

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Program Name: Vocational Rehabilitation (VR)

Policy Number: VR-4.8-v3

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CHAPTER 4: Individual Plan for Employment

Section 4.8: Job Retention IPE Development

I. Policy Statement

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. §§:
 - 361.45, Development of the individualized plan for employment
 - 361.46, Content of the individualized plan for employment
 - 361.48 (b)(12), Scope of vocational rehabilitation services for individuals with disabilities
- A.R.S. §§ 23-502 and 503.
- Arizona Administrative Code, Title 6, Chapter 4 (6AAC4), 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 that the client is presently employed.
- C. The intermediate objectives listed on the Job Retention IPE must follow the guidelines in Section 4.3 IV. N.
- D. The elements of the Job Retention IPE must follow the guidelines in Section 4.3 IV. I. 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. T. and U.1-9.
- G. Economic need does not apply for services listed in Section 7.3 IV. I. 1-7.
- H. Economic need applies for services listed in Section 7.3 IV. J. 1-7.
- 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).