SUPPORTED EMPLOYMENT AND EXTENDED SUPPORTED EMPLOYMENT

A. Policy
1. Supported Employment services are only available to individuals with the most significant disabilities for whom supported employment has been identified as the appropriate employment outcome on the IPE based on a comprehensive assessment of rehabilitation needs.

2. Supported Employment services may be provided for up to 24 months after an individual with a most significant disability obtains employment to help the individual achieve and maintain stable employment prior to transitioning to Extended Supported Employment (ESE).
   a. Supported Employment services may only exceed 24 months if necessary for the individual to achieve an employment outcome and an extension is agreed upon by the individual and VR staff.

3. Source of ESE services must be identified for all individuals in Supported Employment prior to the completion of IPE services.
   a. Sources of ESE may include a state agency, private non-profit organization, employer, or any other appropriate source including natural supports.
   b. A youth with a most significant disability for whom no other source of ESE can be identified may receive ESE provided by the VR program for up to four years or until the youth reaches the age of 25, whichever occurs first.
      i. Alternative ESE source will be identified prior to concluding VR funded ESE services if needed.

B. Procedure
1. VR Staff will work with an individual for whom an employment outcome in a supported employment setting has been determined to be appropriate to decide:
   a. Services to be provided by VR, including supported employment services;
   b. Expected ESE service needs; and
   c. Provider/Payor source for ESE services.
      i. If ESE source cannot be identified at the time of IPE development, the Supported Employment IPE may be implemented as long as there is a reasonable expectation that a provider/payor source for ESE will become available upon completion of IPE services.

2. VR Staff and the individual will jointly develop a Supported Employment IPE.
   a. Supported Employment IPE will identify services to be provided by VR, including any ESE services that will be provided by VR for youth with disabilities.
      i. ESE services provided by a source other than VR will not be planned on the IPE.
   b. IPE Justification will identify the expected ESE services and source.

3. If at any point during provision of IPE services it is determined that the individual is no longer in need of ESE services, VR staff and the individual will amend the IPE plan type and associated supported employment services.

4. Once the individual obtains employment, VR staff will:
   a. Arrange for the provision of the agreed upon supported employment services which include, at a minimum, twice-monthly on-worksites monitoring or off-site meetings
between the individual and VR staff or vendor to provide job training, coaching, observation, and/or follow-up services to reinforce and stabilize the employment; and

b. Complete and document monthly contacts with the individual to discuss employment stability, progress, concerns, and the need for additional services or extension of Supported Employment services beyond 24 months.

5. When the individual has achieved stable employment, supported employment services provided by VR are considered complete and VR staff, the individual, and ESE source will agree on the date of transition to ESE support.
   a. VR staff will document the agreed upon transition to ESE date in the ECF and the ESE source will take over the provision and payment of ESE services as of that date.

6. VR Staff will periodically confirm that the individual continues to receive ESE services from the identified ESE source and that the individual’s employment remains stable and appropriate for 90 days after transition to ESE.

7. VR staff will consider the individual to have achieved an employment outcome in supported employment if the individual has maintained employment and achieved stability in the work setting for at least 90 days after transitioning to ESE.

8. VR Staff will close the case of an individual who has achieved an employment outcome in supported employment and who is not a youth receiving ESE from VR when and closure criteria for individuals meeting an employment outcome in Section 10.1 of this manual are met and a minimum of 90 days has passed since transition to the ESE source.

9. VR Staff will close the case of a youth receiving ESE from VR when the closure criteria for individuals meeting an employment outcome in Section 10.1 of this manual and any of the following criteria are met:
   a. The youth no longer meets the age requirements;
   b. The youth has received ESE from Arizona Vocational Rehabilitation for four years;
   c. The youth has transitioned to ESE provided by another source prior to exceeding the age or ESE service time limit.