

SUPPORTED EMPLOYMENT EXTENSION PROCESS

Supported Employment Services shall consist of paid competitive work that offers ongoing support in an integrated work setting where earnings are paid at or above minimum wage. Supported Employment Services eligible for reimbursement shall be as follows:

Service	Max hours/units
Intake & Assessment	80hrs= 320 units
Job Placement	100hrs= 400 units
Job Training & Support	320hrs= 1280 units
Follow along services	192hrs= 768 units

Supported Employment Services shall not exceed the above mentioned units per authorization. If extended services are required the provider shall submit a written justification to DDS Service Coordinator a minimum of ten (10) business days before the prior authorized units have been exhausted. DDS shall review the submission and approve or disapprove the request for extension within ten (10) business days of receipt. Services shall continue if the individuals Inter Disciplinary Team agrees, but DDS does not respond to the written request within ten (10) business days of receipt. The following supporting documentation is necessary when requesting an extension for Supported Employment:

- If Intake and Assessment Services are being extended, then include the Vocational Assessment, or justification why an extension is needed
- Supported Employment Service Plan, which summaries the individual's employment status and why additional hours are required.
- Service Plan must indicate the individuals name, work site, wages, hours of duty and all Supported Employment staff who provide direct care to the individual.
- The Service Plan must be signed and dated by the provider.
- Identify if a Professional or Paraprofessional will be providing Supported Employment Services to the individual. (Review Supported Employment rules 929.6 - 929.7 regarding required qualifications)

Supported Employment providers should note the following:

- Intake and Assessment shall be authorized by DDS as a discrete service and no other Supported Employment Services will be approved without the development and delivery of the completed Vocational Assessment to the DDS Service Coordinator.
- Job Training & Support are activities designed to assist and support the individual after employment has been obtained.
- If authorization is not received from DDS Waiver within 30 days of extension request, then the provider shall contact Waiver Supervisor for resolution.

Supported Employment Provider can request extension for the various Supported Employment services, however the expectations for these services is that the supports are faded as the individual gains job skills, stability and can utilize support from the existing work structure to maintain employment independently or with minimal personal assistance.

Supported Employment Services may be provided either exclusively as the Vocational Service, or in combination with Prevocation or Day Habilitation.

Supported Employment Services shall not be provided concurrently with Day Treatment, Day Habilitation or Prevocation Services.