

Chapter 206: Placement

Vermont Division of Vocational Rehabilitation
Policy and Procedures Manual

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Section I. Definitions

- A. **"Activities of daily living"** means self-care activities such as toileting, bathing, dressing, eating, and mobility.
- B. **"Competitive employment"** means work in the competitive labor market that is performed on a full-time or part-time basis in an integrated setting. The individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals who are not disabled.
- C. **"Employment outcome"** means, with respect to an individual, entering or retaining full-time or, if appropriate, part-time competitive employment in the integrated labor market to the greatest extent practicable; supported employment; or any other type of employment, including self-employment, telecommuting, or business ownership, that is consistent with an individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.
- D. **"Integrated setting"** means, with respect to the provision of services or an employment outcome, a setting typically found in the community in which applicants or eligible individuals have the opportunity to interact on a regular basis with non-disabled individuals other than non-disabled service providers.

Section II. General Policy

- A. Placement services provided for persons with disabilities shall be consistent with their strengths, resources, priorities, concerns, abilities, and capabilities so that such persons may prepare for and engage in gainful employment. A program of services shall be designed with an eligible person to enable his/her placement in or retention of an employment outcome.
- B. Self-employment is considered to be "competitive" although the criterion may not be met. See Chapter 307, "Self-Employment" for more information.
- C. Placement services may be provided directly by DVR. Comparable services and benefits will be used as appropriate and available.

Section III. Types of Placement Services

- A. Placement usually includes one or more of the following activities:
 - 1. An evaluation of the person's job readiness is performed;
 - 2. The person is guided in development and execution of a plan for job-seeking activities by individual or group instruction. This may include notification of potential job openings, instruction in making job applications and proper conduct/appearance during interviews, and counseling regarding job retention skills;

3. DVR or contracted staff person accompanies the person to and assists with the interview;
4. Employers are contacted and jobs developed by a DVR or contracted staff person;
5. The counselor and person collaborate with other organizations involved in employment services;
6. The counselor interprets employment trends and economic forecasts;
7. Jobs are analyzed and modifications recommended by the counselor; employers or supervisors are consulted, advised, and trained as needed;
8. A DVR designated person assists with or consults on removal of architectural and transportation barriers to employment; and
9. Other activities similar to the above.

Section IV. Criteria for Determining Suitable Competitive Employment

- A. A placement may be considered to be a suitable competitive employment outcome when, after a reasonable adjustment period, it has been confirmed that the following conditions have been met:
 1. The person is satisfied with the employment placement. If the consumer has provided consent to contact the employer, the counselor has confirmed the employer is satisfied the person is maintaining adequate interpersonal relationships in the work environment;
 2. The person receives a wage commensurate with that paid others for similar work under legal requirements; and,
 3. The employment is regular and reasonably permanent.

Section V. Non-Competitive Employment

General Criteria

- A. Although the primary objective shall be directed toward enabling people to work in competitive employment, including self-employment, occupations such as homemaking or unpaid family work may be the most appropriate choice.
- B. DVR will participate in an IPE directed toward these occupations only when all of the following criteria are met:
 1. Substantial services are required which will materially contribute to an improvement in the person's adjustment or ability to function in the occupation;
 2. The improved level of functioning will enable the person to make a significant contribution to his/her well-being or to the well-being of others by participating in work activities in the home or family situation; and
 3. As a result of the improved level of functioning and the work activity performed, socio-economic benefits will be realized.

Specific Non-Competitive Placements

- C. Homemaking shall not be restricted to persons who have previously functioned as homemakers. It may include the person for whom a change in vocational objective to homemaking is determined to be most suitable. It also may include persons who live alone. To consider a homemaker as being a suitable employment outcome, the following criteria must be met:
1. Homemaking activities must be performed by the person;
 2. The homemaking activities performed must be substantial;
 3. The vocational rehabilitation services provided must have improved the person's ability to perform homemaking activities; and
 4. A distinction must be made between activities of daily living (ADL) and homemaking activities. ADL activities are not work activities.

Guidance – Homemaking activities.

To demonstrate that the homemaking activities performed by the person are a substantial contribution to the home, the person must be, as the result of DVR services, enabled to routinely perform two or more of the duties listed in the "Homemaker's Checklist" below. The person does not have to perform all the homemaking activities listed, and it is not necessary that the person's homemaking duties free up another person in the family to work in the competitive labor market.

Homemaker's Checklist

Services provided by DVR should result in the person being able to perform at least two activities which he/she could not perform without difficulty, due to disability, prior to service delivery. Checklists should be completed prior to and updated after provision of needed services to indicate how services enable the person to perform at least two additional activities.

Person's Name:

ACTIVITIES	Initial Assessment and Plan Date:			Follow-Up Date:		
	Can Perform Now	Performs with Difficulty	Cannot Perform	Service to Be Provided	Service Was Provided	Outcome: Can Now Perform
Meal Preparation						
Meal Cleanup						
Shopping						
Childcare						
Laundry						
House Cleaning						
Outside Maintenance						

ACTIVITIES	Initial Assessment and Plan Date:			Follow-Up Date:		
	Can Perform Now	Performs with Difficulty	Cannot Perform	Service to Be Provided	Service Was Provided	Outcome: Can Now Perform
Communicating & Correspondence, e.g., bill paying, using phone						

Comments:

To be considered to have achieved an employment outcome the "Homemaker's Checklist" must show that the person is performing homemaking activities, that the activities are substantial and thus of value to the home, and the person benefited from services and has an improved ability to function as a homemaker.

End Guidance.

- D. Unpaid family work may be a suitable employment outcome.

Section IV. Placement as a Post-Employment Service

- A. Placement as a post-employment service may be provided to help a person maintain or regain a suitable employment outcome having achieved a status 26 as the result of the Individualized Plan for Employment. (See Chapter 205, "Post-Employment Services" for more information).