

## **ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

**Program Name:** Vocational Rehabilitation (VR)

**Policy Number:** VR-4.2-v2

**Effective Date:** July 1, 2008

**Last Revision:** May 7, 2021

**CHAPTER 4:** Individualized Plan for Employment

**Section 4.2:** Timelines for IPE Development

### **I. Policy Statement**

This policy provides the guidelines regarding the Individualized Plan of Employment (IPE) timelines as a crucial part of the VR process. IPE timelines are created within the IPE to ensure that both the client and VR Counselor are aware of anticipated activity completion dates.

### **II. Authority**

Authority for policies contained in this document includes the following:

- Workforce Innovation and Opportunity Act (WIOA), 29 U.S.C. § 3101 et seq.
- Title IV Amendments to the Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- State Vocational Rehabilitation Services Program, 34 C.F.R. § Development of the individualized plan for employment 361.45 (e)
- A.R.S. §§ 23-502 and 503

### **III. Applicability**

This applies to all circumstances in which an IPE is developed. The client must participate in activities pertaining to the IPE timelines in order to progress in the VR program.

### **IV. Standards**

- A. The IPE development process must begin as soon as possible once the client is eligible for VR services and in an open priority category. Refer to Section 4.3 for additional details.
- B. IPE for students as young as 14 must be developed as soon as possible during the transition process and prior to the student's departure from the school setting.

- C. VR Counselor must complete and implement the client's IPE within 90 calendar days from the date of the eligibility decision and movement into an open Priority Category.
- D. The IPE is considered complete and implemented when all required signatures have been obtained.
- E. In instances when it becomes apparent that the IPE will not be implemented within 90 days per IV. C due to circumstances beyond the control of VR, the VR Counselor must initiate the process for an IPE extension.
- F. VR Counselor must contact the client prior to the end of the 90-calendar day timeline to discuss the need for an extension and ensure the Extension of IPE Implementation Agreement is presented and agreed upon by all parties no later than the 89th day after the date of eligibility determination.
- G. VR Counselor must provide the client with Appeal Rights and Client Assistance Program information during the discussion of the IPE extension.
- H. VR Counselor will document all contact attempts with the client in the ECF.
- I. VR Counselor will only implement one extension at a time. IPE extensions will begin on the 91<sup>st</sup> calendar day from the date of eligibility and movement into an open Priority Category.
- J. VR Counselor must obtain supervisory approval for all subsequent IPE extensions.
- K. Subsequent IPE extensions must be documented in the form of a case note in the ECF by the VR Counselor.

## **V. Procedure**

- A. Refer to section IV, C, E, F, and H.
- B. Refer to Standard Work, if available.

## **VI. Documentation Requirements**

The client's electronic case file must include the following:

- A. IPE signed by all parties.
- B. Extension of IPE Implementation Agreement (if applicable).
- C. Case notes regarding all communication attempts and discussion outcomes concerning the IPE extension.