



<b>Policy No.</b> 300	<b>Subject:</b> Individualized Plan for Employment
<b>Section:</b> Services	<b>Revised:</b> 03/2020
<b>Signature:</b> Brandy McOmber, Resource Manager	<b>Version:</b> FINAL

**1. SCOPE OF SERVICES**

The IPE is a signed agreement between IVRS and the job candidate that is developed in a manner that provides the job candidate the opportunity to exercise [informed choice](#) in selecting the specific employment goal being pursued, the services required to achieve that employment goal, the settings in which the services will be provided, the entity or entities that will provide the services, and the methods available for procuring the services. The components of the IPE are captured in three separate forms: the [IPE-2](#), the [IPE-3U](#), and the [IPE-3S](#). The [IPE-2](#) is utilized for the initial plan for employment, amendments, the comprehensive annual review (CAR), when the current plan cannot continue due to interruptions in services, and to reopen a case for post-employment services. The [IPE-3U](#) form is utilized to close a case unsuccessfully (Status 08-0, 38-0, 30-0, 28-0, 33-2, or 33-3). Such closures may occur prior to plan development, after a plan has been written, or from post-employment status. The [IPE-3S](#) form is utilized to amend the IPE for employment (Status 22-0), or to close the case for a successful employment outcome (Status 26-0 or Status 33-1).

For students or youth with disabilities, the IPE goal may be a description of the student’s projected post-school employment outcome, or the goal of “competitive integrated employment”. If a projected post-school outcome is listed, the IPE should outline the services and activities that will assist in the student’s career exploration. This goal may be amended during the career development process, and eventually must be revised to a specific vocational goal once this process is completed. A specific employment goal must be identified prior to high school graduation for all high school students. Refer to the [Serving Students in Transition](#) policy for further information regarding students.



## 2. AGENCY EXPECTATIONS FOR ALL JOB CANDIDATES

Other individuals may assist in the development of the IPE. If other individuals assisted in the development of the IPE, this information must be discussed with the IVRS counselor and included on an official IVRS form. All services listed must be necessary to achieve the IPE goal. The IPE is agreed to and signed by the job candidate, the job candidate's guardian (when applicable), and the IVRS counselor. The IPE may be considered electronically signed by a job candidate or guardian when an email, text, or other written response acknowledges approval of the IPE. The IPE does not go into effect until all necessary parties have signed. A copy of every signed IPE is provided to the job candidate.

For IVRS counselors in their probationary employment period, all IPEs must be signed off by their immediate supervisor. The plan does not go into effect until the supervisor's approval is added.

There may be times when the job candidate develops a plan on their own that the counselor cannot agree to after listening to the job candidate's ideas of their plan. If the counselor and job candidate cannot come to an agreement through a discussion, the job candidate is informed of their right to mediator or [appeal](#) of that decision. No expenditures associated with the job candidate-developed plan are the responsibility of IVRS, unless agreed to and approved by the IVRS counselor. Approval for services must be obtained prior to any IVRS financial obligation.

IVRS staff must complete a case note documenting the plan justification when writing the initial IPE. Staff must also complete case notes outlining reasons for any plan amendments and outlining discussions related to CARs. See [3.22 Case Note Documentation](#) for the necessary components of the plan justification.

A CAR must occur at least annually by an IVRS counselor, the job candidate and the job candidate's guardian (when applicable). The CAR is a process that allows the IVRS counselor to assess the job candidate's progress in achieving the identified employment outcome. During the CAR, services listed on the IPE are reviewed to determine whether



they are still appropriate and necessary. Additional services and supports as well as ways progress is measured may be identified and added to the IPE. The CAR must be completed by the IVRS counselor, even when there are no substantial changes to the plan.

The IPE is an evolving document that may be amended as needed to effect any changes of the goal, services, providers, and necessary time frames. The IPE is amended by the job candidate, the job candidate's guardian (when applicable), as well as a representative of IVRS or an IVRS counselor. Amendments do not take effect until agreed to and signed by the job candidate, the job candidate's guardian (as applicable), and the IVRS counselor.

