**Community Rehabilitation Program 2019 Process**

**Job Analysis Report (JAR) SEP and Non-SEP (Minimum 2 weeks)**

**SEP $1,250**

**Non-SEP $750**

**Counselor**

At Placement

* Review Placement Notification from CRP – compare the job with the employment goal in the IPE
* Contact Participant, Guardian Team members (when applicable), and discuss the job placement
* If all parties agree to placement, the counselor will authorize the Job Analysis Report
* Discuss with the CRP if the report will be completed on-site or off-site
* Discuss with the CRP if the anticipated needs will exceed two weeks or the minimum number of hours (10 hours for Non-SEP/20 hours for SEP)
* If the CRP and counselor agree that more hours are needed than otherwise indicated, the counselor will authorize additional hours in the form of BIP
* Review completed JAR report for any needs, CRP-related (BIP) and Non-CRP-related (other products and/or services)
* Update/re-write IPE if the job is a good fit, but does not match the employment goal identified in the original IPE
* Plan support strategy including, but not limited to, authorization of monthly BIP

**Notes**

**In the event that the participant’s tasks do not start until after an initial orientation and training, and the participant requires support during this time, the 10/20 hours associated with the package can be used for this purpose. The counselor should discuss with the CRP the possible need for authorizing additional BIP, and extending the dates of this package to include time assessing the participant performing job duties.**

**Job Analysis Report SEP and Non-SEP (2 week package)**

**CRP**

At Placement

* Provide Placement Notification to the VR counselor
* Await Authorization for the Job Analysis Report
* Once authorization is received, provide BIP (Up 10 hours for Non-SEP and up to 20 hours for SEP)
* Then Complete the Job Analysis Report collaborating with the participant and the employer
* Immediately communicate with the counselor for approval if you believe support hours will exceed the pre-determined limits of 10 hours (Non-SEP) and 20 hours (SEP)
* Clearly identify any ongoing support needs past the initial two weeks by identifying the number of hours needed and outlining the specific Participant needs to justify the request for additional time
* If there are other accommodations that the participant and employer need for employment success beyond BIP, this needs to be identified in the JAR and discussed with the VR counselor
* Submit the JAR and invoice no earlier than 2 weeks after the participant has started work
* Work with the VR counselor, Employer and Participant on a support/retention strategy if BIP is required for long-term job retention
* If no BIP is required or authorized, submit a Vendor Closure Form