# Vocational Rehabilitation Services Manual C-1000: Employment Services

Revised November 1, 2022

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## C-1007: Job Placement Services

### C-1007-1: Non-Bundled Job Placement Services

Non-Bundled Job Placement services include training on the employment data sheet, application, and résumé. These services are purchased when a customer does not need assistance from a provider to be placed in a job. A customer can receive one or more of the Non-Bundled Job Placement services. Non-Bundled Job Placement services should not be bought when Bundled Job Placement services or Supported Employment services will be purchased. These services may be provided remotely when the VR counselor has indicated approval of remote service delivery on the V[R1840, Job Placement Services Referral](https://twc.texas.gov/forms/index.html). For more information, refer to [VR Standards for Providers (VR-SFP) 3.6.4.1 Remote Service Delivery](https://twc.texas.gov/standards-manual/vr-sfp-chapter-03#s3-6-4).

See [VR-SFP 17.3 Non-Bundled Job Placement Services](https://twc.texas.gov/standards-manual/vr-sfp-chapter-17#s173), for more information, including outcomes for payment and fees.

The following premiums are available for Non-Bundled Job Placement. Refer to the links below for additional information:

* [VR-SFP 20.3 Autism Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20#s203);
* VR-SFP 20.11 Blind Premium
* [VR-SFP 20.5 Deaf Service Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20#s205); and
* [VR-SFP 20.6 Mileage Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20#s206).

The service authorization for a premium is issued at the same time the non-bundled service authorization is issued.

The VR counselor:

* completes the [VR1840, Job Placement Services Referral](https://twc.texas.gov/forms/index.html) form, and attaches medical or psychological reports, case notes, vocational testing, or employment data collected by VR staff that will assist the provider to work with the customer;
* indicates on the VR1840, Job Placement Services Referral, when the services may be provided remotely, or in a setting where the trainer and customer are in the same location, or using a combination of methods;
* ensures that the service authorization for a Non-Bundled Job Placement service is issued;
* monitors the customer's progress with both the customer and the service provider;
* provides any instruction or intervention necessary to foster the success of the customer;
* reviews and approves the [VR1841, Non-Bundled Job Placement Services Data Sheet, Application, and Résumé Training](https://twc.texas.gov/forms/index.html) form or equivalent documentation, and/or the [VR1842, Non-Bundled Job Placement Services Interview Training Report](https://twc.texas.gov/forms/index.html), ensuring that all outcomes required for payment are achieved and that the individual providing the service to the customer held all required staff qualifications; and
* ensures that the invoice is paid.

For students or youth with disabilities, Non-Bundled Job Placement services can be purchased after VAT Preparing for a Job Search Training has been previously purchased, when the student’s or youth’s circumstances indicate a need for additional training to achieve their IPE goals.

Nontraditional providers and transition educator providers can be used when all requirements outlined in [C-1005: Noncontracted Providers](https://twc.texas.gov/vr-services-manual/vrsm-c-1000#c1005) have been met.

When working with nontraditional providers and transition educator providers, the VR sections titled Service Description, Process and Procedures, and Outcomes Required for Payment in [VR-SFP Chapter 17: Basic Employment Services](https://twc.texas.gov/standards-manual/vr-sfp-chapter-17) must be followed; however, the staff qualifications and purchasing fees outlined in the VR-SFP Chapter 17 do not apply. Refer to [C-1005: Noncontracted Providers](https://twc.texas.gov/vr-services-manual/vrsm-c-1000#c1005) for this information.

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### C-1007-3: Job Skills Training

VR purchases Job Skills Training when a customer needs more training and support than that provided by the employer. The employer, customer, Job Skills Trainer, and VR counselor are involved in the training plan and monitor the customer's performance. All Job Skills Training is goal-focused on and in-line with the customer's goals and abilities as documented on the [VR3314, Job Skills Training Referral](https://twc.texas.gov/forms/index.html). Job Skills Training is limited to a total of 200 hours per customer for the life of a customer's current VR case.

Job skills training:

* teaches skills;
* reinforces skills; and
* develops or sets up accommodations and/or compensatory techniques to increase the customer's independence and ability to meet employer expectations.

The counselor, customer, provider, and the employer are all involved in the decision to allow remote Job Skills Training at a work site. The employer must agree to allow use of the technology, internet and/or devices to be used by the customer at the job site. The use of the technology, internet and/or devices should not exclude or stigmatize the customer. Remote Job Skills Training must be supplemented with in person Work Experience Training away from the job site.

Job Skills Training can be purchased for Extended Services for Youth with Disabilities when all other available resources for Extended Services, such as Medicaid Waiver Programs, natural supports, other public agencies, and/or private nonprofit organizations are not available for a customer. The goals for Job Skills Training must address the Extended Service needs of the customer. Before a Job Skills Trainer can provide Job Skills Training for Extended Services to a customer, a [VR3472, Contracted Service Modification Request](https://twc.texas.gov/forms/index.html) form must be approved by the VR Division Director. A new VR3472, must be approved by the Director of the VR Division for every 200 hours of Job Skills Training authorized for the customer.

