



<b>Policy No.</b> 502	<b>Subject:</b> Status 22-0 Placement
<b>Section:</b> Employment	<b>Revised:</b> 09/2016
<b>Signature:</b> Brandy McOmber, Resource Manager	<b>Version:</b> FINAL

**1. PURPOSE**

Placement services provide value to job candidates who have completed the training, counseling and guidance, and related rehabilitation services and are now ready to seek employment. Placement services connect the job candidate with the needs of business and industry by creating job matches that match the job candidate’s skills, abilities, training, work ethic, and transferable skills to a business culture leading to a life-long career. Creating connections and business accounts makes the difference in effective counseling services by providing information and understanding of business needs, so IVRS staff can better prepare job candidates for the future job-driven opportunities.

**2. DEFINITIONS**

Placement services, unless contracted through a third party, are delivered directly by IVRS staff in partnership with the job candidate. These services are based on evaluation and preparation of the job candidate. Placement services are defined as a referral that leads to a job interview.

**3. SCOPE OF SERVICES**

Placement assistance is an integral part of the overall program. Services that complement placement include: placement assistance; job retention services; follow-up services; and services to employers, businesses and human resources within a variety of industries.

The agency recognizes that the counselor is the person primarily responsible for seeing that placement services are planned and carried out. Employer information is captured on the IPE-3 form. An agency representative may follow-up to gather information for the counselor to assess suitability and stabilization of the employment.



- a. Need and justification for any services such as tools, supplies, licenses, interpreter, transportation, or other services which need to be purchased as part of the placement activity.
- b. IVRS staff will meet/contact the job candidate and partners (when appropriate) at least monthly to develop strategies for progress.
- c. Case entries should summarize job placement efforts specifically focused on discussions with the business at which the job candidate is placed.
- d. Plan reviews may be completed by agency representatives. Annual reviews must be completed by the counselor.
- e. Plan amendments that are substantive in nature must be approved by the counselor.

#### **4. AGENCY EXPECTATIONS**

In order for IVRS staff to serve both the job candidate and the business, staff must develop strong relationships with business and industry. Placement is the culmination of the entire rehabilitation process and is the measurement of how effective staff is in facilitating the job candidate's rehabilitation plan:

- a. Accommodation and accessibility assistance allows IVRS staff the opportunity to demonstrate expertise and serve the employer or business through discussions and assistive technology services, when appropriate, that equalize the competitive employment field for job candidates.
- b. Sector partnerships and career pathways are activities connecting IVRS staff to business in a manner that creates significant networking opportunities.
- c. Iowa Works and the Talent Acquisition Portal are resources used to connect job candidates with employers who are ready to hire.
- d. Job retention is dependent upon IVRS staff effectively working with the job candidate to develop the necessary skills and cultural alignment with the occupation and business. IVRS staff can play a key role in job retention by following up with the employer at least monthly to determine if additional strategies are necessary for job maintenance.
- e. The R-406 Financial Inventory is required whenever the purchase is for an item the job candidate needs on the job. It is not required to pay for a placement, OJT, etc. where a vendor is compensated or the business is compensated.



- f. As a general rule, the agency will not be involved financially in the purchase of placement equipment which becomes the property of the employer and is only used at work.
- g. Placement tools, equipment, supplies, or goods required by the job and normally paid for by the job candidate may be purchased not in excess of \$1500.
- h. Permanent Relocation: Financial assistance for permanent relocation for a job candidate or a job candidate and his/her family may be furnished when the move is necessary for the job candidate to engage in competitive integrated employment. The following conditions must be met:
  - i. Job candidate must have an offer of employment with a specific starting date;
  - ii. Comparable services and benefits must be sought and documented in the case file;
  - iii. Relocation costs will be considered to be transportation of job candidate, family, and necessary personal belongings. IVRS does not pay for insurance as this is the responsibility of the job candidate; and
  - iv. The R-406 is used to analyze the job candidate participation rate.
- i. A medical residency, employment in the military, and training in an approved apprenticeship are considered by IVRS to be employment. The job candidate would initially be considered in training during which time staff would provide consultation and technical assistance on accommodations and strategies for success. Once the job candidate demonstrates successful participation in the employment and it appears stable, then the job candidate is considered to be in stable employment and the status of record moves to employed.
- j. The use of a temp agency requires the counselor to demonstrate that substantial services are provided, and the job candidate has an interest in working with the temp agency long term. A job candidate that is employed by a temp agency may have multiple placements but the job candidate is an employee of the temp agency. As such the 90 day closure requirements can be met when a single or multiple job placement(s) result in 90 days of employment and the job candidate agrees that no further supports are necessary.



**5. EXCEPTIONS**

- a. Paying for a service or assistive technology that is the legal responsibility of another entity.
- b. Not seeking comparable services and benefits for relocation costs.
- c. Not using projected wages on the R-406 Financial Inventory.
- d. Paying more than what the R-406 Financial Inventory demonstrates as a need and not requiring the job candidate's participation at the documented rate.

**6. APPLICABLE FORMS**

- a. [Employed/Closure Form \(IPE-3\)](#)
- b. [Request for Exception to Policy](#)
- c. [R-406 Financial Inventory](#)