At times, it may be necessary to interrupt the IPE. Refer to [Status 24-0: Services Interrupted](#) for more information. The IPE is amended for post-employment services. Refer to [Status 32-0: Post-Employment Services](#) policy for further guidance.

### **3. AGENCY EXPECTATIONS SPECIFIC TO STUDENTS**

In addition to the agency expectations listed above, the following expectations must also be followed for IPEs specific to students. Refer to the [Serving Students in Transition](#) policy for further information specific to students.

The IPE must be developed in alignment with the student's Individualized Education Program (IEP) or 504 services, as applicable, so that the goals, objectives and services identified in the education program connect to the IPE. If the IPE and the IEP do not align, a conversation should occur with the IEP or 504 team. The IVRS staff should provide to the team the data and information that is necessary in order to support the IEP vocational goal. This should also be documented in the IVRS case notes.

Students participating in a 4+ program are still considered high school students and therefore costs for these programs are the responsibility of the school district. Upon entrance to such a program, the IPE should be amended to include the [comparable services and benefits](#) the school district is providing in relation to the 4+ program. IVRS staff must review the [MoA between IVRS and the Iowa Department of Education](#). This



MoA outlines responsibilities of each entity and this information should be considered when writing an IPE with a student.

#### 4. CONTENT OF THE IPE

Regardless of the approach selected by the job candidate in development of the IPE, an IPE should include the following items in accordance with § 361.46 of the regulations:

- a. A description of the specific employment outcome chosen by the job candidate consistent with the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, career interests and informed choice consistent with the general goal of competitive integrated employment (except in the case of a student or youth with a disability, the description may be a projected post-school employment outcome);
- b. The specific rehabilitation services needed to achieve the employment outcome, including when appropriate:
  - i. The provision of assistive technology devices, assistive technology services, and personal assistance services, including training in the management of those services; and
  - ii. In the case of a plan for a student, the specific transition services and supports needed to achieve the employment outcome or projected post-school employment outcome;
- c. Provide for services in the most integrated setting appropriate for the services involved and consistent with the [informed choice](#) of the job candidate;
- d. Include timelines for the achievement of the employment outcome and the initiation of services;
- e. Include a description of the entity or entities that will provide the services and the methods used to procure those services;
- f. Include a description of the criteria used to evaluate progress toward achievement of the employment outcome; and



- g. Include the terms and conditions of the IPE, including, as appropriate, information describing:
  - i. The responsibilities of IVRS;
  - ii. The responsibilities of the job candidate, including the responsibilities the job candidate will assume in relation to achieving the employment outcome, the financial participation of the job candidate, the responsibility of the job candidate with regard to applying for and securing comparable services and benefits; and
  - iii. The responsibilities of other entities including supported employment services, providers, and extended services needed, the source of extended services or the reasonable expectation of identifying the source, and the statement of post-employment services;
- h. Referral of IVRS Social Security beneficiaries to an Employment Network (EN), when applicable;
- i. The opportunity for mediation and/or appeal along with the time frame (45 calendar days) by when that action must be requested after a decision is made; and
- j. Post-employment services (the needs, conditions and timelines are recorded on an amendment to the IPE that the job candidate previously completed).

### 5. INSTRUCTIONS FOR COMPLETION OF THE [IPE-2](#)

- a. **Name:** Enter the first and last name of the job candidate.
- b. **Purpose:** Check the appropriate box indicating whether the plan is new, a review, an amendment, interrupted, or post-employment. For amendments, a reason must also be included (e.g. delay in achieving the goal date, new goal).
- c. **Employment Goal:** Enter the occupation the job candidate has selected.



