

JOB PLACEMENT QUICK REFERENCE SHEET - 2016

	JOB READINESS	JOB PLACEMENT	JOB RETENTION	EXCEPTIONAL WAGE BONUS	BENEFITS INCENTIVE
Description	The VPO can be processed for payment as soon as the readiness assessment/training is complete and the DRS counselor receives the required documentation. Documentation should be submitted to the DRS counselor within 15 days of completion of Job Readiness Assessment/Training services.	The VPO can be processed for payment after the client has completed 45 days of employment and the counselor has received the required documentation.	The VPO can be processed for payment after the client has completed 90 days of employment and the counselor has received the required documentation.	The VPO can be processed for payment after the client has completed 90 days of employment and the counselor has received the documentaton verifying the clients hourly wage.	The VPO can be processed for payment after the client has completed 90 days of employment and the counselor has received documentation verifying the client receives employee provided health coverage.
Expenditure Code	CE031	CE034	CE033	CE033	CE033
Fee Amount	\$500	PC1 or PC2: \$1000 PC3 or PC4: \$800	PC1 or PC2: \$1500 PC3 or PC4: \$1200	\$500	\$200
Documentation Required	<ol style="list-style-type: none"> 1. Completed Job Readiness Assessment/Training Report 2. Copies of the client's resume and list of references 3. Completed Job Placement Activity Plan 4. Signed VPO 	<ol style="list-style-type: none"> 1. Copies of the Job Placement Activity Plan for each month client was receiving Job Placement services. 2. Job Placement Report 3. Documentation verifying client's employment (check stub, etc.) 4. Signed VPO 	<ol style="list-style-type: none"> 1. Copies of the monthly Job Placement Activity Plans completed since the job placement fee was paid. 2. Documentation verifying client's continued employment. This documentation must be dated after the 45th day of employment. 3. Signed VPO 	Pay statement or other documentation verifying client's wages	Documentation verifying employer provides at least 50% of the cost of health insurance coverage for the employee/client.
		Placements within the CRP are paid at 50% of the standard rate for Job Placement and Job Retention			