

IOWA VOCATIONAL REHABILITATION SERVICES
EMPLOYMENT PLAN/REVIEW/AMENDMENT

NAME: First Last

PURPOSE: [] New [] Review [] Amendment (Reason): [] Interrupted

EMPLOYMENT GOAL: SOC CODE:

WEEKLY HOURS WORK GOAL: GOAL DATE: COMPREHENSIVE ANNUAL REVIEW DATE:

SERVICES NEEDED:	To begin – To end	Arranged by:	Delivered by:	Services funded by:
[] Assessment	__/__/__	[] IVRS [] JC [] Other		DIF: []
[] Counseling and Guidance	__/__/__	[] IVRS [] JC [] Other		
[] Physical/Mental Treatment	__/__/__	[] IVRS [] JC [] Other		
[] Self Employment	__/__/__	[] IVRS [] JC [] Other		DIF: []
[] Junior/Community College Training	__/__/__	[] IVRS [] JC [] Other		
[] Four-Year Training	__/__/__	[] IVRS [] JC [] Other		
[] Graduate Training	__/__/__	[] IVRS [] JC [] Other		
[] Occupational/Vocational Training	__/__/__	[] IVRS [] JC [] Other		
[] On-the-Job Training	__/__/__	[] IVRS [] JC [] Other		
[] Adult Work-based Learning Experience	__/__/__	[] IVRS [] JC [] Other		
[] Registered Apprenticeship Training	__/__/__	[] IVRS [] JC [] Other		DIF: []
[] Remedial/Literacy Training	__/__/__	[] IVRS [] JC [] Other		
[] Job Readiness Training	__/__/__	[] IVRS [] JC [] Other		
[] Disability-Related Skills Training	__/__/__	[] IVRS [] JC [] Other		
[] Miscellaneous Training	__/__/__	[] IVRS [] JC [] Other		DIF: []
[] Supported Employment	__/__/__	[] IVRS [] JC [] Other		DIF: []
Extended Supports	__/__/__	[] IVRS [] JC [] Other		
*Natural Supports Plan: A copy is provided to the job candidate and/or parent/guardian prior to stabilization.				
[] Home Modification	__/__/__	[] IVRS [] JC [] Other		
[] Rehabilitation Technology	__/__/__	[] IVRS [] JC [] Other		DIF: []
[] Information and Referral	__/__/__	[] IVRS [] JC [] Other		DIF: []
[] Job Search	__/__/__	[] IVRS [] JC [] Other		DIF: []
[] Customized Employment/Job Carving	__/__/__	[] IVRS [] JC [] Other		DIF: []
[] Job Placement	__/__/__	[] IVRS [] JC [] Other		DIF: []
[] On-the-Job Supports (Short Term)	__/__/__	[] IVRS [] JC [] Other		DIF: []
[] Other	__/__/__	[] IVRS [] JC [] Other		
[] Reader	__/__/__	[] IVRS [] JC [] Other		
[] Interpreter	__/__/__	[] IVRS [] JC [] Other		DIF: []
[] Benefits Counseling	__/__/__	[] IVRS [] JC [] Other		DIF: []

PRE-EMPLOYMENT TRANSITION SERVICES:				
[] Job Exploration Counseling	__/__/__	[] IVRS [] JC [] Other		
[] Work-based Learning Experiences	__/__/__	[] IVRS [] JC [] Other		
[] Counseling on Opportunities	__/__/__	[] IVRS [] JC [] Other		
[] Workplace Readiness Training	__/__/__	[] IVRS [] JC [] Other		
[] Self-advocacy Instruction	__/__/__	[] IVRS [] JC [] Other		

SERVICES IN SUPPORT OF SERVICES LISTED ABOVE:				
[] Transportation	__/__/__	[] IVRS [] JC [] Other		DIF: []
[] Maintenance	__/__/__	[] IVRS [] JC [] Other		DIF: []
[] Personal Attendant	__/__/__	[] IVRS [] JC [] Other		DIF: []

REVIEW METHODS: [] Progress Reports [] Treatment Reports [] Grade Reports [] GPA [] Diploma [] Licensure [] HiSED [] Other

TERMS AND CONDITIONS: Participation will be determined by an assessment of your financial needs and resources.

Financial planning for non-fee schedule supported services results in my % participation. [] SSI/SSDI recipient [] Foster Care Youth

TICKET HOLDERS: I provide permission for IVRS to use my social security number and name for ticket reimbursement purposes. (See explanation on back.) Yes No Applicant’s initials Guardian’s initials (if applicable)

FOR APPEAL AND MEDIATION INFORMATION PLEASE SEE BACK FOR INSTRUCTIONS TO CONTACT CAP.

