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| VR INDIVIDUAL PLACEMENT AND SUPPORT (IPS) SUPPORTED EMPLOYMENTRESPONSIBILITY FLOW CHART (6/3/21) | | | | |
| Career ProfileStatus: Application/Eligible | Career Match & HireStatus: Service | Training Once EmployedStatus: Service | Career Stabilization & MaintenanceStatus: Employed | Successful Employment OutcomeStatus: Employed/Closed-Rehabilitated |
| CRP | CRP | CRP | CRP | CRP |
| * Schedule VR intake and submit Crosswalk (if required) * Begin Career Profile process * Refer to benefits counseling * Submit Career Profile and Vendor Authorization to MRC within 10 days of VR intake | * Begin job development * Submit Monthly Progress Reports and Job Development Contacts Reports to MRC by the 5th of each month * When client gets a job, submit Hire Report, Monthly Progress Report, wage verification, and Vendor Authorization to MRC within 10 days of job start * Refer customer for benefits counseling again | * Provide follow-along supports * Continue to submit Monthly Progress Report to MRC by the 5th of each month * If customer loses job, submit Job End Report to MRC with 10 days of job end | * Continue to provide follow-along supports * Participate in stabilization staffing with MRC and client * Submit Extended Support Plan, Monthly Progress Report, and Vendor Authorization to MRC at stabilization * Submit Monthly Progress Report and Vendor Authorization to MRC at 30 and 60 days after stabilization | * Submit final Monthly Progress Report, wage verification from past 30 days, and Vendor Authorization to MRC at 90 days after stabilization * Continue to provide follow-along supports for as long as the client wants |
| VR COUNSELOR | VR COUNSELOR | VR COUNSELOR | VR COUNSELOR | VR COUNSELOR |
| * Complete application for VR services with customer * Determine eligibility * Issue Career Profile Vendor Authorization * Upon receipt of Career Profile and Vendor Authorization, process $750 payment. * Meet with ES and customer to create IPE based on Career Profile. | * Issue Career Match and Hire Vendor Authorization for IPS Career Match & Hire * Review Monthly Progress Reports and Job Development Contacts Reports * Upon receipt of Hire Report, Monthly Progress Report, wage verification, and Vendor Authorization, process $1,500 payment and * Amend IPE if needed * If customer is not employed after 4 months, schedule staffing with ES and customer | * Issue Vendor Authorization for Stabilization * Continue to review Monthly Progress Reports * As soon as stabilization criteria are met, schedule meeting with ES and customer * ***Applicable when in Service or Employed - If client loses job, review Job End Report and remain or move back to Service and go through Stabilization process.*** | * Upon receipt of Extended Support Plan, Monthly Progress Report, and Vendor Authorization, process $1,000 payment and move to Employed Status * Issue Vendor Authorizations for 30 Day and 60 Day IPS Job Stabilization and Maintenance * Upon receipt of Monthly Progress Report and 30 Day Vendor Authorization, process $500 payment * Upon receipt of Monthly Progress Report and 60 Day Vendor Authorization ,process $500 payment | * Issue Successful Employment Outcome Vendor Authorization * Upon receipt of final Monthly Progress Report, wage verification from past 30 days, and Vendor Authorization, process $2,750 payment and move to Closed-Rehabilitated Status * Close case and send closure letter to customer and CRP |