|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| VR STATUS 10 - 12*Career Profile* | VR STATUS 12 - 18*Career Match & Hire* | VR STATUS 18*Training Once Employed* | VR STATUS 18 - 22*Career Stabilization & Maintenance* | VR STATUS 22 - 26*Successful Employment Outcome* |
| 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 VPO to VRC within 10 days of VR intake | * Begin job development * Submit Monthly Progress Reports and Job Development Contacts Reports to VRC by the 5th of each month * When client gets a job, submit Hire Report, Monthly Progress Report, wage verification, and VPO to VRC within 10 days of job start * Refer to benefits counseling again | * Provide follow-along supports * Continue to submit Monthly Progress Report to VRC by the 5th of each month * If client loses job, submit Job End Report to VRC with 10 days of job end | * Continue to provide follow-along supports * Participate in stabilization staffing with VRC and client * Submit Extended Support Plan, Monthly Progress Report, and VPO to VRC at stabilization * Submit Monthly Progress Report and VPO to VRC at 30 and 60 days after stabilization | * Submit final Monthly Progress Report, wage verification from past 30 days, and VPO to VRC 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 |
| * Meet client for intake appointment to complete application * Determine eligibility * Issue Career Profile VPO * Upon receipt of Career Profile and VPO, process $750 payment and move to Status 12 * Meet with ES and client to create IPE based on Career Profile | * Issue Career Match and Hire VPO * Review Monthly Progress Reports and Job Development Contacts Reports * Upon receipt of Hire Report, Monthly Progress Report, wage verification, and VPO, process $1,500 payment and move to Status 18 * Amend IPE if needed * If client is not employed after 4 months in Status 12, schedule staffing with ES and client | * Issue Stabilization VPO * Continue to review Monthly Progress Reports * As soon as stabilization criteria are met, schedule meeting with ES and client * If client loses job, review Job End Report and move back to Status 12 | * Upon receipt of Extended Support Plan, Monthly Progress Report, and VPO, process $1,000 payment and move to Status 22 * Issue 30 Day and 60 Day VPOs * Upon receipt of Monthly Progress Report and 30 Day VPO, process $500 payment * Upon receipt of Monthly Progress Report and 60 Day VPO, process $500 payment | * Issue Successful Employment Outcome VPO * Upon receipt of final Monthly Progress Report, wage verification from past 30 days, and VPO, process $2,750 payment and move to Status 26 * Close case and send closure letter to client and CRP |