# Vocational Rehabilitation Services Manual C-1000: Employment Services

Revised September 1, 2020

## C-1007: Job Placement Services

### 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 [VR1840, Job Placement Services Referral](https://twc.texas.gov/forms/index.html). For more information, refer to VR Standards for Providers (VR-SFP) 3.6.4.1 Remote Service Delivery.

See [VR-SFP 17.3 Non-Bundled Job Placement Services](https://www.twc.texas.gov/standards-manual/vr-sfp-chapter-17%22%20%5Cl%20%22s173) 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 20.5 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 [VR1840, Job Placement Services Referral](https://twc.texas.gov/forms/index.html) 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 [VR1840, Job Placement Services Referral](https://twc.texas.gov/forms/index.html) 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/forms/index.html) form or equivalent documentation, and/or the [VR1842, Non-Bundled Job Placement Services Interview Training Report](https://twc.texas.gov/forms/index.html), 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 has been provided, a reduction of payment will be applied to the fee of the Bundled Employment Service, except for students or youth with disabilities.

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 Non-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 20.4 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 3.6.4.1 Remote Service Delivery for additional information.

The [VR1845B, Bundled Job Placement Services Plan Part B](https://twc.texas.gov/forms/index.html) 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 [VR1840, Job Placement Services Referral](https://twc.texas.gov/forms/index.html) 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 [VR1840, Job Placement Services Referral](https://twc.texas.gov/forms/index.html) when the services can be provided remotely, or in a setting where the trainer and customer are in the same location or using a combination of both methods;
* 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/forms/index.html) and the [VR1845B, Bundled Job Placement Services Plan Part B and Status Report](https://twc.texas.gov/forms/index.html) 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.
* 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;
* reviews and approves the [VR1846, Bundled Job Placement Services Benchmark A Training Report](https://twc.texas.gov/forms/index.html), the [VR1850, Employment Data Sheet](https://twc.texas.gov/forms/index.html), the written copy of the elevator speech, and the [VR1845B, Bundled Job Placement Services Plan Part B and Status Report](https://twc.texas.gov/forms/index.html) ensuring that all outcomes required for payment are achieved and that the staff qualifications were held by the person providing the service to the customer; and
* ensures that the invoice is paid.

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.

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 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

When a customer accepts a new position with the employer or obtains employment with a new employer, the customer must work 30 days in the new position before the achievement of Benchmark C.

For more information on how to establish and set up nontraditional providers and transition educator providers, see C-1005: Noncontracted Providers.

### C-1007-3: Job Skills Training

VR purchases Job Skills Training when a customer needs more training and support than that provided by the employer. The employer, customer, Job Skills Trainer, and VR counselor are involved in the training plan and monitor the customer's performance. All Job Skills Training is goal-focused on and in-line with the customer's goals and abilities as documented on the [VR3314, Job Skills Training Referral](https://twc.texas.gov/forms/index.html). Job Skills Training is limited to a total of 200 hours per customer for the life of a customer's current VR case.

Job skills training:

* teaches skills;
* reinforces skills; and
* develops or sets up accommodations and/or compensatory techniques to increase the customer's independence and ability to meet employer expectations.

When a work site will not allow a job placement specialist on site (e.g. security clearance or safety concerns) or the job placement specialist determines it is not safe to enter the work site, the two required site visits may be conducted remotely only with a VR director approved VR3472, Contracted Service Modification Request.

The VR3472 must include:

* how the service will be delivered; and
* how the service delivery will meet the customers individual training needs.

For more information, refer to VR-SFP 3.6.4.1 Remote Service Delivery for requirements and VR-SFP 3.6.4.2 Evaluation of Service Delivery.

Job Skills Training can be purchased for Extended Services for Youth with Disabilities when all other available resources for Extended Services, such as Medicaid Waiver Programs, natural supports, other public agencies, and/or private nonprofit organizations are not available for a customer. The goals for Job Skills Training must address the Extended Service needs of the customer. Before a Job Skill Trainer can provide Job Skills Training for Extended Services to a customer, a [VR3472, Contracted Service Modification Request](https://twc.texas.gov/forms/index.html) form must be approved by the VR Division Director. A new VR3472, must be approved by the Director of the VR Division for every 200 hours of Job Skills Training authorized for the customer.

