

## Ticket to Work Cheat Sheet for IVRS Staff

IVRS staff should complete steps 1. – 4. as part of the process established for Ticket to Work beneficiaries who receive services from IVRS. If there are questions or concerns, IVRS staff may contact Lee Ann Russo by calling 515.281.4144 or email: [leeann.russo@iowa.gov](mailto:leeann.russo@iowa.gov)

1. SSI and SSDI beneficiaries ages 18 – 64 are eligible for the Ticket to Work Program.

### **STATUS 12-0**

2. If you have a Ticket to Work beneficiary on your case load, a. – e. should be addressed and/or completed by IVRS staff.
  - a. Review the Beneficiary Facts Sheet brochure regarding the Ticket to Work Program with the beneficiary prior to writing the IPE-2. (WIPA information on page 3 is no longer available and will be removed when this document is reprinted).
  - b. When completing the IPE-2 with the beneficiary, let them know that by signing their IPE-2 they cannot assign their ticket to another Employment Network, and by choosing to work with IVRS they are putting their ticket “in use” with IVRS.
  - c. There is no disadvantage to the client assigning their ticket to IVRS. However, there is advantage by assigning their ticket, as they are deferring their Continuing Disability Reviews (CDRs) with Social Security Administration while working with IVRS.
  - d. The beneficiary must meet timely progress, as described by SSA, in order to defer their CDR. If the beneficiary does not meet the timely progress guidelines, he/she will be subject to a CDR, which reverts to the original schedule before their Ticket was put “in use” with IVRS. For example, if a beneficiary had a CDR scheduled for January 2015 and they assigned their Ticket to IVRS today, but did not meet the timely progress as described by SSA in 2013, the beneficiary’s CDR would still occur in January 2015.
  - e. When the client has signed their IPE-2, their ticket will be put “in use” by IVRS and no further action needs to be taken by RSB field staff at this time.

### **STATUS 22-0**

3. When you have a beneficiary who has found a job and begins working, you should discuss how they can receive continued support through another Ticket to Work Employment Networks (EN) after their IVRS case is closed.

The client must reassign their Ticket to another Employment Network within 90 days after their IVRS case is closed. Follow the steps below to assist the client with this process:

- a. Inform the beneficiary that by assigning their Ticket to another EN after IVRS case closure, he/she will not only receive services and supports through the EN, but also will receive continued deferment from CDRs.
- b. Obtain a signed release from the client to share information with the EN, and assist the beneficiary in contacting the EN prior to IVRS case closure.
- c. Job Link has developed EN services specifically for college students, although like each EN below, may work with any beneficiary. Most work done by an EN can be completed by phone. This allows an EN to serve beneficiaries throughout the state. (NOTE: Frank Varvaris and Associates currently offer EN services to beneficiaries within a 60-mile radius of Cedar Rapids).
- d. On the IPE-3, insert the name of the EN where the beneficiary is referred.

### **STATUS 26-0**

4. Once the beneficiary has been connected to the EN (as documented on the IPE-3 at status 22-0), make a final notation on the IPE-3C (at status 26-0). Upon completion, no further action is required by IVRS staff. Following is the contact information for

### **Employment Networks:**

#### **Current IVRS ENs**

**Job Candidates may be given the choice of current ENs who have signed Partnership Plus agreements with IVRS. These include:**

1. IWD is able to work with all IVRS clients statewide , Doug Keast is the current contact, though eventually plans to provide names of IWD from different regions of the state as TTW contacts.

Call Doug at 515-783-4877, [douglas.keast@iwd.iowa.gov](mailto:douglas.keast@iwd.iowa.gov)

2. Job Link (of NIVC) is able to work with all TTW clients and specifically, those involved from post- secondary institutions. Contact Kelly Kratz:

JobLink Office Location [Kelly@nivcservices.org](mailto:Kelly@nivcservices.org)  
315 N. Delaware Ave.  
Mason City, Iowa 50401  
Phone: 641.422.2717 ext 11  
Fax: 641.422.2785

3. Frank A. Varvaris and Associates [frank@disabilityplanning.org](mailto:frank@disabilityplanning.org)  
Serving All People with Disabilities since 1990 PO Box 1462  
115 - Third Street SE, #812  
Cedar Rapids, IA 52406-1462  
PH: (319) 862-0363 FAX: (319) 862-0354

4. Goodwill Industries - Wall Street Mission [vanderplaatsn@goodwillscia.com](mailto:vanderplaatsn@goodwillscia.com)  
Nathan Vander Plaats, MPA  
3100 West 4th Street  
Sioux City, IA 51103  
Phone: 712.224.1315  
Fax: 712.277.0944

5. Square One  
Lori Hecht [squareone\\_llc@msn.com](mailto:squareone_llc@msn.com)  
118 SE 4th Street Suite 105  
Des Moines, Iowa 50309  
Phone: 515-326-2812  
Fax: 515-954-7494  
Toll Free: 1-888-577-4466

6. Employment for Everyone, LLC  
Beverly Frederick [bfredrick@mchsi.com](mailto:bfredrick@mchsi.com)  
PO Box 225  
Decorah, Iowa 52101  
563-380-9242