

## IVRS Responsibilities for Supported Job Coaching Services

- Identify and document long-term services and funding support as part of a Supported Employment Services Individual Plan for Employment.
- Discuss Benefits Planning services with each job candidate receiving Social Security benefits and their need for ongoing support prior to case closure.
- Ensure job candidate is working in a competitive integrated job, earning commensurate wage that is at or above minimum wage.
- Problem-solve with team to address issues hindering progress as needed.

## CRP Responsibilities for Supported Job Coaching Services

- Connect with employer to understand the training needs of the new hire and ensure employer satisfaction.
- Analyze worksite and workstation to arrange appropriate accommodations for the new hire on the job.
- Develop job coach plan consistent with individual training needs for IVRS approval.
- Train new hire in areas needing additional skills such as social or advocacy.
- Provide on-the-job training to new hire until job skills are learned and work performance, habits and behaviors are appropriate.
- Work with employer and co-workers to ensure understanding of disability-related issues or training (if needed) for new hire become an integral part of the business.
- Document discussion with employer once a decision is made that new hire's job is stable and suitable.
- Document time spent with employer and new hire, and provide report that outlines number of hours devoted to job coaching and training.
- Work with IVRS and the long-term support service provider to ensure that long term support services are in place if needed.
- Provide notice of job stabilization to IVRS for payment indicating plan for continued job coaching.
- Submit documentation of services to businesses and employer satisfaction when stabilization occurs using the form associated with this service.

## 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.