**Policy SEARCH Transition**

On April 1, 2022, revisions to the VR Standards for Providers Chapter 16: Project SEARCH Services policy will go into effect and a new series of Project SEARCH forms will take effect. Below are guidelines for how to transition from the old forms to the new forms.

**Skills Training**

The new VR3362, Project SEARCH Progress Report takes effect April 1, 2022, and replaces the VR3371 and VR3372 forms.

The VR3362 form should be utilized for ALL customers who are actively participating in a Project SEARCH internship rotation on or after April 1, 2022.

Effective April 1, 2022, skills trainers can submit a Project SEARCH Progress Report at the conclusion of each internship rotation or throughout the rotation if the provider has arranged with the VR counselor. For the first progress report submitted on or after April 1, 2022, the skills trainer must copy the Project SEARCH Rotation Goals set forth in the customer’s VR3371, Project SEARCH Progress Report into the new VR3362 form to document the goal-directed services and supports to be provided to the customer as outlined in the VR-SFP 16.4 Project SEARCH Skills Training Services.

The VR3372, Project SEARCH Internship Report has been removed and will not be used with the new policy.

**Job Placement**

For customers with a completed VR3373, Project SEARCH Job Placement Services Plan who have not secured employment prior to April 1, 2022, the job placement specialist should use the new VR3364, Project SEARCH Placement Report once the customer is employed as described in VR-SFP 16.5, Project SEARCH Job Placement.

Starting April 1, 2022, if a customer’s VR3373, Project SEARCH Job Placement Services Plan needs to be updated prior to a job being secured or after job placement, the new VR3363, Project SEARCH Job Placement Services Plan should be completed.

For any customer who loses a job after April 1, 2022, and needs an updated job placement planning meeting, the new VR3363, Project SEARCH Job Placement Services Plan should be completed. For ALL customers who lose a job after April 1, 2022, the job placement specialist should use the new VR3364, Project SEARCH Placement Report once the customer is placed in another job.

For any customer in the legacy Project SEARCH Job Placement process who does not have a job secured by June 1, 2022, the VR counselor should schedule a Project SEARCH Job Placement Plan Meeting with the customer, job placement specialist, and any other Project SEARCH team members to complete the VR3363, Project SEARCH Job Placement Services Plan.

**Questions**

Questions on Project SEARCH policy and procedures may be emailed to [VR.Pre-ETS@twc.texas.gov](mailto:VR.Pre-ETS@twc.texas.gov).