



Nevada

Vocational Rehabilitation

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At Work for Disability Inclusion

JOB DEVELOPMENT SERVICES Technical Assistance Guide

Nevada Bureau of Vocational Rehabilitation

**JOB DEVELOPMENT SERVICES
TECHNICAL ASSISTANCE GUIDE**

Contents

Introduction..... 2

Contractor Referral Process..... 4

Job Placement Planning Meeting 4

Job Placement/Employment 5

Higher Quality Placement Fees 7

30, 60, 90-Day Employment Verification and Job Retention 7

Authorizations 8

Reports 8

Invoicing..... 9

Agency and Quality Assurance Reviews 11

Ethical Expectations..... 11

Licensure and Credentials 12

Travel 12

Scope of Work Service Definitions..... 13

References 17

Introduction

Welcome to the job development process. This guide is designed to serve as reference material. Job developers go by different names and do a variety of things. Job Developers who have service agreements with Nevada Vocational Rehabilitation will be referred to as Contractors for the purpose of this guide. Contractors are required to use Vocational Rehabilitation (VR) approved forms that can be accessed at: <https://vrnevada.nv.gov/forms/>

The Vocational Rehabilitation Counselor (VRC) and participant will determine when and if job development is necessary. Individuals with disabilities must be active participants in their own rehabilitation programs, including making meaningful and informed choices about the selection of their vocational goals, objectives, services and supports they receive. The VRC will provide participants the list of approved Contractors who have service agreements, in order to allow participants to make an informed choice in determining with whom they would like to have an intake meeting.

The VRC and the participant determine the vocational goal, if the participant requires job development services, and the best approach to use to obtain successful employment. The VRC will determine the job development level of service: self-directed/independent, referral to the Internal Job Development Team (IJDT), non-supported and supported, or customized employment based on the needs of the participant.

It is imperative the Contactor assist the individual to find a job placement that is an environment well suited to the individual's unique needs, interests, skills, abilities, etc.

An explanation of each level utilized for job development and placement is as follows:

Self-Directed/Independent – self-directed or independent job development involves the participant conducting the majority of job search efforts independently. Participants are referred to comparable benefits including EmployNV Career Hubs to utilize services to achieve employment. Participants who would benefit from this level of service are self-motivated, have adequate academic and computer skills, an existing work history, and otherwise would meet the minimum qualifications for the vocational goal. There is usually no need for a selective placement.

Non-Supported Employment – involves the participant who has the ability and motivation necessary to do the job, but their employment barriers impact their access to available jobs in the market; therefore, they would need assistance from an internal or external job developer. When the participant's functional limitations and employment barriers are more extensive but **DO NOT** require long-term support, they may require assistance from an external job developer/contractor.

Internal Job Development Team – The IJDT provides job development services to job ready non-supported employment Vocational Rehabilitation participants who need assistance from a traditional job developer to achieve employment but are NOT in need of supported or customized employment. Services of the IJDT include resume development, application/assessment assistance, interview preparation, 700-Hour Program, job placement services, verification of employment, and the 30-day employment verification/retention, job seeking skills workshop, and EmployNV registration.

Supported Employment – Involves the participant with a most significant disability who has the motivation but whom has not been successful in competitive integrated employment due to the significance of their disability and requires intensive ongoing support services and long-term follow along supports in order to be successful in competitive integrated employment. Examples of intensive ongoing supports needed include on-site skills training/job coaching, social skills training, and continuous observation or supervision.

Customized Employment (CE) – Involves the participant who is motivated but for whom traditional job placement methods have not been or are unlikely to be successful. This is intended for a small number of participants with significant disabilities who have challenging functional limitations and require the discovery process. A Discovery process is to determine the job

seeker's strengths, needs and interests, and the contributions the individual can make to an employer. In order for Contractors to provide CE services, they must become an Association of Community Rehabilitation Educators (ACRE) CE certified provider, at their own expense.

