



Policy No. 201	Subject: Status 04-0: Waiting List
Section: Eligibility	Revised: 12/2019
Signature: Eric Evans, Bureau Chief	Version: FINAL

1. SCOPE OF SERVICES

a. Waiting List

When IVRS is unable to serve all job candidates that apply for services, a waiting list is initiated. The priority for services as required by the Workforce Innovation and Opportunity Act (WIOA) specifically indicates that a State must first serve all eligible individuals in the Most Significantly Disabled category before serving those individuals determined to be Significantly Disabled. Only after those categories are served may those who are considered Others Eligible receive services. Individuals with disabilities who do not meet the categories served are referred to organizations that may be able to meet their needs. The following requirements for determining placement on the waiting list must be met to identify which waiting list placement an individual is assigned:

- i. **Most Significantly Disabled (MSD):** means individuals who have three or more serious impediments to employment; and whose vocational rehabilitation can be expected to require multiple services over an extended period of time (defined as more than six months);
- ii. **Significantly Disabled (SD):** means individuals who have one or two serious impediments to employment; and whose vocational rehabilitation can be expected to require multiple services over an extended period of time (defined as more than six months);
- iii. **Others Eligible (OE):** means individuals who do not require multiple services over an extended period of time, and who have a significant, but not serious, impediment to employment. A person may be placed in the OE category even if the individual only requires one service for employment.



b. Services Provided While on the Waiting List

- i. Additional assessments for purposes of determining the proper waiting list placement can be done in this status. Services to assist the individual to participate in assessments (e.g. interpretation, personal attendant) may be provided based on the guidelines set forth in those policies.
- ii. Individuals on the waiting list also may receive information and referral services. Individuals can be referred to Federal, State and local programs, including those carried out by other entities in the statewide workforce system. The program the individual is being referred to should be notified that the referral is being made. The individual should be provided with a specific contact within the agency to which they are being referred and information and guidance regarding the most suitable services to assist the individual to reach employment.
- iii. For guidance on when it is allowable to provide Pre-Employment Transition Services (Pre-ETS) for students on the waiting list, see the [Serving Students in Transition](#) policy.

c. Job Retention Services

After eligibility has been completed, any eligible job candidate that is at immediate risk of losing their employment due to their disability and is placed on a waiting list category that is not currently being served may receive job retention services.

- i. “Immediate risk” means that the individual would almost certainly lose the individual’s current job if not provided with specific services or goods in the very near future that would enable the individual to retain that employment. This definition does not include economic conditions and non-disability related factors.
- ii. The employment the individual is seeking to maintain must be in a competitive integrated setting.
- iii. Communication from the employer demonstrating the immediate risk is helpful to assess the situation, but is not required.
- iv. IVRS staff have a conversation with the individual, identifying the work performance issues on the job. Staff’s analysis of the work performance issues in relationship to the disability and what is needed for job retention



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provide the justification for moving directly into service, regardless of the number of serious impediments the individual has.

- v. An Individualized Plan for Employment (IPE) is developed with the individual, listing out those services necessary to maintain employment.
- vi. After having received the service(s) or good(s) necessary to maintain employment and the job is stable:
 - 1. If the individual is satisfied with services and requires no further services the file may be closed in status 26-0.
 - 2. If the individual is requesting additional services from IVRS that are not related to job retention, that individual may return to the waiting list until the point where the individual's priority of service is being served. No additional services are delivered while the individual is on the waiting list.
 - 3. If the individual's case is released from the waiting list while the individual is receiving the services needed to retain the job, the full range of services become available. The IPE may be amended to add additional services that may assist the individual to maintain or advance in employment.
- vii. If the individual requires additional services, once the case is moved from the waiting list to an "in service" status, the case moves directly into status 14-0 and the plan will need to be amended. The IPE must be amended within one month of being moved into status 14-0. The amendment must follow the guidelines listed in the [Individualized Plan for Employment](#) policy.

2. EXCEPTIONS

- a. None

3. APPLICABLE FORMS/DOCUMENTS

- a. [Serving Students in Transition policy](#)
- b. [Individualized Plan for Employment policy](#)

4. TRAINING

- a. [Status 04-0: Waiting List Training](#)

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