

Supported Employment Job Development Plan Report

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Wisconsin Statutes].

Please review Technical Specifications and Fee Schedule for additional service information. Report must be submitted within 5 days of the end of service or previous month if service is continuing.

Report Month (Month)	Report Year (YYYY)
Consumer IRIS Number (9 Digits)	Service Provider Name (10-Character Abbreviation)
Consumer Name (As Listed on Purchase Order)	Service Authorization Date (MM/DD/YYYY)

Job development activities are performed under the Division of Vocational Rehabilitation name. The Job developer will represent their services to the employing community as a service provider for the Division of Vocational Rehabilitation.

Report Date	Report Author
Invoice Amount	Counselor/DVR Staff Contact Name
Written Description of Reason and Purpose for Authorization (Seeking new employment, no previous work history, etc.)	
Consumer's Preferred Method of Contact: Contact Information:	Sources of Support (e.g. Sister drives consumer to work.)
Consumer's IPE Goal: Specific job titles that will be sought out: Average wage of types of jobs being sought:	Desired Wage: Desired hours/week: Desired location or distance from home:
Short term employment goals: Long term employment goals:	Special work site conditions needed (fragrance free environment, repetitive tasks, variety of tasks, etc.) Employment barriers, resources, strategies, and timeframes to address them.

Responsibilities for the consumer, DVR staff, and Employment Specialist.

What is the set standard of direct contact between the Employment Specialist and employers? (e.g. One time per week)

What is the set standard of direct contact between the Employment Specialist and the DVR consumer? (e.g. One time per week, method, etc.)

Employment barriers, resources, and strategies to address them

What are the criteria for a review and/or update of the Job Development Plan?

Conditions for the use of:

- Specialized training and on-site job coaching
- Internships/Work Experiences

Initial plan for support once employment is obtained

Date of enrollment and resume completion in Job Center of Wisconsin: (Resume must be attached.)

Plans to use work incentives, as appropriate, to maximize earnings.

Availability of On-The-Job training agreements:

List of employer contacts to include business name, person to contact, type of position, approximate date of contact, and method of contact i.e. phone, in-person, etc.

*****Must be updated at lease every 60 days.**

Business Name	Person to Contact and Method of Contact	Type of Position	Date of Contact (via phone, in person, etc.)

Required 60 day review of the SE Job Development Plan with the consumer, service provider, and DVR staff is scheduled on:

Completion, Review, and Submission of the following:

- Sample Job Application (If necessary and appropriate)
- Resume
- List of References
- Cover letter
- Job Center of Wisconsin registration and verification of uploaded resume (Service provider to describe assistance given with this task)

<u>Consumer Signature</u>	<u>DVR Counselor Signature</u>	<u>Service Provider Signature</u>
***All signatures are required prior to submission for payment.		

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