

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Program Name: Vocational Rehabilitation (VR)

Policy Number: VR-4.8-v2

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CHAPTER 4: Individual Plan for Employment

Section 4.8: Job Retention IPE Development

I. Policy Statement

- A. This policy provides guidelines for the development of Job Retention Individualized Plans for Employment (IPEs) for clients to retain employment when their current job is at risk due to disability-related reasons.

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
 - Content of the individualized plan for employment 361.46
 - Scope of vocational rehabilitation services for individuals with disabilities 361.48 (b)(12)
- A.R.S. §§ 23-502 and 503
- Arizona Administrative Code, Title 6, Chapter 4, Individualized written rehabilitation program R6-4-205

III. Applicability

This policy applies to circumstances when a Job Retention IPE must be developed in order for a client to retain employment. The client must:

- A. Make consistent progress toward the achievement of the intermediate objectives in order to retain the current job placement.
- B. Apply and secure comparable benefits and services when appropriate.
- C. Maintain active participation in VR services.

IV. Standards

- A. A Job Retention IPE is used in instances when a client needs assistance in retaining their current employment due to a significant decline in functional capacity related to job functions.
- B. The Job Retention IPE employment goal must be within the occupation the client is presently employed in.
- C. Intermediate objectives listed on the Job Retention IPE must follow the guidelines in Section 4.3 IV.L.
- D. The elements of the Job Retention IPE must follow the guidelines in Section 4.3 IV.G. 2-9.
- E. Services on the Job Retention IPE must include:
 - 1. Vocational Rehabilitation Counseling and Guidance provided by Arizona State Agency personnel,
 - 2. Services determined to be necessary through informal or formal assessments of existing or new information to address disability-related barriers to the identified employment outcome, and
 - 3. Services determined through research of the labor market/industry standards/employment outcome requirements to be necessary to address the skill gap between the client's current skills and skills required to maintain the current employment.
- F. The IPE justification must follow the guidelines in Section 4.3 IV. R. and S.1-9.
- G. Economic need does not apply for services listed in IV. F. 1-6.
- H. Economic need applies for services listed in IV. F. 7.
- I. Comparable benefits must be used when available and appropriate.

V. Procedure

- A. Refer to IV. A, B, D, and F above.
- B. Refer to Standard Work, if available.

VI. Documentation Requirements

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

- A. Completed IPE and supporting documents.
- B. Completed IPE Justification template.
- C. Completed and signed Economic Status Report.

- D. Financial documentation supporting the economic need determination, unless the client waived their right to have their need determined.
- E. All results from formal and informal assessments.
- F. Reports from service providers (if applicable).