

IVRS Responsibilities for Work Adjustment Training Services

- Approve proposed methods to address needs and ensure strategies developed are appropriate.
- Participate in scheduled meetings to assess job candidate's progress towards vocational goal.
- Oversee reimbursement to CRP upon receipt of job candidate's stipend amount.
- Problem-solve with team to address issues hindering progress as needed.

CRP Responsibilities for Work Adjustment Training Services

- Identify negative work habits and behaviors presented by a job candidate.
- Develop strategies to remedy inappropriate habits and behaviors.
- Implement training modifying habits and behaviors.
- Track the number of hours and pays a stipend to a job candidate for any real work completed, which is submitted to IVRS for reimbursement.
- CRP worker's compensation insurance covers JC for any accidents that may occur.
- Share written report of outcomes and recommendations of Work Adjustment Training with IVRS counselor and job candidate.
- Refer job candidate on for additional employment services as appropriate.
- Provide **Section III of the Employment Analysis for Vocational Assessment/Preparation/ Training Services** to IVRS itemizing the time period billed, hours worked, payment amount, and documentation in 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.