VR-SFP Chapter 16: Project SEARCH

# 16.5 Project SEARCH Job Placement

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## 16.5.1 Project SEARCH Job Placement Service Description

When the customer has participated in at least one internship rotation or, at any time during the rotations, the team determines job placement opportunities are available to the customer, the job placement specialist and Project SEARCH team help the customer find employment.

The goal is to place the customer in a competitive and integrated work setting either with the host business or a business in the community that:

* meets the customer's employment goal and employment conditions;
* allows the customer to apply his or her unique strengths, interests, abilities, and capabilities;
* is permanent, rather than temporary or seasonal; and
* pays a customary wage for the same or similar work performed by employees who do not have disabilities.

Job placement specialists are responsible for:

* providing initial instruction;
* providing assistance to reinforce learned skills;
* monitoring the customer to ensure that the customer is demonstrating the skills learned; and
* using resources or tools necessary to help the customer secure employment.

Project SEARCH Job Placement Services may not be purchased with on-the-job training services, Job Skills Training, Non-bundled Job Placement Services, Bundled Job Placement Services, Work Experience Services and/or Supported Employment.

There are times when participation in Work Experience or Supported Employment Services may benefit a customer after participation in Project SEARCH skills training. If this service is needed for a customer to help increase his or her employment opportunities, then an approved [VR3472, Contracted Service Modification Request](https://twc.texas.gov/forms/index.html), is required. Job placement specialists are paid only once for each benchmark completed by a Project SEARCH customer, even if the customer loses a job after the completion of a benchmark.

The customer must work 90 days in the same position. If a customer loses a job before the 90-day benchmark, the customer's progression towards completion of the benchmark ends. When the customer becomes employed again, the day count will start at day 1 for the new position.

Each benchmark is paid only once for each customer between Active Status (customer has an Individualized Plan of Employment (IPE)) and Closure Status of a VR case. On a case-by-case basis, when the VR counselor determines the provider should be paid for making a second placement a VR3472 must be approved by the VR Director prior to the service authorization being issued.

The job placement specialist:

* verifies a customer's employment through employer or customer contact; and
* documents the verification on the appropriate form when invoicing VR.

If the employer has classified the customer as an employee during an orientation period, the orientation period counts as part of the customer's 90 days of cumulative employment. The time spent in a Project SEARCH internship rotation cannot be included in the job placement's 90-day count.

## 16.5.2 Project SEARCH Job Placement Process and Procedure

**Job Placement Planning Meeting**

The customer, VR counselor, job placement specialist, and any other Project SEARCH team members, meet to develop and complete [VR3363, Project SEARCH Job Placement Services Plan](https://twc.texas.gov/forms/index.html):

* at the end of the third internship rotation; or
* at any time during the three rotations when the team determines job placement opportunities are available to the customer because of skills gained in the internships.

VR3363 must only be completed one time and updated as needed.

The purposes of this meeting are to:

* review and clarify employment-related support and training that the customer needs to find employment;
* identify the customer's skills, abilities, experiences, training, education, attributes and/or barriers related to employment;
* identify negotiable and nonnegotiable employment conditions; and
* document the customer's identified employment goals and the Standard Occupational Classification (SOC) codes and O’NET description of the job tasks and responsibilities for each employment goal.

Any meeting among the customer, provider, customer’s circle of supports, or VR staff may be conducted remotely.

[VR3363, Project SEARCH Job Placement Services Plan](https://twc.texas.gov/forms/index.html), explains how services may be provided either in person, remotely, or a combination of both.

Remote services must follow guidance in [VR-SFP 3.6.4.1 Remote Service Delivery](https://twc.texas.gov/standards-manual/vr-sfp-chapter-03#s3-6-4).

All parties attending the meeting must sign VR3363 at the end of the meeting. Signatures on the VR3363, Project SEARCH Job Placement Plan, may be obtained by following the steps in [VR-SFP 3.11.1 Documentation and Signatures](https://twc.texas.gov/standards-manual/vr-sfp-chapter-03#s3-11-1).