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- d. **Standard Occupation Classification (SOC) Code:** Enter the SOC Code that most closely resembles the employment goal.
- e. **Weekly Hours Work Goal:** Enter the specific number of hours per week that the job candidate is planning to work when the employment goal is reached.
- f. **Goal Date:** Enter the specific date by which all the services (including placement and a minimum of 90 days in Status 22-0) are expected to be completed.
- g. **Comprehensive Annual Review Date:** Enter the date (month/year) of the next Comprehensive Annual Review (CAR).
- h. **Services Needed:** Check all services that are necessary to accomplish the goal.
  - i. **Supported Employment Services:** under the “arranged by”, identify who is responsible for arranging the service with the extended service provider and long-term funding source. Under “delivered by”, list the entity that is providing the job development and job coaching services. Under “services funded by”, list the entities responsible for time-limited services (e.g. Medicaid Waiver, IVRS). For “extended supports”, this line must list the entity or person that will deliver the extended services after IVRS services are completed and the individual has been in a stabilized employment setting for at least 90 days.

For job candidates receiving waiver services, there will be no “to end” date listed as these services will continue beyond the date that IVRS closes the file. If it is not possible to identify the entity to deliver the service at the time the plan is developed, the “Job Candidate/Counselor Comments” section may include a statement explaining the basis for concluding there is a reasonable expectation that extended services will become available. Under “services funded by”, list the long-term funding source. Refer to the [Supported Employment Services](#) policy for instructions on when IVRS funds extended supports. All supported employment plans must include a plan for natural supports.

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- i. **To Begin – To End:** On the lines following each service that is checked, enter the month/year the service is expected to begin and to end. The dates should align with the specific time frame of each service. When a service has been completed or it is determined the service is no longer needed, the plan is amended and the end date changed to show the service has ended.
- j. **Arranged By:** Indicate the entity that will be involved in arranging the service. Multiple entities may be involved in arranging a particular service, therefore, check all columns that apply.
- k. **Delivered By:** Indicate the primary entity that will deliver the service directly. If it is a shared responsibility, that may be indicated as well.
- l. **Services Funded By:** Indicate the primary entity responsible for funding the service. For individuals attending post-secondary training, if the majority of the program is not funded by IVRS, IVRS would not be listed. If it is a joint responsibility, list all entities that are equally responsible.
- m. **Pre-Employment Transition Services:** These services are marked per policy guidelines for students. The end date of Pre-ETS should not go beyond when the [student](#) is no longer in a recognized educational program.
- n. **Services in Support of Services Listed Above:** The services identified in this section can only be provided in support of a primary service. These services are never stand-alone services. They are provided only when participation in the rehabilitation program and services listed above cause an extra expense to the job candidate.
- o. **Review Methods:** Check the methods that apply to the specific plan developed with the job candidate. If a student has a goal of completing high school, then “diploma” must be identified as a review method. The Grade Point Average (GPA) is the industry standard that is required, or the requirement of the college program.



- p. **Terms and Conditions:** If the [R-406 Financial Inventory](#) has not been completed at the time of the IPE development, “100%” participation should be listed until it is completed. After completing the R-406 Financial Inventory, an IPE amendment is required to contribute towards any non-fee schedule services that require such participation. This information must be updated per the [R-406 Financial Inventory](#) policy guidelines. If the job candidate is a recipient of Social Security benefits or the Medicaid Waiver, check those boxes. For Social Security recipients, IVRS must provide benefits information.
- q. **Ticket Holders:** The job candidate signature on the IPE verifies the ticket assigned to IVRS unless otherwise directed by the job candidate and so noted. The job candidate should be given the opportunity to agree to allow IVRS permission to utilize the job candidate’s Social Security number to exchange information with the Social Security Administration. The job candidate (and/or guardian, when applicable), provides permission by initialing the IPE if permission was not previously granted. The job candidate may identify a different EN other than IVRS by inserting the name of the EN in this section. Should this occur, the EN may be asked to compensate IVRS for service costs incurred by the job candidate.
- r. **Appeal and Mediation Information:** This should trigger a discussion regarding the job candidate’s right to appeal or mediation of decisions being made. The back of the document provides additional information regarding this as well as information on the [Client Assistance Program](#).
- s. **Job Candidate/Counselor Comments:** After discussion with the job candidate, enter tasks that need to be accomplished for a successful IPE outcome. IVRS staff may identify any IVRS financial contributions for post-secondary training that have not been identified elsewhere on the IPE. Additional information may be added here as well, when other sections of the document require further explanation.
- t. **Signatures:** Lines are provided for the job candidate, guardian, counselor, and IVRS representative signatures. If the [IPE-2](#) is developed electronically, the job candidate’s copy may be emailed. If any IVRS staff other than the IVRS counselor is



