# Vocational Rehabilitation Services Manual B-600: Closure and Post-Employment Services

Revised October 1, 2020

## B-603: Successful Closures

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### B-603-3: More Than One Employment in the 90-Day Period

A customer may have more than one job, consecutively or concurrently, during the 90-day period and still meet the requirements for successful closure if each job is consistent with:

* the employment goal stated in the IPE; and
* the customer's unique strengths, resources, priorities, concerns, abilities, capabilities, career interests, and informed choice.

#### Consecutive Jobs

Employment is considered "consecutive" and does not require a new 90-day employment period if the:

* criteria for successful closure are met; and
* the customer:
	+ changes jobs with no gap in employment;
	+ is promoted by the same employer with no gap in employment; or
	+ changes jobs with a gap in employment of fewer than eight weeks.

If a customer loses a job before the end of the 90-day period, the customer's progression toward the 90-day period freezes. If the gap in employment is less than eight weeks, progression toward completion of the 90-day period resumes when the customer starts another job. **Note:** If the customer is working with an employment services provider for job placement, the provider is able to bill for benchmark C in accordance with VR-SFP 17.4.4 Bundled Job Placement—Benchmark C. If the gap between placements is eight weeks or more, the 90-day period for VR successful closure will start over. To document consecutive jobs in RHW the VR counselor does the following:

1. Records each job on a new Employment Information page. All jobs will appear on the Employment List page.
2. For the current job, the VR staff selects "yes" for "Start 90-Day Clock" field.
3. VR staff enters the hire date for the first job in the "Start the Clock Date" and "Hire Date" fields.
4. Document in a case note:
	* that the hire date was predated;
	* why the hire date was predated; and
	* the correct hire date, weekly earnings, and weekly hours for each job.
5. On the Monthly Financial Information page, VR staff enters the net wages for the last job.
6. At closure, report the weekly earnings and weekly hours for the last job.

#### Concurrent Jobs

A customer may have more than one job at the same time during the minimum 90-day period. To document concurrent jobs in RHW, the VR counselor does the following:

1. Records each job on a separate Employment Information page.
2. When all jobs appear on the Employment List page, selects one job to be used for closure, typically the job with more hours or greater pay. For this job, selects "yes" for the "Start 90-Day Clock."
3. For other jobs, selects "no" for "Start 90-Day Clock"
4. Documents in a case note that the customer is working at concurrent jobs and why working two (or more) jobs is preferred to working one and how that will support a successful closure.
5. VR staff enters, on the Monthly Financial Information page, the total net wages for the concurrent jobs.

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