



<b>Policy No.</b> 605	<b>Subject:</b> Status 33-0: Closed From Post-Employment Services
<b>Section:</b> Closure	<b>Revised:</b> 04/2019
<b>Signature:</b> Brandy McOmber, Resource Manager	<b>Version:</b> FINAL

**1. SCOPE OF SERVICES**

Post-Employment services are closed when:

- a. The person is returned to suitable employment, or the employment situation is stabilized (status 33-1);
- b. The post-employment services are no longer assisting the individual and further services would be of no assistance (status 33-3); or
- c. The case has been reopened for comprehensive VR services (status 33-2).

**2. AGENCY EXPECTATIONS**

- a. An agency representative enters a closure summary case note detailing the reason for closure. The IPE-3 form is filled out identifying closure. The IPE-3 form includes information regarding the individual’s right to seek remedy for any dissatisfaction, including mediation, appeal, and/or review of the information by administration. It also includes information regarding the services available to the individual through the CAP and how to contact the program.
- b. If the closure is related to the job candidate no longer following through with services, IVRS staff must demonstrate that no less than three attempts were tried to engage the job candidate. In appropriate circumstances, the job candidate’s representative should be contacted to encourage the job candidate’s participation.

**3. EXCEPTIONS**

- a. None.

**4. APPLICABLE FORMS**

- a. [Employed/Closure Form \(IPE-3\)](#)



**5. TRAINING**

- a. [Status 33-0 Policy Training](#)