Contractor Referral Process

Contractors will receive a VR Job Placement Referral form, Job Readiness Checklist, and authorization from the referring VRC requesting services. Services should not be provided prior to receiving a written request and authorization from the referring counselor. Any services provided by the Contractor prior to receiving written approval and authorization will not be paid.

All job placement referrals must include relevant information about the participant, the vocational goal, disability barriers, the participant's work preferences and services needed through the Job Development process.

Contractor Intake Meeting: Contractors are to meet in person with the referred participant, and if needed or requested, the VRC. This is the opportunity for the Contractor to perform the intake and gather all information to determine acceptance or rejection of the referral. It's also an opportunity for the participant to make an informed choice to either accept or reject working with the Contractor. The vendor/contractor must submit the required Job Development Intake Accept Reject Form to the VRC within 5 business days. The Contractor and participant must indicate whether they accept or reject working with each other for job development services. If either the Contractor or participant reject, the reasoning must be included.

Job Placement Planning Meeting

A job placement planning meeting appointment will be scheduled by the Contractor to meet with the participant at a location that is convenient. If appropriate, the VRC and other members of the participant's support team will attend this meeting to discuss the referral and share information such as assessment results, disability information, vocational goals and interests, family support availability, transportation concerns, and any other pertinent information that will assist the Contractor to complete the job development services.

During this step, the Contractor and participant will complete a comprehensive and individualized Job Placement Plan, utilizing the required VR form, to outline strategies and methods to be used to achieve successful job placement. The Contractor will be expected to utilize all information provided by the VRC, participant and participant's support team members, to create the plan. Also, during this meeting, the Contractor and participant will discuss in detail the strengths, resources, priorities, concerns, abilities, legal issues, transportation needs and interests as related to the Individualized Plan for Employment (IPE) vocational goal as listed on the referral form, as well as functional limitations and how this impacts the participant's ability to work. Additional activities necessary to complete the Job Placement Plan may include, but are not limited to, field trips and job shadows with the participant in the community to understand and

observe the characteristics which attract the participant's interests, any behaviors which may result in barriers to employment, and the participant's general job seeking abilities.

Job Placement Plan: This report is due within **seven** business days of the Job Placement Plan Meeting. The Job Placement Plan will be completed on a standardized form supplied by BVR, be individualized and comprehensive. It will include information as to the methods that will be used for employer contact and engagement, how barriers on the job will be addressed, how the participant will be presented to employers, transportation plan, and the details of conditions necessary for success on the job. The Job Placement Checklist is optional and may be used to assist the Contractor and participant when creating the Job Placement Plan. If this Checklist is utilized, a copy is to be submitted with the Plan to the VRC.

The Job Placement Plan is accepted when the VRC, Contractor, and participant agree on outlined strategies and services and the plan is signed by all parties. The Contractor may submit an invoice upon acceptance of this report. The VRC will reject the Job Placement Plan when outlined strategies do not match the outcome of the strategy meeting and referral form, and/or criteria are deemed insufficient to meet the unique needs of the participant. If the Plan is rejected, the VRC may give the Contractor an opportunity to revise the plan to meet the acceptance criteria of the VRC. The Contractor may not invoice until the plan has been accepted and signed by all three parties. The Contractor is to ensure that they receive the signed and approved copy of the Job Placement Plan and retain it for their records.

NOTE: If the participant's vocational goal changes during the course of job placement activities, and the VRC and participant agree that the new vocational goal is acceptable, the Contractor will be responsible for updating the Job Placement Plan to reflect the current goal change and new or additional strategies that will be used to obtain and maintain a successful placement. There will be no additional payment for modifications to the Job Placement Plan.

