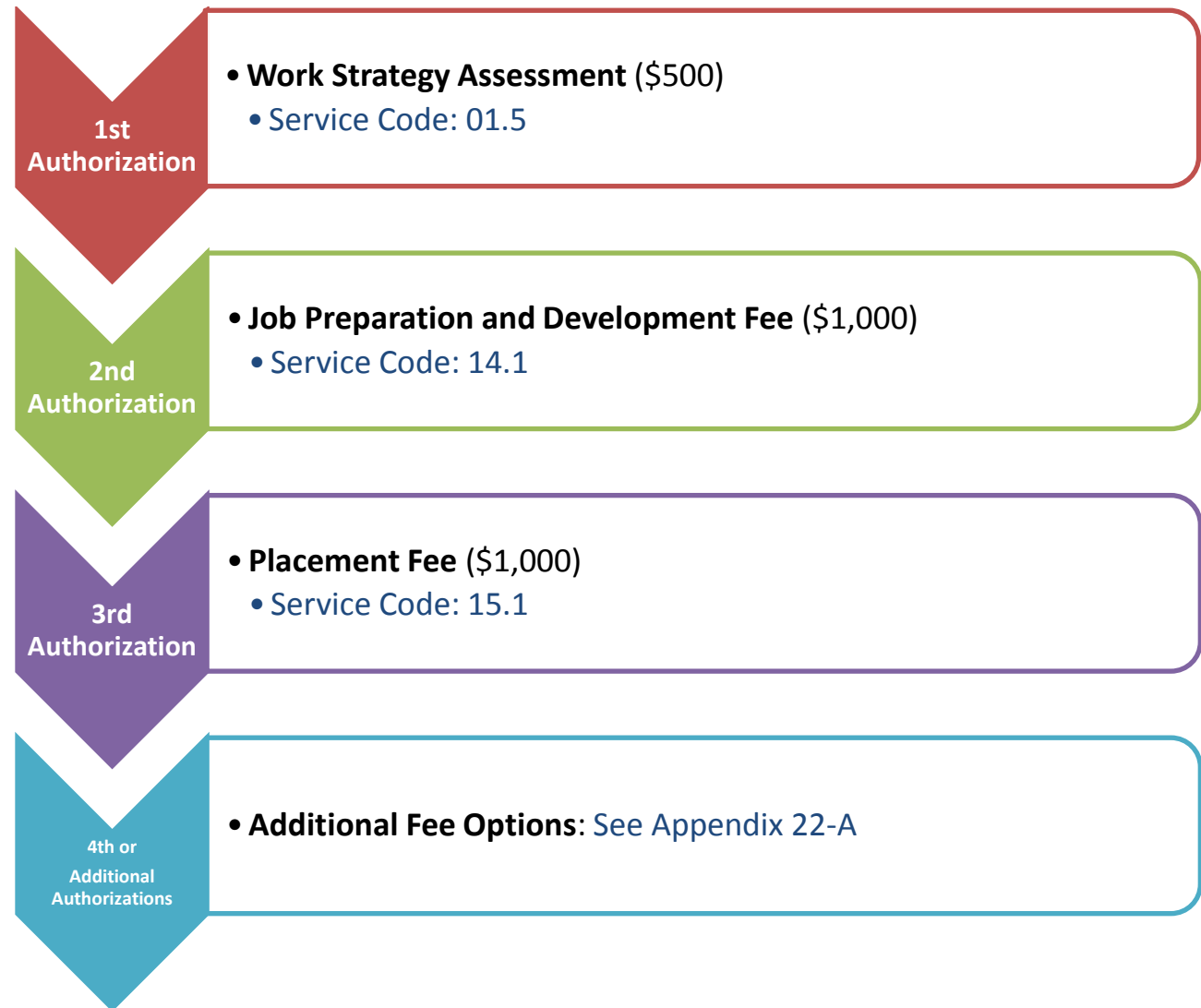
Rural Service Areas (Determined by Utah Census Bureau)

Beaver	Grand	Sanpete
Box Elder	Iron	Sevier
Carbon	Kane	Uintah
Daggett	Millard	Wasatch
Duchesne	Piute	Wayne
Emery	Rich	
Garfield	San Juan	

NOTE: To meet the criteria for this fee, the work location must be in a rural county included on the approved list. The client's current residence nor the location of the VR office are qualifying criteria for the Rural Development Fee.

Job Preparation and Placement

Milestone Fee for Service Pathway



Note: Consultation Hours may be authorized, if minimal supports are needed to help the client maintain employment.

- **Fee:** \$35 per hour, up to 20 hours.
- **Service Code:** 16.1

APPENDIX 22-D

Supported Job Based Training (SJBT)
Milestone Fee for Service Pathway

1st Authorization

- **Work Strategy Assessment (\$500)**
 - Service Code: 01.5

2nd Authorization

- **Job Development Fee (\$1,000)**
 - Service Code: 14.1

3rd Authorization

- **Job Placement Fee (\$1,500)**
 - Service Code: 15.1

4th Authorization

- **Job Coach Training Phase-Out Fee (\$1,000)**
 - Service Code: 16.1
- **Successful Employment Fee - 100 Days On The Job (\$1,500)**
 - Service Code: 16.1

4th or Additional Authorizations

- **Additional Fee Options: See Appendix 22-A**