C-1007: Job Placement Services

Revised June 26, 2023

# 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 [VR5000](https://twc.texas.gov/vocational-rehabilitation-service-forms), Referral for Provider Services. For more information, refer to VR Standards for Providers [(VR-SFP) 3.4.8 Remote Service Delivery](https://twc.texas.gov/standards-manual/vr-sfp-chapter-03#s348).

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](https://www.twc.texas.gov/standards-manual/vr-sfp-chapter-20#s2011);
* [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 [VR5000, Referral for Provider Services](https://twc.texas.gov/vocational-rehabilitation-service-forms) 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 VR5000, Referral for Provider Services, 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/vocational-rehabilitation-service-forms) form or equivalent documentation, and/or the [VR1842, Non-Bundled Job Placement Services Interview Training Report](https://twc.texas.gov/vocational-rehabilitation-service-forms), 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.

# 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.

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, except for students or youth with disabilities.

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.

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 should only be paid once for each customer between Active Status (customer has an IPE) and Closure Status of a VR case. On a case-by-case basis, it may be necessary to purchase benchmark(s) more than once.  When the VR counselor determines a customer needs the supports of a job placement provider for an additional placement, the VR counselor must consult with the VR supervisor for approval.  Before obtaining VR supervisor approval, the VR counselor must document in a case note why the customer requires another placement and what interventions and/or services have been provided to the customer to address needs, circumstances, behaviors, and/or other employment barriers since the first purchase of the service.

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 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#s203);
* [VR-SFP 20.11 Blind Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20#s2011);
* [VR-SFP 20.4 Criminal Background Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20#s204);
* [VR-SFP 20.5 Deaf Service Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20#s205);
* [VR-SFP 20.6 Mileage Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20#s206);
* [VR-SFP 20.7 Professional Placement Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20#s207); and
* [VR-SFP 20.8 Wage Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20#s208).

Any planning meeting related to the placement plan between the customer, provider, customer’s circle of supports, and VR staff may be conducted remotely. Refer to [VR-SFP 3.4.8 Remote Service Delivery](https://twc.texas.gov/standards-manual/vr-sfp-chapter-03#s348) for additional information.

The [VR1845B, Bundled Job Placement Services Plan Part B](https://twc.texas.gov/vocational-rehabilitation-service-forms) 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 VR5000, Referral for Provider Services 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/vocational-rehabilitation-service-forms) and the [VR1845B, Bundled Job Placement Services Plan Part B and Status Report](https://twc.texas.gov/vocational-rehabilitation-service-forms) 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.
* indicates on the VR1845B or service authorization when the services can be provided in person at or away from job site, remotely, or combination, in person and remotely. Note: TWC-VR does not allow use of non-video telecommunication (phone) or text messages to customers to conduct visits. It is best practice to conduct the in-person visits at the customer's job site, unless there are restrictions that prevent the Job Placement Specialist from entering the job site;
* indicates for Benchmarks B and C on the VR1845B or service authorization whether the visits can be done in person and/or remotely at or away from the customer’s job site;
* 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;
* refers to the [Standards for Providers (SFP) 17.4 Bundled Job Placement Services](https://twc.texas.gov/standards-manual/vr-sfp-chapter-17#s174) for the service definition, process and procedures, and outcomes required for payment prior to approving any invoices for payment:
  + 17.4.2 Bundled Job Placement—Benchmark A,
  + 17.4.3 Bundled Job Placement—Benchmark B,
  + 17.4.4 Bundled Job Placement—Benchmark C; and
* ensures that the invoice is paid.

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 Bundled Job Placement Services. Each Benchmark should only be purchased once for each customer.

When the VR counselor determines a customer needs the supports of a job placement provider for an additional placement, the VR counselor must consult with the VR supervisor for approval.  Before obtaining VR supervisor approval, the VR counselor must document in a case note why the customer requires another placement and what interventions and/or services have been provided to the customer to address needs, circumstances, behaviors, and/or other employment barriers since the first purchase of the service.

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 on the Service Description, Process and Procedures, Outcomes Required for Payment and Fee.

For more information on how to establish and set up nontraditional providers and transition educator providers, see [C-1005: Noncontracted Providers](https://twc.texas.gov/vr-services-manual/vrsm-c-1000#c1005).

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.

**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](https://twc.texas.gov/vr-services-manual/vrsm-c-1000#c1005).