assisting with the [IPE-2](#), that individual signs on the IVRS representative line. The counselor's (or supervisor's, when applicable) signature indicates approval of the plan and must be the last signature on every plan.

- u. **Date:** The date of the counselor's (or supervisor's, when applicable) signature is the date the plan is considered to be in effect. The counselor should always be the last signature and date on the IPE. Once the plan is signed and dated, the case is moved to the appropriate service status.

### 6. CONTENT OF THE [IPE-3S](#) and the [IPE-3U](#)

The [IPE-3S](#) form is utilized to amend the IPE for employment (Status 22-0), or to close the case for a successful employment outcome (Status 26-0 or Status 33-1). The file may be closed when the job candidate completes the IPE, achieves the employment goal, and is stable on the job for at least 90 days.

The file may also be closed unsuccessfully. Such closures may occur prior to plan development, after a plan has been written, or from post-employment status. The [IPE-3U](#) is utilized for such closures (Status 08-0, 38-0, 30-0, 28-0, 33-2, or 33-3). The [Subminimum Wage Employment Documentation Cover Sheet](#) should also be completed when a case file is being considered a Section 511 closure. Refer to the Competitive Integrated Employment Settings policy for further information.

### 7. INSTRUCTIONS FOR COMPLETION OF THE [IPE-3U](#)

Reason for closure must be completed on every [IPE-3U](#) closure. All additional information should be completed if known, or left blank.

- a. **Name:** Enter the first and last name of the job candidate.
- b. **Reason for Closure:** Check the box that best describes the reason for case closure.
- c. **Extended Employment:** For extended employment cases, indicate the SOC code that matches the job title, hours worked per week, wages per hour, and start date of employment.



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- d. **Referrals:** Identify any other agencies who can assist the job candidate with their employment needs. This includes the agency name, contact, address, and phone number.
  
- e. **Appeal and Mediation Information:** If the job candidate is available, this should trigger a discussion regarding the job candidate's right to appeal or mediation of decisions being made as well as the availability of the Client Assistance Program.
  
- f. **Public Supports and Health Insurance Benefits:**
  - i. **Monthly Supports:** Enter the dollar amount for any of the monthly supports listed as an option. This should reflect the monthly support at closure.
  - ii. **Health Insurance:** Check all health insurance options the job candidate receives at the time of closure.
  
- g. **Primary Source of Support:** Select the box that best identifies the job candidate's primary source of support at closure.
  
- h. **Ticket Holders:** The job candidate signature on the IPE verifies the ticket assignment to IVRS unless otherwise directed by the job candidate and so noted. The job candidate should be given the opportunity to allow IVRS permission to utilize the job candidate's Social Security number to exchange information with the Social Security Administration. The job candidate (and/or guardian, when applicable), provides permission by initialing the IPE if permission was not previously granted.
  
- i. **Job Candidate/IVRS Staff Comments:** Provide any additional comments that have not previously been covered.

**Signatures/Date:** Lines are provided for the job candidate, guardian, counselor, IVRS representative, and IVRS supervisor signatures. If the [IPE-3U](#) is developed electronically, the job candidate's copy may be emailed. If any IVRS staff other than the IVRS counselor is assisting with the [IPE-3U](#), that individual signs on the IVRS representative line. The counselor's (or supervisor's, when applicable) signature is required for all [IPE-3U](#) forms

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when an IPE has been written (Status 28-0 and Status 33-). In these circumstances, the counselor (or supervisor, when applicable) signature indicates approval of the plan and must be the last signature on every plan. For IVRS Self-Employment cases where the job candidate receives services under Iowa Department for the Blind (IDB), ISE VR staff may complete the closure process for IVRS once written approval is received from IDB agreeing on the closure. With pre-IPE closures, any IVRS representative may utilize the [IPE-3U](#) form to close the file under the direction of the counselor.

### 8. INSTRUCTIONS FOR COMPLETION OF THE [IPE-3S](#)

- a. **Name:** Enter the first and last name of the job candidate.
- b. **Purpose:** Check “amend for employment” when the case file moves to Status 22-0 and the job is stabilized. If the purpose is to close the case, check the “closure” box.
- c. **Reason for Amendment:** Enter a reason for the amendment to the IPE.
- d. **Goal Date:** Enter the specific date by which all the services (including placement and a minimum of 90 days in Status 22-0) are expected to be completed.
- e. **Comprehensive Annual Review Date:** Enter the specific date of completion of the CAR, not to exceed 365 days.
- f. **Services Needed:** Check off and write in all services that are necessary to accomplish the employment goal.
- g. **To Begin – To End:** On the lines following each service that is checked, enter the month/year the service is expected to begin and to end.
- h. **Arranged By:** Indicate the entity that will be involved in arranging the service. Multiple entities may be involved in arranging a particular service, therefore, check all that apply.



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- i. **Delivered By:** Indicate the primary entity that will deliver the service directly. If it is a shared responsibility, this may be indicated as well.
- j. **Services Funded By:** Indicate the primary entity that will deliver the service directly. If it is a shared responsibility, list all entities equally responsible.
- k. **Review Methods:** Check the methods that apply to the specific plan developed with the job candidate.
- l. **Terms and Conditions:** If additional purchased services are requested, the job candidate's wages would be calculated into their participation rate and therefore the [R-406 Financial Inventory](#) would need to be updated. Refer to the [R-406 Financial Inventory](#) policy for more information. After completing the R-406 Financial Inventory, enter the percentage of participation that the job candidate is required to contribute towards any non-fee schedule services that require such participation. If the job candidate is a recipient of Social Security benefits or the Medicaid waiver, check these boxes.
- m. **Employment Information:** This section is completed utilizing employment information consistent with the employment goal listed on the [IPE-3S](#). If the job candidate has multiple jobs with the same SOC code, only the job from which the job candidate derives the majority of their weekly earnings is considered. This section must be completed on all closures in Status 26-0.
  - i. **SOC Code for Primary Occupation:** Enter the first six digits of the SOC code.
  - ii. **Job Title:** Enter the title of the job in which the job candidate is employed.
  - iii. **Employer Name and Address:** Enter the name and address information of the employer.
  - iv. **Hours per Week:** Enter the specific number of hours the job candidate worked for pay in an average week at the time of closure.

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- v. **Wage:** Enter the wage the job candidate receives from the employer. Select the appropriate box to distinguish hourly, weekly, bi-weekly, twice a month, monthly, or annual wages.
- vi. **Date Employment Began:** Enter the date the job candidate began employment. It must be at least 90 calendar days prior to the date of the closure on cases closed in Status 26-0.
  
- n. **Closure Information:**
  - i. **Reason for Closure:** Check the box that best describes the reason for case closure.
  
  - o. **Post-Employment Services:** One of the two boxes must be checked on every Status 26-0 case. This indicates the results of the assessment of the job candidate's need for post-employment services. For all contracted services that continue after case closure, identify the time frame for those post-employment services.
  
  - p. **Successful Closure Criteria:** All five boxes must be checked to be closed in Status 26-0. Refer to the Status 26-0 policy for more information regarding what constitutes a successful closure.
  
  - q. **Supported Employment:** Cases closed successfully in supported employment must have the name of the extended services provider entered or a description of the extended services (e.g. "employer" for natural supports) that will be provided to the job candidate. A funding source for extended services must be identified. All supported employment closures must have a plan for natural supports in place; this box must be checked for Status 26-0 closures.
  
