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

Revised August 24, 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

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#### EOT Approval Requirements

When completed prior to the IPE due date, the first EOT 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.

A case note confirming the approval the must be documented in RHW.

If the VR counselor cannot contact the customer to complete the IPE or to complete the EOT for completing the IPE by the 90th day, the VR counselor must consult with the VR Supervisor for guidance on how to proceed with the case. If it is determined that the case should be closed as an unsuccessful closure when the IPE due date has already passed, the VR Supervisor must approve the closure. For more information, refer to [B-604: Unsuccessful Closures](https://twc.texas.gov/vr-services-manual/vrsm-b-600#b604).

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