

IVRS Responsibilities for Workplace Readiness Services

- Meet with job candidate to identify questions to be answered by CRP.
- Attend staffing at which time all questions are addressed.
- Final report with written recommendations is submitted to IVRS by CRP for payment to be generated.
- 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 Workplace Readiness Services

- Receives and clarifies questions from IVRS counselor and job candidate.
- Arranges for assessment to occur in an integrated setting within the community at a business that is representative of the type of work agreed upon.
- Provides written identification of business, contact person, job assignment and start date to IVRS.
- CRP and employer provide training, and supervision at the worksite to the job candidate, who works alongside individuals without disabilities.
- CRP pays a stipend to a job candidate for any real work completed.
- CRP worker's compensation insurance covers JC for any accidents that may occur.
- CRP, in conjunction with employer, assess the job candidate's strengths and needs relative to those of a competitive worker, and report results in a team meeting.
- Track number of hours spent at worksite in order to pay job candidate and submit reimbursement for stipend paid to job candidate to IVRS.
- Provide **Section III of the Employment Analysis for Vocational Assessment/Preparation/Training** report 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.