VR Supported Employment Responsibility Flow Chart – January 2026

Consultation & Meeting

Status: Application/Eligible

VR Counselor

- Refer customers who receive SSI/SSDI for Benefits counseling.
- Send the CRP appropriate records from the ENA process, and Vendor Authorization. Refer customers who receive SSI/SSDI for Benefits counseling.
- Participate in the CRP coordinated meeting.
- Develop Individualized Plan for Employment (IPE) if not already completed.
- Review and approve Consultation & Services Plan and process Vendor Authorization for payment as submitted by CRP.
- Follow through with actions based on Consultation & Services Plan so services can be initiated timely and effectively.

CRP

- Upon receipt of the referral, appropriate records, and Vendor Authorization, coordinate consultation and meeting ASAP with customer, VRC, and other appropriate individuals.
- Review information from VRC and start meaningful conversations and activities with customers about employment.
- Proactively participate in the consultation meeting.
- Send completed SE Consultation & Services Plan Report to VR Counselor along with the Vendor Authorization within 10 days of the meeting.

Career Development & Placement

Status: Service

VR Counselor

- The team must agree about placement outcome MUST MEET COMPETITIVE INTEGRATED EMPLOYMENT (CIE)
- Vendor Authorization may be processed for payment when Hire Report AND wage verification are received from CRP.
- Review monthly progress report, job development contacts, and monitor progress. If taking more than 6 months, recommend meeting with the team.
- Full time employment (as defined by the employer)
- Part-time employment (as defined by the employer)
- Obtain prior approvals for placements less than 15 work hours per week

CRP

- Provide placement services as outlined in the CRP manual.
- Send Monthly Progress Report and Job Development Contacts by the 5th of each month.
- When placement is made, notify VR counselor by email. If employment is less than 15 hours, Regional Approval must be sought. A second meeting must be held if the vocational objective does not match the IPE.
- CRP sends signed Vendor Authorization along with completed Hire Report and wage verification. If appropriate, notify DIDD ISC of placement.

Training Once Employed

Status: Service

VR Counselor

- VR Counselor issues Vendor Authorization for Day 1 of Stabilization.
- VR case should remain in Service Status.
- Review Monthly Progress Report and monitor progress.
- Participate in any needed staffing.
- VR Counselor makes ultimate decision if all Stabilization criteria are met (see CRP Service Manual)

- Note: Intensive Job Services may be authorized if needed and justified. Obtain prior approvals when necessary. Cannot move case into Employed Status as long as IJS is being provided.

CRP

- Work with customer by providing needed services to maintain employment.
- Send SE Monthly Progress Report to the VR Counselor.
- Notify VR Counselor when Stabilization criteria are about to be met to schedule staffing.
- Staffing must be scheduled to discuss Career Stabilization Maintenance and Extended Support Plan (ESP) with customer, VRC, and other appropriate individuals.
- Submit Extended Support Plan (ESP) and signed Vendor Authorization Day 1 of Stabilization.

Career Stabilization & Maintenance

Status: Employed

VR Counselor

- Review and approve Extended Support Plan (ESP) from CRP to process Vendor Authorization for payment. VR case should be put into Employed Status when VRC has made decision if stabilization criteria are met.
- All VR funded support services including on the job training or UJS must have been completed when moving into Employed Status.
- Communicate with ISC for Medicaid waiver access. CC: CRP.
- If ECF Choices, advise MCO Support Coordinator using the MOU notification Form.
- As federally mandated, no monies will be issued for extended ongoing services.
- Ongoing services were agreed upon by CRP prior to the beginning of SE services.
- Issue and pay Vendor Authorization for Stabilization and Maintenance at 30 and 60 days in Employed Status.

CRP

- At Employed Status, Ongoing support procedures as agreed in the CRP Service Manual and as mandated by Federal regulations.
- Continue to submit required report using SE Monthly Progress Report, at 30 days and at 60 days in Employed Status along with respective signed Vendor Authorization to process payment.

- Keep log of contacts. May be asked to provide copy of contact log to VR.
- Access ECF Choices, Medicaid, and other funding sources if appropriate.
- Use SE Monthly Progress Report and submit it to VR Counselor as long as Intensive Job Services are utilized.

Successful Employment Outcome

Status: Employed/Closed Rehabilitated

VR Counselor

- At 61st day in Employed Status, the VR Counselor issues Vendor Authorization according to the Fee Schedule.
- Full Time Employment (as defined by the employer)
- Part Time employment (as defined by the employer)
- Case should remain in Employed Status for at least 90 days before case closure. Upon receipt of the final contact report, signed Vendor Authorization, and wage verification. VR Counselor will process Vendor Authorization for payment according to the Fee Schedule. Supplement Vendor Authorization if necessary, ensuring that increase in hours/wages are customary.
- VRC contacts customer to confirm at least 90 days of successful & appropriate CIE. Follow Closed Rehabilitated Status Protocol.
- Close case and provide CRP copy of closure letter.

CRP

- Complete monthly contact of successful employment and share with VR Counselor on a timely basis. Send completed final 90-day report, signed Vendor Authorization, and wage verification to VR Counselor.
- Continue to provide and coordinate extended ongoing support services.
- Notify VR Counselor of any changes in customer's employment, if appropriate.
- Access TN Care Behavioral Health rider for MH customers, ECF Choices, Medicaid program, if appropriate. If CRP is an EN, request from customer TTW reassignment after VR case closure.