



Policy No. 604	Subject: Status 32-0: Post-Employment Services
Section: Closure	Revised: 09/2018
Signature: Brandy McOmber, Resource Manager	Version: FINAL

1. PURPOSE

Post-employment services means one or more IVRS services that are provided subsequent to the achievement of an employment outcome and are necessary for an individual to maintain, regain, or advance in employment consistent with the unique strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice. These services are available to meet the rehabilitation needs of the individual after [status 26-0](#) closure that do not require a complex and comprehensive plan and therefore are limited in scope of delivery and duration of service.

Post-employment services are meant to be provided under an amended [Individualized Plan for Employment \(IPE\)](#), using the IPE-2 form, therefore, a redetermination of eligibility is not required. If more comprehensive services are required, then a new rehabilitation plan should be considered and the individual requesting services is subject to the eligibility requirements. Job retention services are considered more appropriate for any individual who is at immediate risk of losing employment. Refer to the [Assessment for Determining Eligibility and Vocational Rehabilitation Needs](#) policy for more information on job retention services.

The following are examples of when post-employment services are available:

- a. The individual requires assistance to maintain employment (i.e. the individual’s employment is jeopardized because of conflicts with supervisors or co-workers, and the individual needs mental health services and counselling to maintain employment, or the individual requires assistive technology to maintain the employment);



- b. The individual requires assistance to regain employment (i.e. the individual's job is eliminated through reorganization and new placement services are needed); or
- c. The individual requires assistance to advance in employment (i.e. the employment is no longer consistent with the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice).

Extended services may not be provided with IVRS funds for youth in supported employment services as a post-employment service.

2. AGENCY EXPECTATIONS

When an individual seeks additional services from IVRS after status 26-0 closure, IVRS staff engage in conversation with the individual to identify the most appropriate way to serve them based on their needs. Options are discussed to allow the individual to make an informed decision about post-employment. Based on that conversation, the individual may receive services through one of the following options:

- a. Serving the individual through post-employment services (the job candidate is not subject to a redetermination of eligibility or priority of services provisions);
- b. Opening a new case record (the job candidate is subject to eligibility requirements and priority of services provisions); or
- c. Utilizing job retention services (the job candidate is subject to eligibility and job retention requirements).

Closed Case File: IVRS staff should obtain and read the closed case file from the State office.

- a. If it is determined that the individual does not require post-employment services, the closed file should be returned to the State office.
- b. If it is determined that the individual can be best served by opening a new case, the closed file is kept and combined with the new case record.
- c. If post-employment services are to be provided as determined by the counselor, the counselor should utilize the prior IPE to determine if amendments are needed to



reflect the current needs of the individual. Staff should refer to the IPE section below for further instructions.

- d. If the closed file is no longer available, post-employment services are no longer an option and the individual will need to reapply to receive services.

IPE: The goal of post-employment services is to maintain employment and prevent the breakdown of rehabilitation results. An IPE post-employment program must be developed with the individual. The following should be included in the IPE:

- a. Reasons post-employment services are needed and review of related issues from the closed file;
- b. The individual's current employment situation;
- c. A list of anticipated actions; and
- d. Services must be provided in accordance with policy.

3. EXCEPTIONS

- a. Not accessing comparable services and benefits that are available.

4. APPLICABLE FORMS

- a. [Employment Plan/Review/Amendment \(IPE-2\)](#)
- b. [Request for Exception to Policy](#)