

## STATUS 08-0 - CLOSED BEFORE ACCEPTANCE

- A. Definition:** Status 08-0 is the result when eligibility criteria cannot be met or when the case must be closed prior to eligibility or for some other reason.
- B. Scope of Services:** Closure may occur prior to eligibility because the job candidate does not meet all the eligibility criteria or for reasons listed under closure.
- C. Agency Expectations:**
1. Other than Ineligible - Certification of ineligibility is not required when the case is closed for any reason other than failure to meet one of the eligibility criteria. The closure statement in these cases is a regular R-413 which must detail: a) reason for closure; and b) attempts by the agency representative to continue services.

Before a job candidate is closed “unable to locate” an effort should be made through the individuals listed on the application as people who would be likely to know the location of the job candidate.

2. Ineligible -
  - a. Face Sheet - Cases closed due to failure to meet the eligibility criteria (no disabling condition; no impediment to employment; or does not require VR services) will have one of the items under C checked “Does Not”.

A case may be closed as “disability too significant to benefit from VR services” from status 06 only after clear and convincing evidence demonstrates that the individual cannot benefit from services. All other closure reasons from status 06 may be used and do not require the clear and convincing evidence standard of at least two trial work experiences. Check “is not” on the certification line.

The VR staff enters a narrative entry in the R-413 section of the file describing why the job candidate is not eligible. The counselor approves the case closure after staff inserts this information on the 413 face sheet under “RSA Coding” instead of in the narrative notes.

The “is not eligible” box is checked in the certification statement which the counselor will sign and date.

August, 2014



- b. If it is felt the job candidate might benefit from services to improve their ability to live independently, they should be given information about or be referred to independent living programs.
- c. After discussion with the job candidate, notify them by letter that the case is being closed, the reasons, and their right to appeal or mediation and assistance available from CAP.

August, 2014



Iowa  
Vocational  
Rehabilitation  
Services