WAGE EMPLOYMENT CONTINUUM **updated for 12-15-14 policy change**

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| Assessing and planning is completed throughout the case and **prior** to referral to any service within the Wage Employment Continuum. Assessing and planning addresses the following: Establishment of Employment Goal; Identification of the consumer’s interests, aptitudes, values; Identification of the Labor Market Realities including skills, education, certifications, licenses, or credentials required for the occupation, earning projections, work conditions and availability of employment. The consumer should have completed any services or training related to disability issues, vocational adjustment, interpersonal skills training and work force readiness. The Support Needs Assessment on the DARS1833, Bundled Job Placement Service Plan and Benchmark Status Report will determine the appropriate Bundled Job Placement Service. If, after the Support Needs Assessment on the DARS1833 is completed and a consumer’s level of support increases, the case shall be staffed with a regional program specialist to gain recommendation prior to the counselor obtaining Area Manager approval to authorize a different service. **Wage employment** or wage earners are people who are in employment situations that are covered under the Fair Labor Standards Act (FLSA). These are salaried or hourly workers who are paid by the hour. http://www.dol.gov/whd/flsa/. The FLSA establishes a minimum wage at the federal level that all states must abide by, among other provisions. People who are self-employed or who are issued a 1099 from the IRS, instead of a W2, are not wage earners. SFP=Standards for Providers |
| **Counselor Directed Placement**  **Service Definition:**  VR counselor provides counseling, guidance and direction to the consumer related to the following areas:   Pre-employment Needs:   Data Sheet/Resume   Cover/Thank you letter   References   Job Search   Job Application Completion   Pre-Employment Testing   Interview Training and Process   Salary/position Negotiation   Worksite Accommodations   Preparing for First Day on the Job    Consumer can perform the skills necessary to attain a job that matches their employment goal.  The VR counselor may refer the consumer to resources such as Workforce Centers and the Business Relations Team to support the consumer in competing in the labor market.  Personal Data Sheet/Resume and Interview Training services may be purchased separately via Non-Bundled Employment Services **only** for consumers receiving Counselor Directed Placement using special specification in ReHabWorks.  Job coaching/job skills training can be purchased based on the consumer’s needs.  **VRC Roles:**   Mentor and monitor of the consumer’s progress  **Other DARS Staff:**   Teach skills and assist consumers related to employment job searching  **Tools and Resources:**   Workforce Classes   [Texasworkprep.com](http://WWW.Texasworkprep.com)   [workintexas.jobs/](http://workintexas.jobs/)   DARS Job Clubs   Self Administered Aptitude and Interests test   [askjan.org](https://askjan.org/) |
| **Non-Bundled Job Placement Service**  **Service Definition:**  The Job Placement Specialist provides initial instruction, assistance, monitoring and any needed resources and/or tools to assist the consumer with completion of the following:   Job Application Training and Completion   Employment Data Sheet/Resume   Interview Training  Employment Premium Service can be purchased with Non-Bundled services when appropriate as defined by the Standards for Provider (SFP).  Job coaching/job skills training can be purchased based on the consumer’s needs after the job is obtained.  **VRC Roles:**   Mentor the consumer and monitor his/her progress  **Tools and Resources:**   [workintexas.jobs/](http://workintexas.jobs/)with instruction   [Texasworkprep.com](http://WWW.Texasworkprep.com)   DARS 1890, Employment Data Sheet |
| **Bundled**  **Basic Job Placement Service**  **Service Definition:**  The Job Placement Specialist provides initial instruction with guidance, monitoring and any needed resources and/or tools for the consumer to successfully complete the following:   Pre-employment Needs:   Data Sheet/Resume   Cover/Thank you letter   References   Job Search   Job Application Completion   Pre-Employment Testing   Interview Training and Process   Salary/position Negotiation   Worksite Accommodations   Preparing for First Day on the Job  Note effort of provider and consumer skills/performance is documented on the DARS 1835.  The job obtained by the consumer must meet all criteria outlined on the consumer’s DARS1833.  Employment Premium Service can be purchased when appropriate as defined by the SFP.  Job coaching/job skills training can be purchased separately based on the consumer’s needs.  **VRC Roles:**   Monitor the Employment Provider’s performance and redirect or support as necessary   Monitor the consumer’s progress and participation  **Tools and Resources:**   Job Clubs-Non DARS (external)   [workintexas.jobs/](http://workintexas.jobs/) with instruction   Completed examples such Employment Data Sheets, Cover Letters, etc.   [askjan.org](https://askjan.org/) |