After the Project SEARCH job placement plan meeting, VR staff:

* issues an SA to the provider for Benchmark A; and
* files the VR3363 in the customer's file.

The SAs for Benchmarks B and C are issued after the customer achieves Benchmark A.

**Job Placement**

The job placement specialist uses resources and tools necessary to help the customer find a job that meets the criteria outlined in the [VR3363, Project SEARCH Job Placement Services Plan](https://twc.texas.gov/forms/index.html).

Once the customer is employed, the job placement specialist monitors the customer's progress on the job by:

* providing initial job coaching instruction to reinforce learned skills;
* monitoring the customer to ensure that the customer is demonstrating the skills that he or she learned and to ensure that the customer is successful; and
* determining whether there is a need for the Project SEARCH team to provide the employer with training and/or education on disability and accommodation issues.

If Job Skills Training is necessary to supplement the training provided by the employer, the Project SEARCH provider includes it as part of Job Placement Services and may not bill it separately.

The customer must work 90 days in the same position. When a customer is placed in a new position with the same or new employer, a new 90-day count of employment is required to complete Project SEARCH Job Placement Services.

If a customer loses a job before the 90-day benchmark, the customer's progression towards completion of the benchmark ends. When the customer becomes employed again, the day count will start at day 1 for the new position.

The 90-day count for successful closure will start over anytime a customer:

* Loses their job;
* Changes employers;
* Changes positions with same employer;
* Receives a promotion; or
* Quits their job voluntarily.

Each benchmark is paid only once for each customer between Active Status (customer has an IPE) and Closure Status of a VR case. On a case-by-case basis, when the VR counselor determines the provider should be paid for making a second placement a VR3472 must be approved by the VR Director prior to the service authorization being issued.

If the customer loses the job, the customer's progression toward completion of the benchmark ends and the job placement specialist must meet with the customer and VR counselor to:

* evaluate the reason(s) the customer lost the job and develop a plan to address any identified issues; and
* review and update a new [VR3363, Project SEARCH Job Placement Services Plan](https://twc.texas.gov/forms/VR1845B.docx), when new employment conditions or goals need to be established.

When a job is lost, the customer begins with Benchmark A to secure another position. The count begins over at day one and continues through the benchmarks until the customer reaches 90 days of employment in the new position. The provider must resubmit an updated VR3364 for each benchmark. Each Benchmark is paid only once for each customer.

Additionally, any extended support or long-term support services that the customer needs to maintain successful long-term employment must be established by the job placement specialist and Project SEARCH team before the customer achieves Benchmark C.

Any request to change a Service Definition, Process and Procedure, or Outcomes Required for Payment must be documented and approved by the VR director, using the [VR3472, Contracted Service Modification Request](https://twc.texas.gov/forms/index.html), before the change is implemented. The approved VR3472 must be maintained in the provider's customer case file. For more information, refer to [VR-SFP 3.6.4.2 Evaluation of Service Delivery](https://twc.texas.gov/standards-manual/vr-sfp-chapter-03#s3-6-4).

## 16.5.3 Project SEARCH Job Placement Outcomes Required for Payment

For a provider to be paid for services, the job placement specialist must:

* as described in [VR3363, Project SEARCH Job Placement Service Plan](https://twc.texas.gov/forms/index.html), ensure the customer has worked 90 days in the same position with the same employer and that the job meets:
	+ 100 percent of the nonnegotiable employment conditions;
	+ at least 50 percent of the negotiable employment conditions;
	+ all six digits of one of the SOCs listed within the employment goals based on the job tasks the customer is performing which are included in the O’Net description (not based on the customer’s job title); and
	+ services delivered as indicated on VR3363;
* for Benchmark C, accurately document in descriptive terms on [VR3364, Project SEARCH Placement Report](https://twc.texas.gov/forms/index.html), all extended services necessary for the customer to maintain long-term competitive integrated employment after VR closes the case; and
* verify customer satisfaction and service delivery by the customer's signature on the associated form or by VR staff contact with the customer.

