Vocational Rehabilitation Services Manual C-1200: Supported Employment Services

Revised June 26, 2023

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# C-1205: Referral to Supported Employment Services

Supported Employment (SE) must be identified as an appropriate rehabilitation objective for the customer based on a comprehensive assessment that determines the customer’s unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice and is included in the customer’s individualized plan for employment (IPE) or the trial work plan (TWP). Before a referral to a provider for SE services, the VR counselor must identify, address, and document medical, psychological, and/or physical barriers that could interfere with successful employment.

A Career Planning Assessment (CPA) must be completed before referring a customer to SE. If an Environmental Work Assessment (EWA) was conducted, then payment for the CPA may be prorated. When payment for the CPA is prorated, the work skills assessment is not completed on the CPA. For more information on EWAs and CPAs, refer to [VR-SFP Chapter 4: Employment Assessments](https://twc.texas.gov/standards-manual/vr-sfp-chapter-04).

VR staff sends VR5000, Referral for Provider Services, and a service authorization (SA) to the SE specialist before the SE Plan meeting. The VR counselor should provide relevant documentation, such as a Benefits Planning Query (BPQY); case notes; psychological, vocational, or medical evaluations; and a copy of the CPA and EWA (if done by a different provider), to prepare the provider to work with the customer.

When the customer is a Social Security beneficiary, the VR counselor must

* complete a benefits planning query (BPQY) before the referral;
* coordinate the provision of long-term supports funding from the Texas Health and Human Services Commission, the Texas Department of State Health Services, and the managed care organization, when the customer has a 1915(c) waiver, prior to the referral;
* indicate on the referral the customer’s resources that are related to Extended Services; and
* facilitate access to identified Extended Services resources.