  - r. **Public Supports and Health Insurance Benefits:**
    - i. **Monthly Supports:** Enter the dollar amount for any of the monthly supports listed as an option. This should reflect the monthly support at closure.
    - ii. **Health Insurance:** Check all health insurance options the job candidate receives at the time of closure.



- s. **Primary Source of Support:** Select the box that best identifies the job candidate's primary source of support at closure.
- t. **Ticket Holders:** The job candidate signature on the IPE verifies the ticket assignment to IVRS unless otherwise directed by the job candidate and so noted. The job candidate should be given the opportunity to allow IVRS permission to utilize the job candidate's Social Security number to exchange information with the Social Security Administration. The job candidate (and/or guardian, when applicable), provides permission by initialing the IPE if permission was not previously granted.
- u. **Employment Network:** For all job candidate closed in Status 26-0 and on Social Security benefits, list the EN to which the job candidate will be referred. If the job candidate does not want to be referred, indicate that the job candidate declined a referral. The IVRS EN partners can be accessed on the IVRS [website](#).

Appeal and Mediation Information: This information is on the back of the form and should trigger a discussion (when applicable) regarding the job candidate's right to appeal or mediation of decisions being made as well as the availability of the Client Assistance Program.

- v. **Job Candidate/IVRS Staff Comments:** After discussion with the job candidate, enter tasks that need to be accomplished for a successful IPE outcome. Additional information may be added here as well, when other sections of the document require further explanation.
- v. **Signatures/Date:** Lines are provided for the job candidate, guardian, counselor, IVRS representative, and supervisor signatures. If the [IPE-3S](#) is developed electronically, the job candidate's copy may be emailed. If any IVRS staff other than the IVRS counselor is assisting with the [IPE-3S](#), that individual signs on the IVRS representative line. The counselor's (or supervisor's, when applicable) signature is required for all [IPE-3S](#) forms. The counselor (or supervisor, when applicable) signature indicates approval of the plan and must be the last signature on every plan.



## 9. TIMEFRAMES

- a. The initial plan for employment should be completed by the 90<sup>th</sup> day after the job candidate is released from the waiting list, unless an appropriate [Extension of Employment Plan](#) is signed.
- b. An [Extension of Employment Plan](#) should be completed by the 75<sup>th</sup> day after the job candidate is released from the waiting list, when possible. The Extension of Employment Plan identifies the reason for the extension and approval of the job candidate and guardian, when applicable. If the job candidate's approval is not received through use of the [Extension of Employment Plan](#), it must be documented in the case notes.

## 10. EXCEPTIONS

- a. None

## 11. APPLICABLE FORMS/DOCUMENTS

- a. [3.22 Case Note Documentation](#)
- b. [Client Assistance Program Policy](#)
- c. [Comparable Services and Benefits Policy](#)
- d. [Competitive Integrated Employment Settings Policy](#)
- e. [Criminal History Background Check](#)
- f. [Employment Plan/Review/Amendment \(IPE-2\)](#)
- g. [Closure Form \(IPE-3U\)](#)
- h. [Employed/Closure Form \(IPE-3S\)](#)
- i. [Subminimum Wage Employment Documentation Cover Sheet](#)
- j. [Extension of Employment Plan](#)
- k. [Hearings and Appeals Policy](#)
- l. [I9 Employment Eligibility Verification](#)
- m. [MoA Between IVRS and the Iowa Department of Education](#)
- n. [Options for Developing your IPE](#)
- o. [R-406 Financial Inventory Form](#)



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- p. [R-406 Financial Inventory Policy](#)
- q. [Serving Students in Transition Policy](#)
- r. [Status 24-0: Services Interrupted Policy](#)
- s. [Status 26-0: Closed Rehabilitated Policy](#)
- t. [Status 32-0: Post Employment Services Policy](#)
- u. [WIOA Information Collection at IPE \(R-3\)](#)
- v. [WIOA Programs Credentials MSG \(R-4\)](#)

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