

IDB-ISE Cheat Sheet

IDB to ISE referral process:

1. When IDB has written their employment plan for self-employment, then proceed with referral to IVRS
2. Referral will be made to BDS (Dennis or Kochell) providing contact information. BDS gets release of information to IVRS signed.
3. IDB counselor sends to IVRS BDS copies of:
 - Application
 - Rights and responsibilities
 - Eligibility
 - Release of Information for IDB/IVRS
 - Income offset information
 - Benefits Planning information
 - Plan
4. When BDS has this information, local office clerical will open file in IRSS.
5. Clerical will assign the casefile to the pre-determined counselor (Rene in Sioux City and Paul in Waterloo).
6. Linda will complete orientation
7. VR counselor will begin ISE process with BDS and candidate.
8. BDS and IDB counselor will work with JC in ISE program.
9. VR counselor will communicate with BDS and clerical to keep IRSS updated.