| Bundled  Enhanced Job Placement Services  **Service Definition:**  The Job Placement Specialist provides significant hands on initial instruction, extensive and comprehensive on-going training as needed including individualized assistance to learn skills, to use resources / tools and/or complete tasks for the consumer related to the following:     Pre-employment Needs:   Data Sheet/Resume   Cover/Thank you letter   References   Job Search   Job Application Completion   Pre-Employment Testing   Interview Training and Process   Salary/position Negotiation   Worksite Accommodations   Preparing for First Day on the Job  Note effort of provider and consumer skills/performance is documented on the DARS 1835.  The job obtained by the consumer must meet all criteria outlined on the consumer’s DARS1833  Employment Premium Service can be purchased with when appropriate as defined by the SFP.  Job coaching/job skills training can be purchased separately based on the consumer’s needs.  **VRC Roles:**   Monitor the Employment Provider ‘s performance and redirect or support as necessary   Monitor the consumer’s progress and participation  **Tools and Resources:**   Support Groups   Resources in alternate formats (pictures)   Completed Employment Data Sheets to transfer information when completing applications   [askjan.org](https://askjan.org/) |
| **Supported Employment Services**  **Service Definition:**  Consumers who participate in Supported Employment services must meet the definition of most significant disability (3 or more functional limitation related to employment) and have a documented need for Extended Services or Long Term Supports after DARS has closed the case to maintain long-term employment.  Supported Employment services are appropriate for consumers who have limited work transferable work skills, or have worked only intermittently in competitive employment and can maintain competitive employment with necessary supports.    The Supported Employment Specialist seeks the best possible match between a consumer's skills, interests, abilities, and support needs and the employer's unmet business needs.  The job placement gained for the consumer must meet all criteria outlined in the DARS1613, Supported Employment Service Plan-Part1.  The Supported Employment Specialist will   teach skills provide hands-on assistance and complete tasks if necessary for the consumers related to obtaining a job;   develop a job with a business to address an unmet need that matches the consumer's skills, interests, abilities, and support needs (these positions are often job carved, job shared or include job tasks reassignment);   accompany the consumer to interviews, employee meetings and pre-employment testing. Represents the consumer to potential employers; and   Establishes compensatory techniques and strategies, accommodations and long term supports.  The Supported Employment Specialist or Job Coach/Job Skills Trainer   addresses any barriers to employment the consumer might have;   provides short-term support; and   assists in the establishment of *natural supports* or other Extended Services to meet the consumer's long-term needs.    Supported Employment is based on a “Place and Train” model and all Job Coaching or Job Skills Training are included in the Supported Employment benchmark fee.  Employment Premium Service can be purchased with Supported Employment services when appropriate as defined by the SFP.  **VRC Roles:**   Monitor the Employment Provider performance and redirect or support as necessary   Assist in establishing Extended Service Providers with the CRP to ensure the consumer gains needed long-term supports so the consumer maintains long-term employment  **Tools and Resources:**   [Career One Stop Videos](http://www.careeronestop.org/Videos/CareerandClusterVideos/career-and-cluster-videos.aspx)   Work Observations   Consumer Support Groups   Informational Interviews at worksites/businesses   Person Centered Approaches   Individual assistance with task completion |