For information on acceptable signatures refer to [VR-SFP 3.11.1 Documentation and Signatures](https://twc.texas.gov/standards-manual/vr-sfp-chapter-03#s3-11-1).

No payment may be made for the achievement of a benchmark until the VR counselor receives and approves a complete, accurate, signed, and dated:

* [VR3363, Project SEARCH Job Placement Services Plan](https://twc.texas.gov/forms/index.html) (This form does not need to be resubmitted for Job Placement if the VR counselor has obtained a copy earlier in the internship.);
* [VR3364, Project SEARCH Job Placement Report](https://twc.texas.gov/forms/index.html); and
* an invoice.

## Each benchmark is paid only once for each customer between Active Status (customer has an IPE) and Closure Status of a VR case. 16.5.4 Fees

For more information, refer to SFP 16.6 Project SEARCH Services Fees.

# 16.6 Project SEARCH Services Fees

A provider cannot collect money from a VR customer or the customer's family for any service charged in excess of VR fees. If VR and another resource are paying for a service for a customer, the total payment must not exceed the fee specified in the VR Standards for Providers manual.

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| **Project SEARCH Services** | **Unit Rate** | **Comments** |
| Asset Discovery | $613.00 | * Once per customer. [VR3361, Project SEARCH Asset Discovery](https://twc.texas.gov/forms/index.html), must be completed.
* Requires four observations with a total of 20 hours.
* Partial payments are not allowed.
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| Skills Training | Must not exceed $1,684.00 per customer for an eight–12 week internship rotation | * No more than three rotations per customer for each school year. [VR3362, Project SEARCH Progress Report](https://twc.texas.gov/forms/index.html), must be completed.
* Partial payments are allowed. Divide the maximum amount ($1,684) by the number of weeks in the rotation. For example, the partial payment for one week of a 10-week rotation is $168.40.
* Requires a minimum of three reporting hours each week per intern.
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| Job Placement and Arrangement of Retention Services (Benchmark A) | $919.00 | * Payable when the customer is placed in a job that meets the criteria on [VR3363, Project SEARCH Job Placement Services Plan](https://twc.texas.gov/forms/index.html), and the customer has worked five days on the job.
* Submit an invoice for payment the day after the fifth day of employment. The Benchmark A section of [VR3364, Project SEARCH Job Placement Report](https://twc.texas.gov/forms/index.html), must be completed.
* Partial payments are not allowed.
* Each benchmark is paid only once.
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| Job Placement and Arrangement of Retention Services (Benchmark B) | $919.00 | * Payable when the customer completes 45 cumulative calendar days of employment in the same position with the same employer in a job that meets the criteria in [VR3363, Project SEARCH Job Placement Services Plan](https://twc.texas.gov/forms/index.html).
* Submit an invoice for payment the day after the 45th day of employment. The [VR3364, Project SEARCH Job Placement Report](https://twc.texas.gov/forms/index.html), Benchmark B section must be completed.
* Partial payments not allowed.
* Each benchmark is only paid once.
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| Job Placement and Arrangement of Extended Services (Benchmark C) | $1,225.00 | * Payable when the customer completes 90 cumulative calendar days of employment in the same position with the same employer in a job that meets the criteria in [VR3363, Project SEARCH Job Placement Services Plan](https://twc.texas.gov/forms/index.html), and verification that the extended services are arranged and documented on [VR3364, Project SEARCH Placement Report](https://twc.texas.gov/forms/index.html). These services are required for the customer to stay employed after VR closes the case.
* Submit an invoice for payment the day after the 90th day of employment. The Benchmark C section of the [VR3364, Project SEARCH Job Placement Report](https://twc.texas.gov/forms/index.html), must be completed.
* Partial payments are not allowed.
* Each benchmark is only paid once.
* Customers must work 90 cumulative calendar days before achieving Benchmark C when the customer changes positions with the employer or obtains employment with another employer before achieving Benchmark C.
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