# Vocational Rehabilitation Services Manual B-500: Individualized Plan for Employment

Revised September 10, 2018

## B-503: Timelines for Developing the IPE

The IPE must be completed as soon as possible, but no later than 90 days after the customer has been determined eligible for VR services.

### B-503-1: Extension of Time for IPE

If the VR counselor and customer cannot complete the IPE within 90 days after the date that eligibility is determined, the VR counselor must:

1. discuss with the customer the reasons that the development of the IPE will require additional time to complete, and when the IPE is expected to be completed;
2. obtain agreement from the customer that an extension of time (EOT) for completing the IPE is necessary.
3. document in the comments section of the EOT for IPE page in ReHabWorks:
* the reasons that an EOT is required, and
* that the customer is in agreement with the EOT;
1. complete the EOT for IPE page in RHW.

If the VR counselor and the customer cannot reach an agreement of the contents of the IPE within 90 days, the VR counselor must:

1. provide the customer with a "Can We Talk" brochure and
2. consult with the VR Supervisor for guidance on how to proceed with the case.

If the VR counselor cannot contact the customer to obtain agreement to complete the EOT for IPE by the 90th day, the VR counselor should consult with the VR Supervisor for guidance on how to proceed with the case. If it is determined that the case should be closed, refer to B-600: Closure and Post-Closure Services for information about closing the case.

### B-503-2: EOT for IPE Approval Requirements

When completed prior to the IPE due date, the first EOT for completing the IPE does not require any supervisory approval.

Any EOT for a lapsed IPE due date requires VR Supervisor approval before the EOT for IPE is entered in RHW.

Any additional EOT's for IPE (past the first one), regardless of whether or not the additional EOT is completed prior to the end of the first EOT, also require VR Supervisor approval.

Case notes must be entered in RHW for both the approval request and the approval decision. Refer to E-300: Case Notes Requirements for case note requirements.

Once the approval request and the approval decision are documented in RHW, the VR counselor completes the EOT page in RHW.

#### IPE Requirements for Transition Students

All policies, timelines, and regulations related to IPE development, documentation, and amendments are also applicable when working with students with disabilities and youth with disabilities. For more information about developing an IPE for students with disabilities, refer to [C-1300: Transition Services for Students and Youth with Disabilities](https://twc.texas.gov/vr-services-manual/vrsm-c-1300).