

## PLACEMENT

**A. Definition** – Placement includes a broad constellation of activities directed toward the acquisition of a suitable occupation. Placement activities are based upon adequate evaluation and preparation of the job candidate, and ordinarily include some combination of the following:

1. evaluation of the job candidate's job readiness;
2. development and execution of a plan for job seeking activities;
3. instruction in making job applications and in conduct and appearance during interviews;
4. employer contacts;
5. registration with the state employment service;
6. job analysis and modification;
7. job coaching;
8. employer consultation, advice and training;
9. post-placement follow-up; and
10. relocation costs
11. placement tools.

**B. Scope of Services** – Placement services in IVRS are considered to be an integral and important part of the overall program. Services, in addition to those listed in the definition above, may include the need for transportation and subsistence allowances, the purchase and acquisition of appropriate clothing and/or tools and equipment, and occupational licenses.

The agency recognizes that the counselor is the person primarily responsible for seeing that placement services are adequately planned and carried out. The agency representative is also responsible for follow-up to assess suitability and stabilization of the employment.

**C. Agency Expectations:**

1. No needs test will be utilized in the provision of these services in items A. 1 through 9. A needs test is used for placement clothing, placement equipment and relocation costs.
2. IVRS requires job coaches to either be trained through TACE or APSE's specialized program or to have credentials as a licensed educator with the State of Iowa or a degree in rehabilitation. Job coaches meet the requirements through their CARF accreditation and training.
3. Job coaching services may be purchased from a non-CARF accredited facility on a "rare use" basis, if approved by the supervisor.

March, 2013



4. As a general rule, the agency will not be involved financially in the purchase of placement equipment which becomes the property of the employer and is only used at work.
  - a. Placement tools required by the job and normally paid for by the job candidate may be purchased not in excess of \$1500.
  - b. Job candidates who own their own business, that has been up and running, who have demonstrated solvency through an analysis by the Business Development Specialists (BDS) may receive up to \$1500 in placement equipment if the BDS determine that this meets the needs of the business and will not require the full ISE program.
  - c. Job candidates who do not participate in the ISE program and for whom the \$1500 is sufficient for the business, must participate in technical assistance from the BDS if there is a skill development need (i.e. bookkeeping, marketing advice, etc.)
5. An entity accredited in supported employment is also considered to be accredited in placement services.
6. Permanent Relocation – Financial assistance for permanent relocation of a job candidate or a job candidate and family may be furnished when the move is necessary for the job candidate to engage in competitive employment. The following conditions must be met:
  - a. Job candidate must have an offer of employment with a specific starting date;
  - b. Comparable services and benefits must be sought and documented in the case file; and
  - c. Ordinary relocation costs will be considered to be transportation of job candidate, family and necessary personal belongings. In unusual circumstances, in transit subsistence, insurance for household goods and hookup charges to basic utilities may be included.
7. A medical residency is considered by IVRS to be employment.
8. As a general rule the use of Temp Agencies does not negate the status 22 requirements. The use of a Temp Agency requires the counselor to demonstrate that substantial services are provided, the job candidate has an interest in working with the Temp Agency, and a job candidate that is employed by a Temp Agency may have multiple jobs but the job candidate is an employee of the Temp Agency. As such the 90 day closure requirements can be met when it is appropriate to close the case. It is not ethical to close the case if the counselor knows the job will be ending within the year.

May, 2014



9. A case in status 22-0 for 90 days can be closed as long as there has not been a new service authorized or added that was not issued at placement, such as supported employment stabilization and 45 day payments.
10. Staff are expected to use the Marketing Toolkit.

**D. Exceptions:** The following require an exception signed by the supervisor. Wage verification may also be required by the supervisor.

1. Placement equipment/tools and supplies over \$1500.
2. Not using the BDS to analyze the business or provide TA if necessary.
2. A use of a non-CARF accredited facility.

March, 2013



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