

Guidance for DVR Staff

Providing Post-Employment Services

Updated: June 2013

Required criteria for providing post-employment services:

- The purpose for providing services must be to maintain, regain, or advance in employment. The post employment service goal must be consistent with the employment outcome which existed at the time of the 26 closure. Post employment cannot be used to pursue a new employment outcome.
- Services must be limited in scope. Wisconsin DVR defines "limited in scope" as one primary service or two concurrent primary services. As many secondary services, as are needed, can be provided to support the primary service(s).
NOTE: If sequential primary services are required to maintain the employment outcome, it is not limited in scope.
- Services must be limited in duration. Wisconsin DVR defines "limited in duration" as six months or less.
- An IPE amendment must be completed stating the specific services, including starting and ending dates for the services.
- The person must have an existing case record. *The case record is defined as the IRIS electronic case record including the IPE attachment(s).*
NOTE: Post employment services cannot be provided if the IRIS record has been destroyed*. Federal Regulation 34 CFR 361.5(b)(42), requires that post employment service be provided using an amended IPE. An amendment cannot be completed without access to the prior case record and IPE in place at case closure.

*WI DVR retains closed records for 7 years.

Requesting an exception to the post-employment criteria:

- All exceptions must be approved by the Director for the Bureau of Consumer Services (BCS).
- If circumstances necessitate provision of services that are not limited in scope or not limited in duration, a written exception request must be submitted to the BCS Director.
- If the exception request is denied, provide appeal rights to the person.

