**Service Provided –Employment Job Development, Plan, Placement/Hire and Report**

This service is provided using consumer specific information as a result of information gathered via formal assessment or other comprehensive information gathering that reflects the service and reporting elements in the Employment Assessment Service. The assessments should provide information to insure a good job match and reduce the need for job coaching support while maximizing consumer independence. Job Development in employment is an individualized service and requires a written plan listing activities, a contact standard between the consumer and service provider and also between potential employers and the service provider.

The first monthly report will consist of a written Job Development plan to provide job development services. All elements of this plan would have been discussed during the assessment phase for the consumer and include responsibilities of each party and a 60 day in-person review component.

**Required Employment Job Development Service Elements:**

* Job Development activities are performed under the Division of Vocational Rehabilitation name. The Job Developer will represent their services to the employing community as a service provider for the Division of Vocational Rehabilitation.
* Service Provider secures job opportunities for the authorized consumer using all appropriate resources to include Job Center of WI registration, and other services such as resume writing, job seeking/keeping workshops or other employment preparation services as needed.
* Service Provider directly and in person contacts employers on behalf of the consumer and DVR to obtain information on competitive job openings and to develop or construct jobs for the consumer based on their stated preferences and skills.
* Service Provider conducts on-site job analysis, assists employers in identifying, modifying, and eliminating environmental barriers and provides for rehabilitation engineering consultation as appropriate.
* Service Provider, in cooperation with the DVR staff, educates employers about disability related issues, including pertinent legislation.
* Service Provider networks with DVR staff and other community agencies in the service area to coordinate contacts with employers.
* Service Provider provides employment preparation services (interview prep, resume development, including visual resumes or profiles, job shadows, etc.) as part of Job Development, as identified in the planning process when Job Center services do not adequately address consumer's needs.

**Required Employment Job Development Reporting Elements:**

* Target wages, hours worked and special conditions that apply to the work site for that consumer (e.g. fragrance-free environment, amount of job structure vs. need for variety, etc.).
* Specific jobs that will be developed.
* Initial list of employer contacts.
* Employment barriers, resources and strategies to address them.
* Responsibilities for the consumer, DVR staff and service provider.
* Conditions for the use of internships, work experiences and on-site job coaching.
* Plans to use work incentives, as appropriate, to maximize earnings.
* Short and long-term employment goals.
* Sources of support (e.g. sister drives consumer to work).
* A set standard of contact between the service provider and DVR consumer (one time per week).
* A set standard of direct contact between the service provider and employers.
* Availability of On-the-Job training agreements.
* Criteria for a review and/or update of the Job Development Plan.
* Scheduled dates for 60 day review of the Job Development Plan.
* Other information identified.

**Required Employment Monthly Reporting Elements:**

* Dates of meetings with consumer and nature of the meeting.
* Dates and all employers contacted on behalf of the consumer including the nature of the contact (phone, in-person, business tour, in-depth meeting).
* Feedback from previous employer contacts (job filled, no openings).
* Any employment preparation services provided including copies.
* Requests for technical assistance from DVR or other collaborative partner including job development plan update meeting request.

Note: Employment less than 15 hours per week will need DVR approval in advance. During the initial meetings and/or assessment the employment team discussed the number of hours the consumer indicated they would like to work. If employment is secured and there is a substantial difference in the hours secured, approval must be provided by DVR and discussed with the consumer. Consumers may elect to work less than 15 hours per consumer choice; however, DVR will review and track these cases.

**Required Employment Placement/Hire Service Elements:**

* The consumer is accepted for employment by the employer, agrees to start on the job and a start date is established.
* The consumer must be compensated at or above the minimum wage i.e., competitive employment, and receive at least the customary wage and benefit level paid to other individuals performing similar work for the same employer in competitive employment.
* Work must be in a setting typically found in the community in which applicants or eligible individuals interact with non-disabled individuals, other than non-disabled individuals who are providing services to those applicants or eligible individuals, to the same extent that non-disabled individuals in comparable positions interact with other persons.
* The employer is not the Service Provider.
* Wage at entry needs to be reported to DVR and discussed with the consumer.
* Hours at entry needs to be reported to DVR and discussed with the consumer.
* Job support strategies, additional plans for fading of support, and necessary hours of support including natural supports and factors mitigating need for support including a good job match.
* The Service Provider was actively involved in assisting the consumer in obtaining the job. (All reports filed, services provided).

**Required Employment Placement/Hire Reporting Elements:**

* Hire report is due **within five (5) business days** of hire and to include: employer contact information, start date, job title, name of supervisor, wages, availability of benefits, impact on social security, hours and a detailed description of the paid supports and natural supports including a fading plan anticipated to receive outcome payment.

Note: If there is a reasonable belief that the consumer will not need long term support to maintain employment, DVR may elect to reserve payment of the monthly transition fee for up to 2 months and provide job coaching support at an hourly fee. If after 2 months, the consumer continues to require assistance to retain or maintain the job as reported in the monthly reports and independently verified with the employer by DVR, the monthly fee will be paid to the provider.