VR must stop purchasing Job Skills Training for Extended Service when any of the following occur.

The customer:

* no longer needs Extended Services to maintain employment;
* can receive Extended Services from another resource(s);
* has receive Job Skills Training for a total period of four years;
* has reached the age of 25; or
* no longer meets the definition of a "youth with a disability."

Job Skills Training cannot be purchased for adult customers to provide Extended Services.

Refer to [VRSM C-1202-3: Extended Services](https://twc.texas.gov/vr-services-manual/vrsm-c-1200#c1202-3) and to [VR-SFP Chapter 17: Basic Employment Services, 17.5 Job Skills Training](https://twc.texas.gov/standards-manual/vr-sfp-chapter-17#s175) for additional information.

Refer to [VR-SFP 17.5.1 Job Skills Training Service Description](https://twc.texas.gov/standards-manual/vr-sfp-chapter-17#s1751) for details on how and when remote training may be purchased.

The VR counselor:

* completes [VR3314, Job Skills Training Referral](https://twc.texas.gov/forms/index.html), and attaches medical or psychological reports, case notes, vocational testing, or employment data collected by VR staff to assist the provider to work with the customer;
* ensures VR3314 or service authorization comments indicate whether the training can be done as a combination of remote and in-person training for a customer or if the training should all be done in person;
* when applicable, ensures a [VR3472, Contracted Service Modification Request](https://twc.texas.gov/forms/index.html) form is approved by the VR Division Director to purchase Job Skills Training for Extended Services for “youth with disabilities”;
* identifies goals to be addressed with the customer on VR3314;
* ensures that VR staff sends the service authorization and VR3314 to the provider;
* monitors the customer's progress with both the customer and the service provider;
* when necessary, approves additional goals to be addressed with the customer and notes the approval in an RHW case note;
* when necessary, approves additional Job Skills Training hours;
* when applicable, continually evaluates the customer’s need for Extended Services and the availability resources other than VR to provide the Extended Services for a “youth with disabilities”;
* provides any needed instruction or intervention necessary to foster the customer's success;
* reviews and approves [VR3315, Job Skills Training Progress Report](https://twc.texas.gov/forms/index.html), ensuring that all outcomes required for payment are achieved and that the individual providing the service to the customer held all the required qualifications; and
* ensures that the invoice is paid.

See [VR-SFP Chapter 17: Basic Employment Services, 17.5 Job Skills Training](https://twc.texas.gov/standards-manual/vr-sfp-chapter-17#s175) for more information on Job Skills Training, for more information on the Service Description, Process and Procedures, Outcomes Required for Payment and Fee.

The following premiums are available for Job Skills Training. Refer to the link for each for additional information:

* [VR-SFP 20.3 Autism Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20#s203);
* VR-SFP 20.11 Blind Premium
* [VR-SFP 20.10 Brain Injury Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20%22%20%5Cl%20%22s2011);
* [VR-SFP 20.5 Deaf Service Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20#s205); and
* [VR-SFP 20.6 Mileage Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20#s206).

The service authorization for a premium is issued at the same time the Job Skills Training service authorization is issued.

#### Noncontracted Providers

Nontraditional providers and transition educator providers can be used to provide Job Skills Training when all requirements outlined in [C-1005: Noncontracted Providers](https://twc.texas.gov/vr-services-manual/vrsm-c-1000#c1005) have been met.

When working with nontraditional providers and transition educator providers, the VR-sections titled Service Description, Process and Procedures, and Outcomes Required for Payment in [VR-SFP Chapter 17: Basic Employment Services](https://twc.texas.gov/standards-manual/vr-sfp-chapter-17) must be followed; however, the staff qualifications and purchasing fees outlined in the VR-SFP Chapter 17 do not apply.

Nontraditional providers and transition educator providers cannot be used for Job Skills Training for Extended Services.

Refer to [C-1005: Noncontracted Providers](https://twc.texas.gov/vr-services-manual/vrsm-c-1000#c1005) for this information.

#### Fee Chart for Noncontracted Providers

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| --- | --- |
| Service | Fee |
| Nontraditional Provider Job Skills Training-Individual | $22.00 per hour per customer |
| Transition Educator Provider Job Skills Training- Individual | $30.00 per hour per customer |
| Transition Educator Provider Job Skills Training-Group | up to $15.00 per hour per customer(no more than one trainer to four customers) |

For more information on how to establish and set up nontraditional providers and transition educator providers, see C-1005: Noncontracted Providers.

#### Creating a Service Record for Job Skills Training in ReHabWorks

A service record must be created with the following specifications for Job Skills Training services.

Service Records for Job Skills Training service:

* Level 1 – Employment Services and Assessments [87100]
* Level 2 – Job Skills Training Contract Required [87100-90910]
* Level 2 – Services from Transition Educator Q or RPSS approval required [87100-6066]
* Level 2 – Services from Non-Traditional Provider Q or RPSS approval required [87100-50544]

Choose the appropriate specifications for Level 3 and 4 based on the core service to be provided.

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