

IVRS Responsibilities for Occupational Skills Training Services

- Provide guidance and counseling.
- Determine job candidate's suitability for potential involvement in OST and generate appropriate referral to CRP.
- Oversee reimbursement to CRP upon receipt of job candidate's stipend amount.
- Participate in scheduled meetings to assess job candidate's progress towards occupational goal.
- Problem-solve with team to address issues hindering progress as needed.

CRP Responsibilities for Occupational Skills Training Services

- Utilize curriculum-based training program that teaches specific work tasks.
- Provide training that enhances a job candidate's ability to do a specific job.
- Provide training that teaches job retention skills and improves a job candidate's ability to perform an identified job within the community.
- Share written report of outcomes and recommendations of Occupational Skills Training with IVRS counselor and job candidate.
- Track the number of hours worked by a job candidate for any real work completed, which is submitted to IVRS to support the guidance and counseling service.
- Address barriers that interfere or prevent vocational success in achieving placement in job candidate's desired occupation.
- Provide **Progress Report & Time Sheet** to IVRS itemizing the time period billed, hours worked, payment amount and documentation of achievement of performance measures.

Job Candidate 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.
- Make 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.