

Chapter 5. - PLAN (Individualized Plan for Employment)

1. IPE Development

A. IPE Development Requirements

A2. Deadline to Complete and Sign the IPE in Eligible status

[REVISED: TBD]

1. If DRS is operating under an Order Of Selection (OOS) and the case is not moving to the Delayed status waiting list (see Chapter 2.2 ORDER, Policy 2), the case is moved into Eligible status and the Individualized Plan for Employment (IPE) shall be developed and signed as soon as possible, but within 90 days of the Eligible Date. For required IPE format, see Policy 1: Section D of this chapter. When the IPE is finalized, mutually agreed to, and signed, the counselor shall complete the AWARE Plan screen and move the case into Service status.

In general, the 90-day deadline can be extended only if DRS and the eligible individual agree to the extension of the deadline to a specific date. (34 CFR §361.45(e)) The counselor must obtain and document the client's agreement to the extension and the specific date of the extension. Client agreement to the extension may be provided by email. The counselor must also obtain and document pre-approval from the appropriate Unit Supervisor/Manager for the first extension and the District Director for the second and any subsequent extensions, as needed, prior to moving the consumer into extension status.

If circumstances beyond the control of the agency impact the ability to develop an IPE containing all mandatory components (see Policy 2 of this chapter), DRS must make three (3) attempts, using the preferred contact method identified by the individual, to schedule a meeting to facilitate IPE development or secure the individual's agreement to an IPE extension. Outreach to the client should occur no later than 15 calendar days before the IPE development deadline.

After three (3) unsuccessful, documented (through Actual Service Note) attempts to reach agreement with the individual, the counselor may request approval of a plan extension from the appropriate Supervisor/Manager/District Director. Approval of the plan extension shall be documented.

To extend the deadline, including for PERT and Transition cases, the counselor shall complete the AWARE Plan Development Extension screen to ~~justify~~ document the IPE

delay and move the case into Eligible - E status. ~~The counselor must obtain and document pre-approval from the appropriate Unit Supervisor/Manager for the first extension and the District Director for the second and any subsequent extensions, as needed, prior to moving the consumer into extension status.~~ Appropriate casefile documentation maintained by the counselor should include an Actual Service Note with the reason for the extension, the scope of any client consent, detailed information about all attempts to contact the client, and from whom approval was obtained.

2. For students with a disability who are VR clients

To continue to provide pre-employment transition services already initiated before Eligible status, whether the assigned Order of Selection priority category is open or closed, see Chapter 2.2, ORDER OF SELECTION, Policy 2 Section B.