



Texas Workforce Commission  
 Vocational Rehabilitation Services  
**Bundled Job Placement Services**  
**Placement Plan - Part A**

**General Instructions**

Follow the instructions below when completing this form and its associated VR Standards:

- Before any service are provided, the Placement Plan (Part A) will be completed electronically (on the computer) by TWS-VRS staff at the Planning Meeting with all signatures gained at the end of the meeting.
- TWS-VRS staff will provide to the provider, at the conclusion of the meeting, a printed paper copy of the signed Placement Plan-Part A.
- TWS-VRS staff member place the original in the TWS-VRS case file.
- If the Support Needs Assessments results need to be updated a new Support Needs Assessment must be completed.

**Demographic Information**

<b>Customer name:</b>	<b>VRS case ID:</b>	
<b>Location of meeting:</b>	<b>Date:</b>	<b>Time:</b>

**Circle of Support at Plan Meeting**

<b>Provider:</b>	<b>Guardian, if any:</b>
<b>Counselor:</b>	
<b>Others:</b> Note person's name and relation to customer (for example, the name of the case manager, family member, neighbor, friend)	

**Employment Attributes**

**List the customer's skills, abilities, experience, training, education, attributes and barriers related to employment.**

(for example, computer skills, good attention to details, minimal work experience, no high school diploma, or technical school attended)

1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.

**Does the customer report a history of any of the following that may interfere with the customer obtaining employment?**

- a felony criminal conviction      Yes      No
- a guilty plea with deferred adjudication for a felony criminal offense      Yes      No
- a no-contest plea with deferred adjudication for a felony criminal offense      Yes      No

**If yes, provide details and current status, as reported by the customer, including disposition(s) (payments, probation, parole, and registration).**

<b>Record the customer's educational history.</b>	
Less than high school diploma or less than GED	High school diploma or GED
Technical, trade, or vocational school	Associate's degree
Bachelor's degree	Master's degree

**Describe degree, license, certification, or training gained, if any:**

**Support Needs Assessment to Determine Appropriate Job Placement Service**

- TWS-VRS staff and the customer identify and record the amount of support assistance the customer needs with each category. The customer's Circle of Supports are encouraged to provide input with the counselor and the customer making the final decision.
- Only one score should be recorded for each row of the Support Needs Assessment. Column description assists with identification of point value.
- Total the points in each column. Then add totals of all columns to obtain the Support Needs Assessment score.
- **Score less than 16 = Basic Bundled Job Placement, Score 16 or greater = Enhanced Bundled Job Placement**

<b>Key for Skill Levels</b>	<b>Descriptor</b>
Proficient	<ul style="list-style-type: none"> <li>• Requires training to refresh knowledge and skills</li> <li>• After training, capable of demonstrating skills and knowledge independently, but may need mentoring</li> </ul>
Basic	<ul style="list-style-type: none"> <li>• Requires training to learn and demonstrate knowledge and skills</li> <li>• After training, requires guidance and feedback for the customer to demonstrate knowledge and skills necessary to complete tasks or produce a product</li> </ul>
Marginal	<ul style="list-style-type: none"> <li>• Requires hands on instruction to participate and demonstrate knowledge and skills taught in training</li> <li>• After training, requires reinforcement or reteaching of skills taught while demonstrating knowledge and skills necessary complete tasks or to produce a product</li> </ul>
Reliant	<ul style="list-style-type: none"> <li>• Requires extensive and comprehensive assistance and supports to perform skills and to complete task or to produce a product</li> <li>• Some skills, tasks and products may need to be completed for the customer to address disability and literacy factors</li> </ul>

<b>Area being Assessed</b>	<b>Record one score for each area addressed</b>			
<b>Disability Management:</b> <ul style="list-style-type: none"> <li>• insight about one's disability</li> <li>• realistic identification of employment barriers</li> <li>• use of strategies to overcome employment barriers</li> <li>• self-advocacy skills</li> <li>• knowledge of disability etiquette</li> <li>• knowledge of accommodations</li> </ul>	<b>Proficient</b> Point value 0	<b>Basic</b> Point value 1	<b>Marginal</b> Point value 3	<b>Reliant</b> Point value 5
<b>Score</b>	_____	_____	_____	_____

<b>Data Collection and Correspondence:</b> <ul style="list-style-type: none"> <li>• ability to complete own Personal Data Sheet</li> <li>• ability to create Résumé and tailor to specific jobs</li> <li>• ability to write cover and thank you letters</li> <li>• identification of job references</li> </ul>	<b>Proficient</b> Point value 0	<b>Basic</b> Point value 1	<b>Marginal</b> Point value 3	<b>Reliant</b> Point value 5
<b>Score</b>	_____	_____	_____	_____
<b>Job Application:</b> <ul style="list-style-type: none"> <li>• ability to complete online, kiosk and paper job applications</li> <li>• ability to respond appropriately to job application questions</li> <li>• ability to write clear, descriptive responses on applications</li> </ul>	<b>Proficient</b> Point value 0	<b>Basic</b> Point value 1	<b>Marginal</b> Point value 3	<b>Reliant</b> Point value 5
<b>Score</b>	_____	_____	_____	_____
<b>Interviewing:</b> <ul style="list-style-type: none"> <li>• ability to complete tasks related to interview preparation Personal presentation (attire, manners, confidence)</li> <li>• ability to create and deliver own “Elevator” speech</li> <li>• knowledge of interview types: screening, phone, group, situational, technical and behavioral</li> <li>• ability to answer questions related to protected class and disclosure</li> <li>• ability to ask and respond to interview questions related to job goal</li> <li>• ability to respond to questions addressing employment barriers such as gaps in work history, criminal background history, limited work experience, and accommodation needs</li> <li>• ability to identify appropriate questions to ask the business during the interview</li> </ul>	<b>Proficient</b> Point value 0	<b>Basic</b> Point value 1	<b>Marginal</b> Point value 3	<b>Reliant</b> Point value 5
<b>Score</b>	_____	_____	_____	_____
<b>Job Searching:</b> <ul style="list-style-type: none"> <li>• ability to research businesses who are hiring</li> <li>• ability to network</li> <li>• ability to search and use job boards and websites to find jobs related to job goal</li> <li>• ability to pursue job leads</li> <li>• knowledge of the purpose of pre-employment testing</li> </ul>	<b>Proficient</b> Point value 0	<b>Basic</b> Point value 1	<b>Marginal</b> Point value 3	<b>Reliant</b> Point value 5
<b>Score</b>	_____	_____	_____	_____

<b>Job Acceptance:</b> <ul style="list-style-type: none"> <li>• ability to identify job responsibilities and performance requirements</li> <li>• ability to negotiate salary and position responsibilities and how to accept a job offer</li> <li>• ability to secure documents necessary for the first day on the job</li> <li>• ability to establish supports necessary to maintain employment</li> </ul>	<b>Proficient</b> Point value 0	<b>Basic</b> Point value 1	<b>Marginal</b> Point value 3	<b>Reliant</b> Point value 5	
	<b>Score</b>	_____	_____	_____	_____
	<b>Total Score for each column:</b>	_____	_____	_____	_____
	<b>Grand Total:</b> _____	Basic Job Placement		Enhanced Job Placement	
<b>Additional Comments</b>					
Additional comments, if any:					
<b>Signatures</b>					
I, the customer (or legally authorized representative), am satisfied and agree with the information on this form.					
Customer's signature: <b>X</b>			Date:		
I, the Vocational Rehabilitation Counselor, agree with information recorded on this form.					
VR Counselor's signature: <b>X</b>			Date:		

**FOR THE PLAN TO BE COMPLETE,  
VR1845B, Bundled Job Placement Services Plan Part B,  
MUST be completed.**