Job Placement/Employment

Job placements must be within the participant's strengths, resources, priorities, concerns, interests, abilities, capabilities, work restrictions and must be in competitive integrated employment (CIE). Competitive integrated employment criteria requires that the participant is compensated at or above minimum wage, and the participant's wages and level of benefits are not less than that paid by the employer to employees without disabilities with similar experience who perform similar work. Employment must be in an integrated setting, meaning that the participant would have the same level and quality of interactions with other employees without disabilities within the work unit and the entire work site. Or, in cases of self-employment, the income is comparable to the income received by other individuals who are not individuals with disabilities who are self-employed in similar occupations or performing similar tasks, and who have similar training, experience and skills. Placements must also meet the placement criteria provided at the time of referral or be agreed upon by the VRC and the participant, with notice

given to the VRC, **prior to the placement. A placement fee will not be paid for placements that do not meet the above criteria even if the participant accepts the position.**

The Contractor must submit monthly Job Placement Services reports to the VRC. These monthly reports must document significant placement services contributing toward the obtainment of permanent employment. The Contractor must utilize the VR standardized form that includes all required information and must be signed.

If placement services exceed 120 days without appropriate placement, the VRC, Contractor and participant/representative will meet to discuss and determine whether services should continue or what changes need to be made to reach a successful employment outcome. If the participant is not fully involved in their own job placement efforts or increased medical complications occur, the participant should be referred back to the VRC.

Completion of the intake/meet and greet, job placement plan meeting, the job placement plan and job seeking skills/prep are paid as separate fees and are not considered significant placement services for the purpose of invoicing or payment of a job placement fee.

A participant must be on the job **five working days** prior to submitting the Verification of Employment form. A copy of the participant's paystub (as soon as available) is required to be submitted if the employer signature is not obtained in order to request payment for the placement. A placement fee will not be paid if the participant does not actually begin employment or has not been on the job for five working days performing actual job duties (excluding orientation and similar activities).

Employment begins when a participant starts earning wages at the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938, 20 U.S.C. 206(a)(1), the Federal Minimum Wage, or applicable State minimum wage rate.

If the participant drops out of work search, at no fault of the Contractor, after at least three weeks of intensive and significant services, or after an appropriate job offer was made, or the participant decided they did not want to work/became unavailable for work, or did not pass the employers background or drug test, then \$500.00 with report of efforts made to that point will be paid.

Placement fees will not be paid for seasonal or temporary jobs, except in rare instances, where previously approved by BVR.

Placement fees will not be paid if at any time the participant obtains a job without documentation that the Contractor provided the requested and authorized placement activities.

The Contractor must have provided on a regular or substantial basis that the participant could not have reasonably been expected to complete on their own and include services such as:

- Assisting a participant to complete and submit applications, if due to a disability, the participant is unable to complete or submit applications independently.
- Assisting a participant to complete employer's online screening tool.
- Contacting employers to advocate for or arrange interviews for the participant.
- Contacting employers to advocate for the hiring of a participant after the interview.
- Accompanying a participant to provide support or assistance for an interview.
- Meeting in person with a participant on a weekly basis in order to assist them to organize their job search, review progress for the week, brainstorm resolutions to challenges faced, plan out specific actions and strategies for the following week, determine when and how to follow up on submitted applications and interviews, and to provide appropriate job leads to the participant.

Higher Quality Placement Fees

An additional fee will be paid to the Contractor, if the Job Placement meets at least three (3) of the following six (6) indicators:

- Weekly Hours: 30 hours of employment per week or more
- Wage Rate: \$17.00 per hour or more
- Benefits: Employer Paid Health Benefits
- Days to Placement: 60 days or less from service authorization to job placement
- STEM Jobs: Employment is listed as a STEM occupation as noted on:
<https://www.onetonline.org/find/stem?t=0>
- Rural: Participant is located in rural area and/or job is located in a rural area

Invoicing for additional fee from Higher Quality Placement can only occur **after 30 straight days** of employment. See Fee Schedule for additional fee amount.

30, 60, 90-Day Employment Verification and Job Retention

The VRC will determine the need for job retention services after job placement.

- **30, 60, 90-day Non-Supported Employment Verification and Retention**
The 30, 60, 90-day Employment Verification and Job Retention service begins once the participant has maintained employment, is stable on the job, and the initial job coaching if any, has been completed.