JOB CANDIDATE/COUNSELOR COMMENTS:

Counselor Signature	Date	Job Candidate (JC) Signature	Date
IVRS Representative Signature	Date	Guardian Signature (if applicable)	Date
IVRS Supervisor Signature (if applicable)	Date		

IOWA VOCATIONAL REHABILITATION SERVICES (IVRS) RIGHTS AND RESPONSIBILITIES

YOUR EMPLOYMENT PLAN is a summary of the services and activities you and your counselor have agreed are needed to reach your goal. It lists what will be done, by whom and when; and how you can tell if you are making progress. It is not an official authorization for payment of costs. Certain services require an assessment of your ability to participate in their cost. You and your counselor may change your plan by jointly revising it, at any time. Your plan may also be changed if IVRS finds that money is limited or restricted. It may also change if programs or program accreditation changes. These changes will be discussed with you as they arise. You and your counselor will review your plan together at least once a year, or more often, if needed.

Following is a summary of your rights and responsibilities as they apply to the Employment Plan you and your counselor have written. Your Employment Plan is not a contract.

AGENCY RESPONSIBILITIES are shown as a part of your Employment Plan. In addition, your counselor will:

- Arrange timely appointments at a convenient location;
- Maintain regular contact with you;
- Listen to your ideas and needs to help you develop an employment plan at which you will be successful;
- Identify other sources of financial support to help you with your resource needs;
- Provide information to you on what IVRS pays for the services identified so you will know how much your obligation is;
- Discuss your progress, accommodation needs, and provide suggestions to keep your plan moving forward;
- Inform you if a different counselor is assigned to you;
- Help you to receive the services you need in the proper order and without undue delay, and maintain confidentiality;
- Help you to plan how costs of services will be paid by IVRS;
- Regularly review your progress with you;
- Work with you to make necessary revisions in your program;
- Contact businesses on your behalf to arrange interviews and job opportunities so you can become employed; and
- Provide information from advocacy organizations for assistance in planning.

YOUR RESPONSIBILITIES need to be carried out if your plan is to be a success. You also need to do the following:

- Keep scheduled appointments or contact IVRS if you are unable to keep an appointment;
- Keep your counselor advised of any change in your address, phone number, or how you can be reached;
- Follow medical or other treatment plans to maintain your disability;
- Tell your counselor of any major changes in your health or ability to carry out this employment plan;
- Tell your counselor of any changes in your income that could impact your employment plan;
- Tell your counselor of your service needs so they can be planned for, or arranged through other organizations, if those needs impact your successful completion of your employment plan;
- Discuss all purchases with your counselor and receive written prior approval before making any purchases associated with your IVRS program;
- Apply for and use money from any available sources;
- Work with your counselor to review your program annually and to make necessary revisions in your program;
- Make satisfactory progress and discuss any difficulties in achieving the goal to identify alternative strategies for success;
- Provide registration, grades and financial information each semester for post-secondary training;
- Register at the Workforce Development Center and actively follow up on job leads;
- Actively look for a job, with assistance as needed;
- Discuss with your counselor the businesses and employers you want your counselor to contact on your behalf and write them on the plan for follow up; and
- Inform your counselor when you become employed (name of business, your job, your wages, and your hours to work).

THE DECISION to close your case can be made by you or your counselor. If the counselor makes that decision, it will be discussed with you before the file is closed, if you are available. You will be informed in writing.

YOU HAVE THE RIGHT to have all your information kept confidential. Information will only be shared consistent with federal and state laws and regulations. A release of information is not required for IVRS to obtain information needed to comply with the performance accountability requirements of section 116 of the Workforce Innovation and Opportunities Act (WIOA) or to share information with state/federal partners who share common standards of confidentiality.

YOU HAVE THE RIGHT to appeal or request mediation to your counselor any time you have problems with a decision or service up to and including case closure. If you are still not satisfied, you may choose to discuss the matter with your counselor's supervisor, where disagreements are often quickly resolved, or you may go directly to mediation or a hearing before an impartial hearing officer. If you choose to discuss the situation with the supervisor and are still not satisfied, you may ask for mediation or a hearing after that. Your request to appeal the decision or request for mediation must be filed within 90 days of the decision. A request for hearing is made to the Administrator of IVRS, 1000 E. Grand Ave., Des Moines, Iowa 50319.

The Client Assistance Program (CAP) is available to help you in your relationship with IVRS. Write to CAP, Iowa Department of Health and Human Services, Lucas State Office Building, 321 E. 12th Street, Des Moines, Iowa 50319; or call (toll free) 1-800-652-4298 (Voice/TTY), or in the Des Moines area, 515-242-5655 (Voice/TTY).

IVRS services are provided in compliance with all applicable state and federal civil rights laws. You must be served without regard to age, race, creed, color, sex, national origin, religion, disability, ancestry, sexual orientation, gender identity, or veteran status. If you believe you have been discriminated against based on one of these reasons, you may contact the IVRS Staff Attorney, Iowa Vocational Rehabilitation Services, 1000 E. Grand Ave., Des Moines, Iowa, 50319, (515) 433-0561 (voice), or toll-free (800) 532-1486.

TICKET HOLDERS:

By indicating yes and initialing below, the Social Security Administration can put your ticket "in use" with IVRS. Having your ticket "in use" and working towards your employment goal provides you protection from a continuing disability review. When you are successfully employed, IVRS can receive cost reimbursement funds to provide more services to individuals with disabilities. IVRS may use your social security number to put your ticket "in use" and access your wage and benefits records to submit for cost reimbursement of IVRS services from the Social Security Administration.