

## Division of Vocational Rehabilitation Sample Employment and Support Plan - Supported Employment

**Date of Initial Staffing:**

Participant:	IRIS#:
Agency:	Job Developer:
Counselor:	
Other Involved Agencies:	
Funding Source:	

IPE (Job) Goal:	
Consumer Preferences to Build on in Employment:	
Desired Wage:	Hours Per Week:
Hours of Availability:	
Geographical Area:	
Potential Employers to be Contacted:	
1.      2.      3.	
4.      5.      6.	
Unacceptable Employers:	

Disability:	
Limitations	Description
Mobility	
Communication	
Self Care	
Self Direction	
Interpersonal Skills	
Work Tolerance	
Work Skills	

Need for Job Coach:	Expected Amount and Areas to be Addressed:
Long Term Support Goal and Estimated Time to Achieve:	
Need for Work Experience/OJT (Complete WE/OJT Training Agreement upon placement)	
Strengths/Skills:	

Specific Needs/Barriers	How to Address
Completing applications	

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Résumé development	
Identifying job openings	
Contacting employers	
Representing self in interview	
Interview preparation	
Soft skills	
Motivation/loss of benefits	
Transportation	
Grooming/Hygiene	
Interview/work clothes	
Work site modifications	
Training strategies needed	
Other	

**Projected Sources of Support and Type of Support:**

Employer / Co-workers (Additional cueing, directions, reinforcement, structure or other strategies)
Spouse / Family Members (for Transportation, Spot Checks, Debriefing and Reporting Observations)
Assistive Technology and Other Devices (timers, color-coding, cell phone, PASS / IRWE
Medication compliance (Who supervises and when?)
Mental Health Supports
Volunteer (Driver or other support)
Managed Care or County Funding
Ticket to Work Funding
Other
Comments and Projections for Availability of <b>Long Term Supports</b> - Current Status and Issues to be Resolved:

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### Participant Responsibilities:

Contact Job Developer	time(s) per week	month
Independently contact employers	times per week	
Independently complete and return applications	times per week	
Maintain log of employer contacts		
Register with Job Center		
Attend Job Center workshops		
After hired, contact Job Developer at least bi-weekly or immediately if any problems arise		
Other		
Other		

### Job Developer Responsibilities:

Contact employers to inquire about current job openings and provide job leads to participant	times per week	
Contact employers to present agency and services, create jobs, and/or discuss participant	times per week	
Maintain log of employer contacts - include in progress reports		
Meet with participant to complete job search activities	times per week	month
Assist with applications and attend interviews with consumer		
Assist with résumé development		
Set up job site tours/interviews/job shadows/job try outs		
Set up Work Experience as discussed with counselor and approved		
Provide monthly progress reports		
Oversee job coach		
Set up meeting with participant and counselor to review Job Development Plan every 60 days if no hire		
Contact participant during first week and at least at 30 days, 60 days and 90 days after hire - more frequently as needed		
Other		

### DVR Responsibilities (Check all that apply):

### If/When:

Authorize for job coaching	
Authorize for wages for work exp. or OJT	
Authorize for child care	
Authorize for interview/work clothes	
Authorize for mileage for job search	
Authorize for assistive tech. assessment	
Authorize for assistive devices	
Refer for benefits counseling	
Provide vocational counseling	
Assist with job placement/provide job leads	
Meet with participant and vender at least every 60 days	
Other	

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**Signatures**

With my signature below, I certify that I have been involved in the development of this plan and that the goals and services identified are my informed choices. I understand my plan will be reviewed at least every 60 days and that I may, at any time, request that my plan be reviewed with me and changes made.

Initial Staffing Date:

Participant:	Date:
Job Developer:	Date:
DVR:	Date:

Additional meeting dates:

Next 60 Day Review Date:

Next 60 Day Review Date: