

# Chapter 205: Post-Employment Services

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Vermont Division of Vocational Rehabilitation  
Policy and Procedures Manual

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## Section I. Definition

- A. "**Post-employment services**" mean services provided subsequent to the achievement of an employment outcome and necessary for a person to maintain, regain, or advance in employment consistent with the person's strengths, resources, priorities, concerns, abilities, capabilities, and interests.

## Section II. Purpose

Post-employment services are intended to ensure that the employment outcome remains consistent with the person's strengths, resources, priorities, concerns, abilities, capabilities, and interests; post-employment service(s) therefore may be provided for a case which has been "closed" as a successful rehabilitation without having to open a new case.

## Section III. General Policy

- A. These services are available to meet rehabilitation needs that do not require a complex and comprehensive provision of services and thus should be limited in scope and duration. The services should be for a prescribed period of time. If more comprehensive services are required, opening a new case should be considered. Post-employment services are to be provided under an amended Individualized Plan for Employment (IPE).
- B. The amended IPE must include:
1. The services to be provided in post-employment
  2. The expected duration of services
- C. The provision of post-employment services is subject to the same requirements as the provision of any other vocational rehabilitation service. Post-employment services are available to assist a person to maintain, regain, or advance in employment.

### Guidance – Appropriate use of post-employment services.

- *Examples of situations for which post-employment services may be used are:*
  - ⊕ *The person's employment is jeopardized because of conflicts with supervisors or co-workers, and mental health services and counseling to **maintain** the employment may be helpful.*
  - ⊕ *The person's job is eliminated through reorganization, and new placement services are needed to **regain** employment.*
  - ⊕ *The current job is no longer consistent with the person's strengths, resources, priorities, concerns, abilities, capabilities, and interests; the disability impedes the person's **advancement**, and services may be helpful for the person to **advance** in employment.*

- ⊕ *A person needs benefits planning post closure to help them manage adjustments in their SSI/SSDI benefits that are a result of work.*

*For any of the above situations, the counselor should consider if the level and number of services needed may require the opening of a new case. For example if a person needs re-training to advance in their employment at the same company, but also needs assistive technology and additional benefits planning (because the job will increase their wages), it is probably appropriate to open a new case.*

- *Post-employment services should be related to the disability, and a duration of service provision should be set. Typical examples of post-employment services which need duration limitations to clarify expectations are provision of hearing aid batteries for a person who is hard of hearing, and stump socks for person who is an amputee.*

*The Counselor should be sure the person understands that DVR will not furnish such items forever and should, if necessary and desired, assist the person in developing a personal savings plan or other means of addressing such needs in the future.*

#### **End Guidance.**

## **Section IV. Time of Planning**

- A. The need for post-employment services shall be considered at four points:
  1. At the time the IPE is written. For example, it may be anticipated that a Social Security Disability Insurance recipient may need assistance in adjusting to the loss of that benefit a year after beginning employment (probably several months after closure as a successful rehabilitation);
  2. At the time of pre-closure consultation for successful employment;
  3. At any other time subsequent to closure as successfully rehabilitated:
    - a) As long as the terms in Section III above are fulfilled; and
    - b) If the case record still exists.
  4. If a case has been closed for more than 2 years then it is good practice to re-assess the person's current circumstances and needs. Based on this reassessment the counselor should determine if the needs of the person can be met through post-employment services or if a new case should be opened.
- B. Post-employment services will not be provided except for cases closed as rehabilitated.

## **Section V. Termination**

- A. Post-employment services will end when the employment re-adjustment is at a suitable level and when the person can function independent of the service as determined by the Counselor and the person. If it becomes apparent to the Counselor that post-

employment services are not providing the desired result within the planned timeframe, alternative solutions shall be considered and/or a new case may be opened.

- B. "Status 34" will be used to designate termination of post-employment services whether successful or unsuccessful. If the post-employment closure is successful, the counselor will document in the case notes indicating, the counselor and consumer believes that the consumer is stable in the job and neither anticipates any immediate future additional needs of service.

**Guidance – Closed case retention period.**

*The rule of thumb is that a record of services be retained in the district office for at least three years after the year in which the record was closed.*

**End Guidance.**