

## **435.00P Post-Employment Services (PES) Procedure**

December 1997

See corresponding policy: 435.00 Post-Employment Services Policy

Note: Vocational Rehabilitation procedures provide internal guidance for ACCES-VR staff only and create no procedural or substantive rights for any individual or group.

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### **Consideration of Post Employment Services**

The consideration of Post Employment Services must occur at the time of the development of the original IWRP and also at the time of successful case closure. In addition, PES can be considered at any point subsequent to case closure when certain criteria as noted below are met. Scope of services provided under PES are limited to short term, non-complex services that are required in order for the consumer to maintain or advance in a successful employment outcome.

### **Services Must be of a Limited Time Period or Duration**

The services must be of a limited time period or duration

1. Service duration under PES, as a rule, should not exceed 60 days. District Offices must have a review process in place for any post employment service that exceeds this 60 day guideline.
2. The same services should not be provided in PES on a regular, recurring basis over extended periods of time (e.g., providing transportation services every six months because the person upon whom the consumer depends for transportation goes on vacation). This illustrates a systemic problem that would need to be addressed by means other than Post Employment Service.

### **Post Employment Services to Advance in Employment**

1. The services provided must be directly related to the consumer's disability and are not otherwise available to assist the individual to advance in employment.
2. The same criteria that apply to other post-employment service also apply to PES for advancement (e.g., if advancement required a graduate degree that service could not be provided under post-employment services as a result of its complexity and duration).

3. As with all PES, employer contributions and responsibility for services and costs must also be considered prior to making a decision to provide PES. If an employer provides training, tuition support or other benefits that are offered to non-disabled employees, those benefits must be used before any ACCES-VR services can be authorized.

EXAMPLE: A consumer has been successfully closed in a clerical position and has been working successfully for 3 months. The consumer has the opportunity to obtain a higher level position with his employer but needs word processing skills which he currently does not possess but could learn in a 1 month course taken at night at the employer's expense. Because of his disability, he will require special transportation from his workplace to the training course and from there to his home.

Because the consumer has been successfully closed and needs a non-complex service related to his disability, a post employment service of special transportation is appropriate in this circumstance.

### **Case Recording Requirements**

1. Post-employment services must be authorized through an amendment to the IWRP. Justification for the need for post employment service and the expected outcome from such services must be documented by a Chronological case note in the Case Record.
2. If post-employment services are planned to exceed 60 days, justification must be provided in support of the IWRP amendment. A case note justifying the need to exceed 60 days and approval according to the review plan established in each District Office is required.
3. Any subsequent changes or additions to the post-employment services must be reflected in an additional amendment to the IWRP.

### **Closure from Post Employment Services**

1. Status 34 - PES completed - suitable employment maintained.
2. Status 36 - PES discontinued - new case opened.
3. Status 38 - PES discontinued - suitable employment not maintained and new case not opened.