If authorized, this service is provided as often as necessary to ensure continued stability on the job and to intervene should challenges arise. This will vary with each participant.

- During the first month of a job, contacts with the participant and/or employer must be provided a minimum of **once a week or more** often as necessary.

- During the second and third months on the job, contacts with the participant and/or employer must be provided a minimum of **twice a month**, or more often if necessary.
- **30, 60, 90-day Supported Employment Verification and Job Retention**
The 30, 60, 90-day Employment Verification and Job Retention service begins once the participant has maintained employment, is stable on the job, and **all** job coaching has been completed.

If authorized, this service is provided as often as necessary to ensure continued stability on the job and to intervene should challenges arise. This will vary with each participant. Retention reports and supporting documentation must be completed, signed, dated and submitted at the end of each benchmark period. Signatures from the participant and employer **cannot** be obtained ahead of time.

- During the first month of a job, contact with the participant and/or employer must be provided **at a minimum daily** during the first week and at least **twice a week** the next three weeks, or more often as necessary.
- During the second and third months of a job, contacts with the participant and/or employer must be provided at a **minimum of once a week**, or more if necessary.

If the Contractor becomes the employer, BVR will not pay a placement fee but may authorize the 30, 60, 90-day Employment Verification and Job Retention fees. Job retention fees will not be paid for survival jobs (not the IPE vocational goal).

Authorizations

Any services provided by the Contractor prior to receiving a written request and authorization will not be paid by BVR.

Reports

All reports must be provided directly to the referring VRC. Reports must be provided monthly, or at the conclusion of the requested service. Reports must detail all placement services provided by the Contractor. The Contractor must use standardized VR forms available on the VR Nevada website. (See References)

- Detailed narrative description of services provided during the reporting period including dates of service, signed by the provider of the service.
- Number of individuals served.
- Services provided should be individually identified with the title of the service provided according to the billable services on the vendor's service agreement and time allowed for each service.

- Reporting will identify progress and outcomes achieved by individuals receiving outsourced Vocational Rehabilitation Services.
- Documentation of any modifications or accommodations made to facilitate individuals' participation in Vocational Rehabilitation services.
- Financial information related to the provision of services, including invoicing and billing details.

Required signatures on job development reports, including the participant's, Contractor's or employer's, must be actual signatures. DocuSign is an Agency approved form of signature on job development reports; however, typed signatures are not permitted.

If placement is achieved within the first full month of placement services, the Contractor shall submit the report along with the Verification of Employment form and/or a copy of the participant's pay stub to receive payment.

Reports for services billed at an hourly rate must include specific details regarding the services and activities provided specific dates and times of services being invoiced.

Data Privacy and Confidentiality:

Contractors are to ensure the confidentiality and privacy of all personally identifiable information and protected health information in accordance with applicable state and federal laws, such as the Health Insurance Portability and Accountability Act (HIPPA) and the Family Educational Rights and Privacy Act (FERPA).

Invoicing

All services must be pre-authorized by the VRC according to the established Fee Schedule. One invoice per participant is to be submitted for each discrete/unique service. Invoices must include the following:

- Invoice Date
- Addressee: BVR or BSBVI
- Location
- Vendor/Contractor Name
- Vendor Address as registered with NV Controller
- Vendor Number
- VR Authorization Number
- Case ID Number
- Description of services provided
- Service start and end dates
- Appropriate invoice amount

Contractors will not bill BVR when no service has been provided. Invoices must be submitted with a report documenting the efforts made by the Contractor on behalf of the participant either at the conclusion of the requested and authorized service, or at least once a month. Reports must include all information required by BVR.

Each individual service must be requested in writing and be pre-authorized by the VRC according to the established fee schedule. Individual services include Application, Job Search Skills, Resume Development, etc. Any services provided by the Contractor prior to receiving a written request and authorization will not be paid. Inclusion in the fee schedule and/or scope of work does not constitute authorization to perform or bill for said service.

