

# A Guide

## for developing your Individualized Plan for Employment IPE



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[web.nysed.gov/vesid/](http://web.nysed.gov/vesid/)



## The Individualized Plan for Employment (IPE) Process...

Welcome to the most important part of your vocational rehabilitation planning. You are eligible for VESID services and now we will work together to define your work goal and the services you require to achieve that goal. This planning process is critical to your success. This guide will assist you in understanding the process and the information you will need to develop for your Individualized Plan for Employment (IPE).

## What is the Individualized Plan for Employment (IPE)?

The IPE is a plan for the services that you need to help you reach your work goal. The IPE includes a description of:

- ▶ Your work goal
- ▶ The steps you will need to take to reach your goal
- ▶ Services you will need to reach the goal
- ▶ Who will provide you with the services
- ▶ The cost of those services and who will pay the costs
- ▶ Your responsibilities in carrying out the plan.

The following people can help you write all or part of your IPE:

- ▶ Your VESID Counselor
- ▶ Assistance from community programs (VESID can provide a list of programs)
- ▶ Assistance from family members and/or friends
- ▶ You can write it by yourself.

After you have completed your IPE, it must be reviewed and approved by your VESID counselor. You and your VESID Counselor must sign the IPE before services begin.

Attached is an IPE development form that will guide you in developing your IPE.

**[Remember you can ask VESID for help at any time.](#)**

## What services does VESID offer? Do I have to pay for these services?

VESID does not charge for services that you receive from staff members or services to decide if you are eligible. The services should be written into your IPE. These services include:

- ▶ **Assessment** evaluations that help you determine your work skills and your need for services, such as training, assistive devices, etc.
- ▶ **Counseling and Guidance** to provide you with information about job and other services that will help you go to work.
- ▶ **Referrals for other services** to help you succeed in getting a job.
- ▶ **Job Placement** to help you look for a job, find a job and stay on a job.
- ▶ **Transition Planning** assisting students completing school and preparing for entering employment.

You should ask your counselor or other VESID staff if you have any questions about any of these services.

## What services might I obtain elsewhere? Do I have to pay for these services?

The following services may involve some costs for you. VESID will need information about your finances to see if you will be able to pay for some or all of these services. You may have to provide information concerning your own finances, your spouse's or your parents' financial resources such as:

- ▶ Tax returns
- ▶ Check stubs
- ▶ SSI/SSDI verification
- ▶ Other resources (for example: savings accounts).

If you are receiving Supplemental Security Income (SSI), or public assistance, you will not be expected to pay for any approved services. In some cases, this is also true for people who receive Social Security Disability Income (SSDI). