



**State of Rhode Island**  
**Department of Human Services**  
**Office of Rehabilitation Services**

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***Supported Employment Job Development, Placement  
and Monthly Performance Review Fact Sheet***

**PURPOSE:** To provide SE clients assistance with Job Development and Job Placement (as well as SE Retention services, when needed) that are consistent with their specific job goal. This goal should be consistent with their strengths, abilities, preferences, and service needs.

The ORS Counselor works with clients who are job-ready and in need of SE Job Development services. These services are to be provided by CRPs **only** when ORS counselors have issued an authorization for development and placement services.

**STEPS TO IMPLEMENTATION:**

**SE Job Development Services (\$2250)** is for individual job development services. Goal must be consistent with ORS Individualized Plan for Employment (IPE). The placement can either be full-time or part time with a **minimum of 10 hours per week and must be a permanent position.**

When referring someone for Job Development Services, the ORS counselor will send to the vendor a referral form, signed release of information and an authorization for **\$2250.00**. The authorization will be broken down into three equal installments of **\$750.00** and will require the submission of specific reporting at each two-month installment, as outlined below.

**Initial or First Installment**

The initial or first installment is **\$750.00**. The ORS counselor does not approve the payment until the vendor has completed the following:

- Met with the individual and the counselor
- Developed a resume
- Obtained a signed **Job Development Agreement Form**
- Submits to ORS **Job Development Performance Review** report outlining the services they plan to offer the customer over the next two months

## **Second Installment**

After two months from the initial meeting between vendor, customer, and ORS, a second installment of **\$750.00** will be approved.

This installment is approved only if the ORS counselor is satisfied that the vendor has followed the agreed upon service plan that was developed at the initial meeting. This can be proven by the vendor submitting the following information:

- **A Job Development Log** including:
  - What businesses the individual applied and interviewed for.
  - How the vendor assisted the individual in the above.
- What businesses the vendor outreached to on behalf of the customer.
- A report outlining:
  - Individual's progress
  - Barriers that still exist that are hindering obtaining employment
  - Areas of improvement moving forward so that the individual can reach their employment goals

Prior to reimbursement, a meeting will be conducted with the individual, vendor, and ORS counselor to:

- Review the services that have taken place over the last two months
- Develop a plan for what services will take place moving forward

## **Third and Final Installment**

A third and final installment of **\$750.00** will be approved after two months from the second installment.

This installment is approved only if the ORS counselor is satisfied that the vendor has followed the agreed upon service plan that was developed at the second installment meeting. The vendor must submit the following information.

- **A Job Development Performance Review** report and **Job Development Log** outlining:
  - Individual's progress
  - Barriers that still exist that are hindering obtaining employment
  - Areas of improvement moving forward so that the individual can reach their employment goals
- A meeting will be conducted with the individual, vendor, and ORS counselor to Review the services that have taken place over the last two months.
- Develop a plan for what services will take place moving forward.