Payments only occur when the VRC receives and accepts ALL necessary reports. **All reports are to be sent directly to the referring counselor either by email, in person, or US Mail.**

Payment may be delayed if the invoice is not submitted correctly, and/or the required reports are not submitted. If invoices are received after the close of the end of the State fiscal year (June 30th), it may be subject to a 6-month payment delay.

Invoices in the north/rural areas should be emailed to raisonwdcnorth@detr.nv.gov

Invoices in the south/Ely areas should be emailed to raisonwdcsouth@detr.nv.gov

It is approximately a 15-business day process from receipt of invoice, approval and payment issuance.

Non-Billable Services

BVR will not pay a placement fee for temporary or seasonal jobs or positions with staffing or employment agencies even if the referral is for a “survival” or “entry-level placement” except as noted below. Survival or entry-level placements should be in positions the individual can keep until ready to work on the IPE goal.

The only exception to payment of any placement fees for a temporary position is in situations where it is the employer’s hiring practice to only hire individuals as temporary employees through a staffing agency before hiring them as permanent employees, and if the temporary job is slated to become permanent after the established probationary period (generally between 30 and 90 days) when the employee meets performance expectations. In these situations, one half of the placement fee will be paid at the time of initial placement, and the other half at the time the position becomes permanent.

With prior approval from the VRC, Service Coordination hours may be authorized for a Contractor to assist a participant to complete an application or register with a staffing agency, employment agency or temporary agency.

Contractors who provide job coaching services may not bill for:

- Unauthorized services
- General emailing and requests for additional job coaching hours

- Non-purposeful activities
- Job coach travel time unless it is the travel directly associated with providing travel training to the participant or transporting the participant
- Poorly planned and ineffective job coaching activities
- Unethical services
- Mileage-except as noted for Contractors serving underserved rural areas
- Report writing

Agency and Quality Assurance Reviews

Contractors must maintain copies of all referrals, authorizations, and reports in a file (hard or electronic) for **five years** that can be provided to BVR upon request for quality assurance reviews or other purposes as deemed necessary by BVR; in order to determine if services were appropriately and adequately provided as authorized.

Ethical Expectations

Contractors are expected to act in a legal and ethical manner, to act in the interest of the participant when providing placement assistance, and to be familiar with and follow the general concepts outlined in the Commission on Rehabilitation VRC Certification (CRCC) code of ethics (available at: CRC Certification – Code of Ethics). Particularly in the areas of the following:

- Ensuring an appropriate level of confidentiality is maintained
- Ensuring appropriate relationships with participants, including avoiding dual relationships and relationships that involve conflict of interest, etc.
- Accurate and appropriate record keeping

While the agency requires a fully executed contract, a background check, and has the expectation that the Contractor will act in a legal and ethical manner; the State of Nevada, Nevada Department of Employment, Training & Rehabilitation and their officers, agents, employees and elected and appointed officials are not responsible in any manner for damages caused to a participant by third-parties; including, but not limited to vendors on an approved list maintained by the State of Nevada, Nevada Department of Employment, Training & Rehabilitation, the Rehabilitation Division and the Bureau of Vocational Rehabilitation.

Contractors are not to state or infer they are an employee of the State of Nevada, Nevada Department of Employment, Training & Rehabilitation, or the Bureau of Vocational Rehabilitation. A Contractor must include the company in which they are employed and then can state they have a contract with the State of Nevada, Nevada Department of Employment, Training & Rehabilitation, and the Bureau of Vocational Rehabilitation to provide services for their participants.

Licensure and Credentials

Contractors, both in state and out of state, must provide evidence of a Nevada State Business License in good standing with the State of Nevada Secretary of State's Office. The Contractor providing employment support and signing the report of services must be qualified in their discipline per their accreditation board, meet State of Nevada requirements for professional standards and certification and maintain educational requirements of your emphasis. The State of Nevada will not utilize the services of any non-licensed Contractor.

