



Policy No. 313	Subject: Status 24-0: Services Interrupted
Section: Services	Revised: 09/2016
Signature: Brandy McOmber, Resource Manager	Version: FINAL

1. DEFINITIONS:

A case is considered to be interrupted when the [Individualized Plan for Employment \(IPE\)](#) can no longer be continued and a new plan is unable to be developed. A case stays in interrupted status until a new plan has been written, the current plan is reactivated, or the file is ready to be closed in Status 28-0.

2. SCOPE OF SERVICEES

The major activity that takes place in this status is an attempt to develop a new plan or reactivate a previous plan in order to move the individual towards employment. This can include new or additional evaluations.

3. AGENCY EXPECTATIONS

- a. Agency representatives, through consultation with the counselor, will take an active role in trying to move cases back into an active status as rapidly as is feasible.
- b. A plan will be developed listing the activities that will take place to return the file to an active status and entered as a case note.
 - i. An IPE review must be completed by a counselor to move the case into Status 24-0 because the job candidate’s case is being interrupted. Plan reviews (IPE-2) will be completed by the counselor and should occur every 90 days until status change.
 - ii. Plan amendments must be approved by a counselor when substantial changes to the IPE occur.

4. EXCEPTIONS

- a. None.



5. APPLICABLE FORMS

- a. [Employment Plan/Review/Amendment \(IPE-2\)](#)
- b. [Employed/Closure Form \(IPE-3\)](#)