**Vocational Rehabilitation Standards for Providers Manual Chapter 17: Basic Employment Services**

Revised October 20, 2025

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**17.4 Bundled Job Placement Services**

**17.4.1 Bundled Job Placement Services Service Description**

Bundled Job Placement is a benchmark service that assists customers in preparing for and completing the job search process. Job placement may be in a new position or an advancement in current employment when the customer requires training and/or assistance in the areas listed below. Bundled Job Placement helps customers obtain a job that meets their needs as outlined in the VR1845B, Bundled Job Placement Services Plan–Part B and Status Report.

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

Any meeting between the customer, the provider, the customer’s circle of supports, and VR staff may be conducted remotely. For more information, refer to VR-SFP 3.4.8 Remote Service Delivery.

Before assisting a customer in obtaining a job, the provider must train and assist the customer in all the following areas, as described under Benchmark A-Service Description:

* VR1850, Employment Data Sheet or equivalent that includes all topics addressed on the VR1850;
* Résumés, as indicated on the VR1845B;
* Job applications;
* Job references and written correspondence;
* Interviews;
* Pre-employment testing;
* Job searching; and
* Job acceptance and preparing for the first day on the job.

The training and assistance provided should align with the basic or enhanced service definition and the customer's scores on the Support Needs Assessment in VR1845A, Bundled Job Placement Services Placement Plan–Part A.

All required elements described in the VR-SFP must be addressed in a curriculum that includes a module for each required area defined in the VR-SFP (For example: all areas listed above). A manual must be maintained by the provider that includes the curriculum and supporting documentation such as activity materials/resources, lesson plans, and attendance records. When using a standardized published curriculum (not created by the provider), identify the source and keep a copy of the curriculum in the manual. TWC-VR may request to review a curricula manual at any time.

The job placement specialist must implement training activities to meet the customer's needs, including, but not limited to, literacy and disability needs. While all training must be individualized, it may be provided in an individual or group setting. When the service is provided in a group setting, a ratio of one job placement specialist to no more than six customers must be maintained.

The Employment Services provider must:

* maintain attendance records, documentation of completed lessons, and customer completed activities showing the required core curricula are being taught; and
* make the documentation available for review by VR staff members upon request.

Before an SA is issued, the VR counselor, customer, and job placement specialist must attend the job placement plan meeting. At the job placement plan meeting, VR staff will complete the following forms:

* VR1845A, Bundled Job Placement Services Placement Plan–Part A; and
* VR1845B, Bundled Job Placement Services Plan–Part B and Status Report.

The results of the Support Needs Assessment in the VR1845A determine whether a customer receives basic or enhanced Bundled Job Placement, as follows:

* Basic Bundled Job Placement, a customer must score a total of 15 or less; or
* Enhanced Bundled Job Placement, a customer must score a total of 16 or greater.

Basic Bundled Job Placement and Enhanced Bundled Job Placement contain the following three payment benchmarks in this outcome-based service:

* Benchmark A: Job Placement—After the completion of the 5th day/shift of paid employment, invoiced on or after the 6th day of paid employment
* Benchmark B: Job Placement—After completion of the 45th day of paid employment, invoiced on or after the 46th day of paid employment
* Benchmark C: Job Placement—After completion of the 90th day of paid employment, invoiced on or after the 91st day of paid employment

Benchmark outcome payments are made when the provider achieves the outcomes required for each benchmark.

The customer's job must:

* be full-time or part-time based on customer's choice;
* exist in a competitive, integrated work setting; and
* be permanent, not seasonal.

If a business hires a customer in a temp-to-hire position, the job is acceptable if not considered short-term or project specific employment that will end upon completion of the project. A customer may be employed by a third party such as a temp agency when this is a prerequisite for continued employment after the probationary period ends. Pro re nata (PRN) or “as needed” employment is allowed, as long as the customer can achieve all employment conditions outlined on the VR1845B. VR will not accept seasonal employment placements or placements where the customer receives an IRS 1099 form, (i.e., self-employment), unless approved by the VR Director using the VR3472, Contracted Service Modification Request form. Seasonal employment pertains to labor performed at certain seasons or periods of the year, which may not be continuous or carried out throughout the year.

