

**STATUS 22-0 - EMPLOYED**

- A. Definition:** This status is used for those job candidates who, as a result of receiving substantial services under an IPE, have obtained or maintained employment consistent with employment goal identified on the IPE.
- B. Scope of Services:** Generally, individuals in this status are followed to make sure they are stable on the job. Occasionally, other services are needed to make sure that the person keeps and is successful on the job or finds another job more compatible with their abilities. An IPE-3 will be completed upon moving job candidate into this status. If the services have changed then an IPE-2 will be completed for the amendment before moving into this status.
- C. Agency Expectations:**
1. The counselor should make the decision on what type and amount of follow up is needed for the job candidate to maintain stable employment. All services that are planned for must be authorized prior to movement to status 22.
  2. If the job candidate is stable on the job, the agency representative should close the file as soon as possible after the individual has been employed for 90 days. When the job candidate requires and receives additional services, a plan amendment should be completed by the counselor. The 90-day clock starts again once the service is provided and stabilization is achieved.
    - a. Plan Reviews may be completed by agency staff and should be done at a minimum of every 90 days.
    - b. Plan Amendments must be approved by a Counselor when substantial changes to the IPE occur. If the job candidate is promoted within the 90 days, then an amendment should be completed reflecting the promotion and the 90 day clock starts again. If the job candidate leaves an employer to work for another company doing the same job, the 90 day clock starts again when stabilization is achieved.
  3. If the job candidate loses the job and does not have an immediate prospect of re-employment, the file should be moved to either a service status that better reflects the activity occurring, or to interrupted status.
  4. A medical residency is considered employment.
  5. IVRS staff will work with the job candidates who have been on SSI/SSDI to reassign their ticket to an Employment Network that will assist them in their career development goals.

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