

## IVRS Responsibilities for Customized Employment Services

- Review proposed job description submitted by CRP and generate payment upon approval of report.
- Participate in scheduled meetings to assess job candidate's progress towards employment goal.
- Discuss training strategies necessary for job candidate's success.
- Problem-solve with team to address issues hindering progress as needed.

## CRP Responsibilities for Customized Employment Services

- Connect with employer to understand their needs and analyze worksite.
- Negotiate with business and industry for customized employment services.
- Complete job analysis and ideas on job carving.
- Provide report on businesses contacted and outcome of development activities to IVRS monthly.
- Job is developed that is consistent with job candidate's informed choice and Individual Plan for Employment.
- Schedule staffing within one month to discuss progress with job candidate and team.
- Provide job description that documents the job is unique, different, or reflects a position that did not currently exist.
- Provide the **Form for Customized Employment Services** to IVRS itemizing the time period billed, hours worked, payment amount and documentation in achievement of performance measures.

## Job Candidate's Responsibilities for Customized Employment Services

- Work towards employment goals and stay employed.
- Show up for meetings with clean clothes and in good health.
- Let staff know immediately when JC is unable to attend an appointment.
- Participate in the meetings and help plan the steps to success.
- Let the team know what JC's choices are by asking questions and sharing thoughts.
- Complete all the homework, recommendations and suggestions that the team agreed on.
- Makes sure that JC talks with all those who are involved in the employment journey.
- Provide any documents that are requested that will help JC reach his/her employment goals.