VR pays for job placement only if the customer is placed in a competitive integrated work setting with an organization or business that is not owned, operated, controlled, or governed by the service provider providing the job placement service. Service providers that are state agencies, state universities, or facilities that are a part of a state university system are exempt from this requirement. A VR competitive integrated checklist may need to be completed prior to the provider’s invoice being paid to determine whether the position meets the criteria for a competitive integrated work setting.

The job placement count begins on the first day worked by the customer for the employer in the current position or the day after the VR1845B is updated so all non-negotiable employment conditions, 50% of negotiable employment conditions, and an employment goal are achieved.

If a customer is not working the required number of weekly hours or meeting non-negotiable employment conditions as outlined in the VR1845B, Bundled Job Placement Services Plan–Part B and Status Report, the customer's progression within the benchmark is frozen until:

* the customer begins working the required hours and is achieving all non-negotiable employment conditions; or
* the VR1845B, Bundled Job Placement Services Plan–Part B and Status Report, is amended.

When a customer accepts a new position with the same employer or obtains employment with a new employer, the customer must work 90 days in the new position. The count starts over on the first day of the customer’s new position and continues until the customer reaches 90 days of employment in the new position.  The provider must resubmit an updated VR1845B for each benchmark.

Bundled Job Placement Services cannot be purchased with On-the-Job Training (OJT), Apprenticeship, or Supported Employment. Job Skills Training can be purchased with Bundled Job Placement Services when determined appropriate by the VR counselor.

A customer who has received or is receiving basic or enhanced Bundled Job Placement Services cannot be transferred into Non-bundled Job Placement Services, unless a VR3472, Contracted Service Modification Request for Job Placement, Job Skills Training, and Supported Employment Services has been approved by the VR Director.  The VR3472 must explain the customer’s individualized circumstances sufficiently enough to support the transfer of the service from Bundled to Non-bundled Job Placement.

When a customer's circumstances indicate that Bundled Employment Services need to be purchased after Non-bundled Job Placement Services have been provided, a reduction of payment will be applied to the fee of the Bundled Employment service.

For students or youths with disabilities, 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.

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**17.6.2 Basic Job Placement**

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| **Bundled Employment Services** | **Unit Rate** | **Comment** |
| Benchmark A: Job Placement—5 days | $1103.00 | * Reduction payment applies if a Non-Bundled Job Placement Service was previously purchased for an adult VR customer. Students or youth with a disability may receive Non-Bundled and Bundled Job Placement services when necessary for the customer to achieve his or her vocational goals.
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| Benchmark A: BASIC Job Placement—5 days PRORATED when Non-Bundled Employment Data Sheet, Application, Resume Training previously purchased | $643.00 |   |
| Benchmark A: BASIC Job Placement—5 days PRORATED when Non-Bundled Interview Training previously purchased | $735.00 |   |
| Benchmark A: BASIC Job Placement—5 days PRORATED when both Non-Bundled services-Employment Data Sheet Application and Resume and Interviewing Training previously purchased | $276.00 |   |
| Benchmark B: Job Placement—45 days | $551.00 | * Customer must work at least 45 days in the same position with the same employer before achievement of Benchmark B.
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| Benchmark C: Job Placement—90 days | $1103.00 | * Customer must work at least 90 days in the same position with the same employer before achievement of Benchmark C.
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**17.6.3 Enhanced Job Placement**

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| **Benchmark** | **Unit Rate** | **Comment** |
| Benchmark A: Job Placement—5 days | $1,470.00 | * Reduction payment applies if a Non-Bundled Job Placement services was previously purchased for an adult VR customer. Students or youth with a disability may receive Non-Bundled and Bundled Job Placement services when necessary for the customer to achieve their vocational goals.
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| Benchmark A: ENHANCED Job Placement—5 days PRORATED when Non-Bundled Employment Data Sheet Application, and Resume Training previously purchased | $1011.00 |   |
| Benchmark A: ENHANCED Job Placement—5 days PRORATED when Non-Bundled Interview Training previously purchased | $1103.00 |   |
| Benchmark A: ENHANCED Job Placement—5 days PRORATED when both Non-Bundled services-Employment Data Sheet, Application and Resume and Interviewing training previously purchased | $643.00 |   |
| Benchmark B: Job Placement—45 days | $735.00 | * Customer must work at least 45 days in the same position with the same employer before achievement of Benchmark B.
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| Benchmark C: Job Placement—90 days | $1,470.00 | * Customer must work 90 days in the same position with the same employer before the achievement of Benchmark C.
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