



Policy No. 300	Subject: Status 10-_: Plan Development
Section: Services	Revised: 03/2020
Signature: Brandy McOmber, Resource Manager	Version: FINAL

1. SCOPE OF SERVICES

When in Status 10-_, a comprehensive assessment of vocational rehabilitation needs is conducted to provide information for the development of the [Individualized Plan for Employment \(IPE\)](#). The job candidate enters Status 10-_ after the determination of eligibility and the job candidate is released from the waiting list. The job candidate leaves Status 10-_ when their [IPE-2](#) form has been completed and approved, or if their case is closed. If a job candidate’s case moves to Status 10-_ from a presumptive eligibility, IVRS staff must complete the comprehensive assessment and eligibility prior to plan development.

Individuals are placed in Status 10-1 if their expected high school graduation date is in the future. Refer to [Serving Students in Transition](#) policy for more information on students. Individuals with an expected high school graduation date in the same month, and all other individuals, are placed in status 10-0.

2. AGENCY EXPECTATIONS

Job candidates are engaged and responsible participants in their own rehabilitation programs. This includes making informed and attainable choices related to the selection of their employment goal, the vocational rehabilitation services necessary to achieve the goal, and the service providers.

The plan development process is individualized based on the needs and interests of the job candidate. Whenever possible, the employment outcome and the nature and scope of IVRS services included in the [IPE-2](#) is determined based on the data that is utilized for the assessment for eligibility and priority of services. When additional information is necessary, a comprehensive assessment must be conducted of the unique strengths,



resources, priorities, concerns, abilities, capabilities, interests and informed choice of the individual.

[Informed choice](#) should be discussed with the job candidate. Any decisions made in the plan development process must be agreed upon and supported by the IVRS counselor.

The Employment First philosophy is a belief that all individuals can work with the right services and supports. IVRS must identify, collaborate, develop, and locate those services and supports with the belief that they will lead to competitive integrated employment. Job readiness is not a defined and set term, but instead will look different for each individual. The ability of IVRS to customize an employment plan that meets the unique interests and needs of each job candidate is what separates IVRS from other labor and employment programs.

IVRS staff must record in the case notes the activities that occur as part of the plan development process. This includes any next steps or actions that needs to be taken by all parties involved.

3. TIMEFRAMES

- a. The initial plan for employment should be completed by the 90th 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 75th 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.

4. EXCEPTIONS

- a. None



5. APPLICABLE FORMS/DOCUMENTS

- a. [Extension of Employment Plan](#)
- b. [I9](#)
- c. [Individualized Plan for Employment Policy](#)
- d. [Information Collection at IPE \(R-3\)](#)
- e. [IPE-2](#)
- f. [Options for Developing Your IPE](#)
- g. [R-406 Financial Inventory](#)
- h. [Serving Students in Transition Policy](#)
- i. [WIOA Programs Credentials MSG \(R-4\)](#)

6. TRAINING

- a. [Status 10- : Plan Development Policy Training](#)
- b. [IPE-2 Training](#)