

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Program Name: Vocational Rehabilitation (VR)

Policy Number: VR-6.1-v1

Effective Date: July 1, 2008

Last Revision: March 31, 2021

CHAPTER 6: Post-Employment Services

Section 6.1: Post-Employment Services

I. Policy Statement

This policy outlines the standards regarding the provision of post-employment services (PES) for clients who need these services in order to maintain, regain, or advance in employment after their case was successfully closed by VR. PES is intended to ensure that the employment outcome remains consistent with the client's strengths, resources, priorities, concerns, abilities, interests, and informed choice.

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. §§:
 - Applicable definitions 361.5 (c)(41)
 - Scope of vocational rehabilitation services for individuals with disabilities 361.48 (b)(15)
 - Comparable services and benefits 361.53 (b)(6)
 - Participation of individuals in cost of services based on financial need 361.54 (b)(3)(i)(E)
- A.R.S. §§ 23-502 and 503
- Arizona Administrative Code, Title 6, Chapter 4:
 - General considerations R6-4-201 (A)(1)(I)
 - Eligibility, ineligibility, and certification R6-4-202 (I)(2)
 - Economic need and similar benefits R6-4-403 (A)(1)(b)(vii); and (B)(2)(b)(7)

III. Applicability

This applies to circumstances when former VR clients request post-employment services. Prior to requesting PES, the client must have already:

- A. Achieved a closure with successful employment outcome within 12 months prior to the date of request.
- B. Explored and utilized options, services, and financial assistance for training and career advancement available through their employer.
- C. Considered the employer's responsibilities under the Americans with Disabilities Act (ADA) for assistance with reasonable work accommodation requests.
- D. Obtained assistance available through the ESE provider (if applicable).

IV. Standards

- A. VR must re-determine the client's economic need and explore comparable benefits prior to the provision of PES.
- B. PES services may be provided for clients under the following instances when it is:
 - 1. To address a disability-related need that was documented in the original case, and
 - 2. To support the same employment outcome listed in the IPE at the time of closure.
- C. PES must be limited in scope and duration only to assist the client with:
 - 1. Avoid losing their current job,
 - 2. Regaining employment that was lost due to disability-related reasons or employer's reorganization, or
 - 3. Advancement in their current employment.
- D. A new case must be opened when it is determined that PES is not appropriate under the following circumstances:
 - 1. A client presents a different disability than was originally present in the original IPE or major exacerbation of the original disability is suspected as the reason for seeking VR services.
 - 2. A new specific employment outcome is being considered.
 - 3. The client's needs are complex or there is a need for comprehensive services.
- E. The provision of PES for self-employment is allowable when:
 - 1. It is for a viable self-employment business, or
 - 2. Requested costs will not exceed 10% over of the original business plan,

- F. For requested costs in excess of 10% over the original business plan under PES;
 - 1. The business plan must be re-submitted to the Program Supervisor or Self-Employment Review Committee (SERC), and
 - 2. Be reviewed by a contracted business consultant to help determine the viability of continuing the business.
- G. PES may be utilized in support of assistive technologies as follows:
 - 1. AT equipment that is necessary to meet the disability related needs that are not provided by the employer,
 - 2. Initial AT equipment upgrades and/or follow up after the client is working successfully to adjust for minor changes in job duties or changes in the work environment that impacts AT,
 - 3. Re-training on a specific aspect of the client's AT equipment.
- H. The following services are not provided or permissible in post-employment:
 - 1. Equipment repair,
 - 2. Upgrade or replacement of existing AT equipment that is not required to meet disability-related needs,
 - 3. Maintenance of current equipment,
 - 4. Warranty renewals.

V. Procedure

- A. Refer to IV.A and IV.D above.
- B. Refer to Standard Work, if available.
- C. Refer to the RSA Allowable Services Spreadsheet, contracts (if available) and provider requirements.
- D. The VR Counselor must complete the agency Referral for Services form for each post-employment service.
- E. The VR Counselor must task the Purchasing Technician to create RSA Purchase Authorization(s) for the service(s) listed in V. D.
- F. The Purchasing Technician must submit the RSA Purchase Authorization for each service listed in V. D along with the referral information to the provider(s).
- G. Upon receipt of the provider's service report, the VR Counselor must review the report for completeness, approve the provider's invoice and process for payment after confirming that the reporting documentation is complete.

VI. Documentation Requirements

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

- A. Referral information,
- B. RSA Purchase Authorization(s),
- C. Provider service report, if applicable.