All Contractors are required to:

- Complete the Vendor Registration with the Nevada State Controller's Office
- Complete fingerprint and background checks, at the cost of the Contractor.
- Adhere to the Rehabilitation Division: BVR/Bureau of Services to the Blind and Visually Impaired (BSBVI) Participant Services Policy Manual.
- Have attained a high school diploma or equivalent or hold a bachelor's degree; and possess two (2) years relevant work experience.
- Have basic computer skills
- Possess good communication skills
- Have experience with individuals with disabilities (paid or unpaid work or personal experience).
- Complete the following training and submit certificates of completion to BVR:
 - Nevada Job Development Training, one-time certification: Available through VR's YesLMS training platform
 - Nevada Job Coaching Training, one-time certification: Available through VR's YesLMS training platform
 - All Contractors providing services covered in the scope of work must complete an Ethics training provided by BVR, or as an approved course, documentation of completion or a certification is required within one year of approved contract and then every three (3) years.
 - Association of Community Rehabilitation Educators (ACRE) Certification required for Supported Employment Services, 40 hrs. of classroom training.
 - Association of Community Rehabilitation Educators (ACRE) Certification required for Customized Employment Services, 40 hrs. of classroom training and field mentor work.

Contractors will not be added to the approved Contractor list without completed and approved receipt of all required documentation.

Travel

Contractors serving areas determined by BVR as underserved rural communities may be reimbursed for mileage and lodging when traveling **more than 50 miles one way**, in excess of their normal commute. "Normal commute" is considered the roundtrip mileage between the

Contractor's residence and their office duty station. The current General Services Administration (GSA) rate is identified at the GSA website, see references below.

All travel shall be requested and approved prior to commencement of travel. Travel requests must be submitted to the referring VRC and include the estimated mileage with backup documentation from MapQuest, Google Maps, or similar mileage calculator. Once the travel request is approved, the VRC will provide the Contractor with an authorization for travel costs.

When appropriate, Contractors may be reimbursed for lodging and mileage at the current GSA rate. Contractors shall complete and submit a "Vendor Travel – Mileage Reimbursement Form" a "VR Contractor Travel Pre-Approval Reimbursement Form" and receipts for lodging with the invoice.

Scope of Work Service Definitions

Written approval and authorization from the VRC is required prior to a Contractor providing **any** of the Scope of Work Services. **Note:** Any services provided by the Contractor prior to receiving written approval and an authorization will not be paid.

Pre-Employment – Job Seeking Skills

Job Seeking Services may be authorized on a one-to-one basis if a participant requires assistance beyond their own ability that cannot be readily provided by another party such as BVR's Internal Job Development Team or VRC. Activities include:

- Applications
- Job Search
- Interview Skills
- Maintaining Employment
- Resume Development

Service Coordination

Service Coordination may be authorized if a participant requires assistance beyond their own ability that cannot be readily provided by another party, such as a family member, to complete activities such as (but not limited to):

- Assisting the participant with obtaining a work or identification card
- Assisting the participant with obtaining appropriate interview clothing
- Assisting the participant with new hire paperwork and orientation activities

Tutoring

Tutoring may be authorized if a participant requires assistance beyond their own ability that cannot be readily provided by another party such as a family member to complete activities such as (but not limited to):

- Assistance to participants in a course of study for any other field where they need assistance in undertaking the content beyond tutoring services provided by their school.
- Assistance to participants need help to pass the DMV Driver's License test, or CDL, as many jobs require a driver's license.
- Assistance to participants when they initially enter the work force and need to understand certain content to retain their jobs or need to boost academic skills to retain their job.