VR must stop purchasing Job Skills Training for Extended Service when any of the following occur.

The customer:

* no longer needs Extended Services to maintain employment;
* can receive Extended Services from another resource(s);
* has receive Job Skills Training for a total period of four years;
* has reached the age of 25; or
* no longer meets the definition of a "youth with a disability."

Job Skills Training cannot be purchased for adult customers to provide Extended Services.

Refer to [VRSM C-1202-3: Extended Services](https://twc.texas.gov/vr-services-manual/vrsm-c-1200#c1202-3) and to [VR-SFP Chapter 17: Basic Employment Services, 17.5 Job Skills Training](https://twc.texas.gov/standards-manual/vr-sfp-chapter-17#s175) for additional information.

The VR counselor:

* completes [VR3314, Job Skills Training Referral](https://twc.texas.gov/forms/index.html), and attaches medical or psychological reports, case notes, vocational testing, or employment data collected by VR staff to assist the provider to work with the customer;
* when applicable, ensures a [VR3472, Contracted Service Modification Request](https://twc.texas.gov/forms/index.html) form is approved by the VR Division Director to purchase Job Skills Training for Extended Services for “youth with disabilities”;
* identifies goals to be addressed with the customer on VR3314;
* ensures that VR staff sends the service authorization and VR3314 to the provider;
* monitors the customer's progress with both the customer and the service provider;
* when necessary, approves additional goals to be addressed with the customer and notes the approval in an RHW case note;
* when necessary, approves additional Job Skills Training hours;
* when applicable, continually evaluates the customer’s need for Extended Services and the availability resources other than VR to provide the Extended Services for a “youth with disabilities”;
* provides any needed instruction or intervention necessary to foster the customer's success;
* reviews and approves [VR3315, Job Skills Training Progress Report](https://twc.texas.gov/forms/index.html), ensuring that all outcomes required for payment are achieved and that the individual providing the service to the customer held all the required qualifications; and
* ensures that the invoice is paid.

See [VR-SFP Chapter 17: Basic Employment Services, 17.5 Job Skills Training](https://twc.texas.gov/standards-manual/vr-sfp-chapter-17#s175) for more information on Job Skills Training, for more information on the Service Description, Process and Procedures, Outcomes Required for Payment and Fee.

The following premiums are available for Job Skills Training. 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 Brain Injury Premium](https://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 Job Skills Training service authorization is issued.

#### Noncontracted Providers

Nontraditional providers and transition educator providers can be used to provide Job Skills Training 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.

Nontraditional providers and transition educator providers cannot be used for Job Skills Training for Extended Services.

Refer to [C-1005: Noncontracted Providers](https://twc.texas.gov/vr-services-manual/vrsm-c-1000#c1005) for this information.

#### Fee Chart for Noncontracted Providers

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| --- | --- |
| **Service** | **Fee** |
| Nontraditional Provider Job Skills Training-Individual | $22.00 per hour per customer |
| Transition Educator Provider Job Skills Training- Individual | $30.00 per hour per customer |
| Transition Educator Provider Job Skills Training-Group | up to $15.00 per hour per customer(no more than one trainer to four customers) |

For more information on how to establish and set up nontraditional providers and transition educator providers, see C-1005: Noncontracted Providers.

#### Creating a Service Record for Job Skills Training in ReHabWorks

A service record must be created with the following specifications for Job Skills Training services.

Service Records for Job Skills Training service:

* Level 1 – [Employment Services and Assessments [87100]](https://vrprod.twc.state.tx.us/dcss/level1spec.htm;jsessionid=YBsftkBvq0nztvTxAdDkMtw0hpg27oWZTG9Ba1VX3qdxE09A9Wef!-1669225732?level1ID=89)
* Level 2 – Job Skills Training Contract Required [87100-90910]
* Level 2 – Services from Transition Educator Q or RPSS approval required [87100-6066]
* Level 2 – Services from Non-Traditional Provider Q or RPSS approval required [87100-50544]

Choose the appropriate specifications for Level 3 and 4 based on the core service to be provided.

### C-1007-4: On-the-Job Training

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