

**VR INDIVIDUAL PLACEMENT AND SUPPORT (IPS) SUPPORTED EMPLOYMENT RESPONSIBILITY FLOW CHART (11/1/2019)**

<b>VR STATUS 10 - 12</b> <i>Career Profile</i>	<b>VR STATUS 12 - 18</b> <i>Career Match &amp; Hire</i>	<b>VR STATUS 18</b> <i>Training Once Employed</i>	<b>VR STATUS 18 - 22</b> <i>Career Stabilization &amp; Maintenance</i>	<b>VR STATUS 22 - 26</b> <i>Successful Employment Outcome</i>
<b>CRP</b>	<b>CRP</b>	<b>CRP</b>	<b>CRP</b>	<b>CRP</b>
<ul style="list-style-type: none"> <li>Schedule VR intake and submit Crosswalk (if required)</li> <li>Begin Career Profile process</li> <li>Refer to benefits counseling</li> <li>Submit Career Profile and VPO to VRC within 10 days of VR intake</li> </ul>	<ul style="list-style-type: none"> <li>Begin job development</li> <li>Submit Monthly Progress Reports and Job Development Contacts Reports to VRC by the 5<sup>th</sup> of each month</li> <li>When client gets a job, submit Hire Report, Monthly Progress Report, wage verification, and VPO to VRC within 10 days of job start</li> <li>Refer to benefits counseling again</li> </ul>	<ul style="list-style-type: none"> <li>Provide follow-along supports</li> <li>Continue to submit Monthly Progress Report to VRC by the 5<sup>th</sup> of each month</li> <li>If client loses job, submit Job End Report to VRC with 10 days of job end</li> </ul>	<ul style="list-style-type: none"> <li>Continue to provide follow-along supports</li> <li>Participate in stabilization staffing with VRC and client</li> <li>Submit Extended Support Plan, Monthly Progress Report, and VPO to VRC at stabilization</li> <li>Submit Monthly Progress Report and VPO to VRC at 30 and 60 days after stabilization</li> </ul>	<ul style="list-style-type: none"> <li>Submit final Monthly Progress Report, wage verification from past 30 days, and VPO to VRC at 90 days after stabilization</li> <li>Continue to provide follow-along supports for as long as the client wants</li> </ul>
<b>VR COUNSELOR</b>	<b>VR COUNSELOR</b>	<b>VR COUNSELOR</b>	<b>VR COUNSELOR</b>	<b>VR COUNSELOR</b>
<ul style="list-style-type: none"> <li>Meet client for intake appointment to complete application</li> <li>Determine eligibility</li> <li>Issue Career Profile VPO</li> <li>Upon receipt of Career Profile and VPO, process \$750 payment and move to Status 10</li> <li>Meet with ES and client to create IPE based on Career Profile.</li> </ul>	<ul style="list-style-type: none"> <li>Issue Career Match and Hire VPO and move to Status 18.</li> <li>Review Monthly Progress Reports and Job Development Contacts Reports</li> <li>Upon receipt of Hire Report, Monthly Progress Report, wage verification, and VPO, process \$1,500 payment</li> <li>Amend IPE if needed</li> <li>If client is not employed after 4 months in Status 18, schedule staffing with ES and client</li> </ul>	<ul style="list-style-type: none"> <li>Issue Stabilization VPO</li> <li>Continue to review Monthly Progress Reports</li> <li>As soon as stabilization criteria are met, schedule meeting with ES and client</li> <li>If client loses job, review Job End Report and move back to Status 18</li> </ul>	<ul style="list-style-type: none"> <li>Upon receipt of Extended Support Plan, Monthly Progress Report, and VPO, process \$1,000 payment and move to Status 22</li> <li>Issue 30 Day and 60 Day VPOs</li> <li>Upon receipt of Monthly Progress Report and 30 Day VPO, process \$500 payment</li> <li>Upon receipt of Monthly Progress Report and 60 Day VPO, process \$500 payment</li> </ul>	<ul style="list-style-type: none"> <li>Issue Successful Employment Outcome VPO</li> <li>Upon receipt of final Monthly Progress Report, wage verification from past 30 days, and VPO, process \$2,750 payment and move to Status 26</li> <li>Close case and send closure letter to client and CRP</li> </ul>