**ATTACHMENT 1**

**COMPETITIVE JOB DEVELOPMENT, PLACEMENT AND RETENTION SERVICES**

**I. GENERAL ELEMENTS APPLICABLE TO ALL VOCATIONAL**

**REHABILITATION SERVICES**

1. Contractor shall use methods and practices that are in accordance with professional standards in the rehabilitation industry.
2. Contractor shall provide written report to DVR on the progress of the client at least monthly, and consult with VR Counselor on any substantive issues that arise during the time client is served.
3. DVR documentation standards and forms will be utilized and adhered to for all services provided unless otherwise noted.

**II. JOB DEVELOPMENT, JOB PLACEMENT AND RETENTION SERVICES**

**PROGRAM DESCRIPTION**

**A. Program Description:**

The Contractor shall provide job development, placement and retention services to individuals referred by DVR so that person can achieve an employment outcome consistent with his/her individualized employment plan and job placement agreement. The employment outcome shall be consistent with the individual’s interests and abilities, and shall reflect his/her preference. Job development, job placement and job retention services shall include:

1. An initial meeting with the DVR client and DVR counselor to develop a placement agreement that will identify the specific employment goal and terms and conditions of the job development, placement, and retention services to be provided to the individual client.
2. Job-seeking skills provided to DVR client, including resume development, or employment proposal, teach appropriate grooming, dress and hygiene, as needed, develop job-interviewing skills, develop job-seeking skills, and assist with application process.
3. Client-specific job developments, including contact with appropriate employers, coordinate client job interviews.
4. Job analysis, which shall consist of identifying and evaluating the essential job functions, evaluating client’s ability to perform the essential job functions, and as needed, developing a job training plan for those essential functions as client may require.
5. Direct intervention with employer as needed and requested by client, including assisting client with interview, orienting client to the job, work schedule, developing initial natural supports, and regular follow up with employer during the first 90 days of employment.
6. Transportation coordination/training (develop transportation arrangements).
7. Coordination of financial issues as needed, including assist with coordination of financial support services, coordination of SSA benefits counseling, as well as other public and private sources.

**B. Service Components: Job development, Placement and Retention Service Requirements:**

1. Contractor shall ensure that Contractor will provide services, as required and agreed upon by the VR counselor and client, and/or will provide follow up services for a period of time agreed upon by the DVR counselor, Contractor and the client.
2. Job placement agreements must be signed by the client and counselor. Prior to placement, monthly progress reports will be submitted to the VR counselor utilizing DVR documentation standards. Once a client is placed in a job, a DVR placement report will be provided within two weeks (14 days) of placement, and thereafter every 30 days throughout the 90 day retention period.
3. Contractor shall provide written summary and evaluation of the individual’s progress on a monthly basis and report them to the DVR counselor utilizing DVR documentation standards within two weeks (14 days) of their due dates.

**III. PAYMENT RATE AND SCHEDULE**

Compensation shall be paid to Contractor at the total rate of **Two Thousand Five Hundred Fifty Dollars ($2,550.00)** for job development, placement and retention services. Payment shall be made according to the following schedule:

1. **Three hundred eighty-three ($383.00)** will be approved for payment by DVR after no less than 30 days of job development services as documented in a progress report according to DVR standards in addition to receipt of a résumé for the client being served.
2. **One thousand two hundred and seventy-five Dollars ($1,275.00)** will be approved for payment by DVR when an initial placement is made consistent with the terms of the Placement Agreement and accepted by the client.
3. **Eight hundred and ninety two dollars ($892.00)** will be approved for payment by DVR if and when the DVR client has achieved ninety days of successful employment on the job for which payment on the initial placement was made, and employment is stable.

In the event that placement is made where that Contractor becomes the employer of the client referred for placement, DVR shall pay Contractor **One thousand two hundred and seventy-five Dollars ($1,275.00)** if and when the DVR client has achieved ninety days of successful employment on the job. The Contractor as the employer of the client shall be defined as employment where the Contractor assumes responsibilities for wages, benefits (if applicable) and place of employment for the client.

In the event that two clients are placed in part-time positions developed from a single vacant position under this agreement, DVR shall pay Contractor eighty percent (80%) of the total placement rate for each client.

For multiple placements, DVR shall pay the full placement rate for the first two clients placed, and shall pay only the third placement point for all others that meet the definition of multiple placements. Multiple placements are defined for the purpose of this agreement as two or more clients being placed with the same employer, through the same hiring authority, who begin employment at the same site within two calendar weeks of each other.

Payment shall be made by authorization duly issued and signed by a DVR Counselor. DVR will not be responsible for payment of services initiated in the absence of a valid written authorization. DVR will refer a client to the Contractor for exclusive provision of placement services during the period of time the placement authorization is in effect (see Referrals below).Two providers can share placement payments when the Contractors collaborate on a successful placement.

Placement authorizations, which were issued by DVR ninety days or less prior to the effective date of this agreement (October 1st) and remain outstanding as of that date because a placement has not yet been achieved, shall be re-issued at the new rate under the terms of this agreement.

Contractor may collaborate with another Contractor who has a placement agreement with DVR, or with DVR Employment Services Unit, and share placement fee as agreed between the parties.

Payment shall be made for services provided under the purchase of service agreement when the authorization, signed by the DVR counselor, is returned, signed and dated by the Contractor, within thirty (30) days after service is completed, including all reports required under this agreement. **All required documentation of service and reports must be included with the authorization in order for the Contractor to receive payment.**

**IV. REFERRALS**

Every authorized client referral for placement services shall be an exclusive standardized DVR referral to the designated service provider for a period of time negotiated by the DVR counselor, the Contractor, and the client at the time of the signing of the Job Placement Agreement. The term of the Job Placement Agreement shall not exceed ninety days. DVR agrees to honor a valid Placement Agreement as written for the time period authorized. Should an authorized client secure employment through his/her own efforts, or the efforts of the DVR counselor or the DVR in-house placement specialist, and the designated Contractor provides appropriate documentation of direct placement activity with that client, DVR shall pay the Contractor for 60% of the total placement rate for job development and placement services in accordance with the provisions of the signed Job Placement Agreement.

Direct placement activity shall be defined as Contractor documented completion of agreed upon activities as specified within the Job Placement Agreement and Individual Employment Plan (IPE).

Should the DVR counselor or client become dissatisfied with Contractor services, the concerned parties should meet and discuss the problem with the Contractor. If no improvement in service is noted as determined by the client and the DVR counselor, the DVR counselor shall be obliged to remove the client from the program and nullify the terms and conditions of the Job Placement – Coaching and Supported Employment Agreement. The Contractor must be notified in writing of such action.

**V. REPORTING**

Contractor shall provide written monthly activity reports to the DVR counselor regarding job development activities prior to job placement using the Job Placement – Coaching and Supported Employment Progress Report at: <http://dvr.delawareworks.com/> click on Contractor Forms.

The Contractor shall submit written documentation of 90 days of successful employment to the DVR counselor along with the authorization in order to receive final payment for placement services.