# Vocational Rehabilitation Services Manual C-1000: Employment Services

Revised June 1, 2019

## 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.

See [VR Standards for Providers (VR-SFP) Chapter 17: Basic Employment Services, 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%22%20%5Cl%20%22s203);
* VR-SFP [20.5 Deaf Service Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20%22%20%5Cl%20%220DeafServicePremium); and
* VR-SFP [20.6 Mileage Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20%22%20%5Cl%20%22s206).

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;
* 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.

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 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 for this information.

### C-1007-2: Bundled Job Placement Services

VR counselors can purchase Bundled Job Placement services from contracted providers if the VR counselor believes that the customer is going to need more assistance than VR staff can provide to achieve the customer's employment goal. If any Non-Bundled Job Placement service (such as Employment Data Sheet, Application and Résumé Training, or interview training) has been purchased, the Bundled Job Placement services purchased from an ESP must be reduced.

See [VR-SFP Chapter 17: Basic Employment Services, 17.4 Bundled Job Placement Services](https://twc.texas.gov/standards-manual/vr-sfp-chapter-17#s174), for more information, including outcomes for payment and fees.

The following premiums are available for Non-Bundled Job Placement. 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%22%20%5Cl%20%22s203);
* VR-SFP [20.4 Criminal Background Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20%22%20%5Cl%20%22s204)
* VR-SFP [20.5 Deaf Service Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20%22%20%5Cl%20%220DeafServicePremium);
* VR-SFP [20.6 Mileage Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20%22%20%5Cl%20%22s206);
* VR-SFP [20.7 Professional Placement Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20%22%20%5Cl%20%220ProfessionalPlacementPremium); and
* VR-SFP [20.8 Wage Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20%22%20%5Cl%20%22s208).

The [VR1845B, Bundled Job Placement Services Benchmark Service Plan–Part B](https://twc.texas.gov/forms/index.html) should indicate if a customer’s case is eligible for a premium. The service authorization for a premium must be issued with the Bundled Job Placement—Benchmark A service authorization and the service authorization remains open until the achievement of Bundled Job Placement—Benchmark C.

The VR counselor:

* completes [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;
* schedules the job placement meeting with the customer and the provider;
* completes the [VR1845A, Bundled Job Placement Services Placement Plan Part A](https://twc.texas.gov/forms/index.html) and the [VR1845B, Bundled Job Placement Services Plan Part B and Status Report](https://twc.texas.gov/forms/index.html) electronically through discussion with the ESP and the customer to identify:
	+ whether the customer will receive Basic or Enhanced Bundled Job Placement services (through completion of the Support Needs Assessment);
	+ the customer's negotiable and nonnegotiable employment conditions;
	+ skills, abilities, experience, training, and education that relate to the training and job to be obtained;
	+ measurable employment goals using the six-digit Standard Occupational Classification (SOC) system codes; and
	+ any premium services the ESP may be authorized to receive upon completion of Benchmark C.
* prints both forms for required signatures from the VR counselor, job placement specialist, and the customer;
* ensures that VR staff will send the service authorization and electronically fillable forms to the job placement specialist, so the forms can be completed with the updated status required for invoicing;
* monitors the customer's progress with both the customer and the ESP;
* provides any needed instruction or intervention necessary to foster the customer's success;
* reviews and approves the [VR1846, Bundled Job Placement Services Benchmark A Training Report](https://twc.texas.gov/forms/index.html), the [VR1850, Employment Data Sheet](https://twc.texas.gov/forms/index.html), the written copy of the elevator speech, and the [VR1845B, Bundled Job Placement Services Plan Part B and Status Report](https://twc.texas.gov/forms/index.html) ensuring that all outcomes required for payment are achieved and that the staff qualifications were held by the person providing the service to the customer; and
* ensures that the invoice is paid.

See VR-SFP Chapter 17: Basic Employment Services, 17.4 Bundled Job Placement Services, for more information on the Service Description, Process and Procedures, Outcomes Required for Payment and Fee.

Nontraditional providers and transition educator providers can be used when all requirements outlined in C-1005: Noncontracted Providers 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 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 for this information.

#### Basic Job Placement Fees

The fee schedules for nontraditional provider Basic Job Placement services are:

* Benchmark A – 5th day of paid employment – $528.00
* Benchmark B – 45th day of paid employment – $264.00
* Benchmark C – 90th day of paid employment – $528.00

The fee schedules for transition educator provider Basic Job Placement services are:

* Benchmark A – 5th day of paid employment – $720.00
* Benchmark B – 45th day of paid employment – $360.00
* Benchmark C – 90th day of paid employment – $720.00

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

#### 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 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;
* 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 a RHW case note;
* when necessary, approves additional Job Skills Training hours;
* 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 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%22%20%5Cl%20%22s203);
* VR-SFP [20.5 Deaf Service Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20%22%20%5Cl%20%220DeafServicePremium); and
* VR-SFP [20.6 Mileage Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20%22%20%5Cl%20%22s206).

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

Nontraditional providers and transition educator providers can be used when all requirements outlined in C-1005: Noncontracted Providers 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 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 for this information.

#### Job Skills Training Fees

The nontraditional provider Job Skills Training fee is $22.00 per hour per customer.

The transition educator provider Job Skills Training fees are the following:

* Individual: negotiated up to $30.00 per hour per customer
* Group: negotiated 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.