Non-Supported Employment

Non-Supported Employment (NSE) is for participants referred to Contractors should the participant require assistance in their job search beyond their own capabilities or based on BVR need. Contractors are expected to provide significant services well beyond what a participant could accomplish by their own efforts. Services include:

- Non-Supported Employment – Intake
- Non-Supported Employment – Job Placement Planning Meeting and Report
- Non-Supported Employment – Job Seeking Preparation Supplemental to Job Seeking Skills
- Non-Supported Employment – Job Placement
- Non-Supported Employment – Job Placement if placed at same site within last 3 months
- Non-Supported Employment – Job Coaching as needed
- Non-Supported Employment – 30 Day Employment Verification and Job Retention
- Non-Supported Employment – 60 Day Employment Verification and Job Retention
- Non-Supported Employment – 90 Day Employment Verification and Job Retention

Supported Employment

Supported Employment (SE) is a means by which participants with the most significant disabilities are provided the opportunity to be successful in competitive employment in an integrated setting through the use of on-going support services. Participants referred to a Contractor will require assistance in their job search and/or placement beyond their own capabilities. In the case of SE, the Contractor will provide significantly more hands-on job search assistance than in non-supported employment referrals. Services include:

- Supported Employment – Intake
- Supported Employment – Job Placement Planning Meeting and Report
- Supported Employment – Job Seeking Skills
- Supported Employment – Job Fit Analysis

- Supported Employment – Job Placement
- Supported Employment – Job Coaching as needed
- Supported Employment – 30 Day Employment Verification and Job Retention
- Supported Employment – 60 Day Employment Verification and Job Retention
- Supported Employment – 90 Day Employment Verification and Job Retention

Customized Employment – Only available to CE Certified Providers pre-approved by VR Management.

Customized Employment (CE) is for the participant with a significant disability, that is based on the individualized determination of strengths, needs, and interests of the participant learned through a formal Discovery process designed to meet the specific abilities of the participant and the business needs of the employer, and is carried out through the recognized flexible strategies. If a case is both CE and SE, the Customized fee schedule will apply. As the participant is receiving follow-along from the extended services Contractor or natural supports, the Contractor may be paid a job retention fee after the participant has stabilized on the job, all job coaching paid for by BVR is completed if requested and authorized by the VRC. Service include:

- Customized Employment – Intake
- Customized Employment - Discovery
- Customized Employment – Job Placement Plan Meeting and Report
- Customized Employment – Job Placement
- Customized Employment – Job Coaching as needed
- Customized Employment – 30 Day Employment Verification and Job Retention
- Customized Employment – 60 Day Employment Verification and Job Retention
- Customized Employment – 90 Day Employment Verification and Job Retention

Workshops

- Soft Skills Workshop:
Soft Skills are personal attributes that enable someone to interact effectively with other people and a combination of people and social skills. Some of these skills include communication, character traits, attitudes, social and emotional intelligence. These skills enable people to navigate their work environment, work well with others, and perform well. Contractors shall submit a Soft Skills curriculum to BVR for approval.
- Training Workshops:
Contractors shall submit a curriculum to BVR for approval to offer a training workshop. Training provided based on the unique needs of the students, examples include financial management, life skills development, computer skills, etc.
- Work Readiness Program Monitoring:
BVR will work in collaboration with the employer and Contractor to provide services to BVR participants needing group monitoring. The goal is to provide participants

participating in a Rehabilitation Administration approved formalized work experience, the opportunity to learn appropriate work skills, behaviors, understanding of employer expectations and overall successful experiences to determine their readiness for competitive integrated employment.

References

Association of Community Rehabilitation Educators (ACRE)

<https://www.acreeducators.org/>

Commission on Rehabilitation VRC Certification – Code of Ethics

<https://crrcertification.com/code-of-ethics-4/>

Fair Labor Standards Act of 1938, 20 U.S.C. 206(a)(1), the Federal Minimum Wage

<https://www.dol.gov/agencies/whd/minimum-wage>

General Services Administration (GSA) – Per diem rates

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Office of the Labor Commissioner – Nevada minimum wage

[Nevada Labor Commissioner](#)

Nevada Vocational Rehabilitation Web Site – Vendor Forms

<https://vrnevada.nv.gov/forms/>

O*Net Online – STEM Occupations

<https://www.onetonline.org/find/stem?t=0>

Vocational Rehabilitation Participant Services Policy Manual

[Participant-Services-Policy-Manual-Version-8-Revised-02-16-2024](#)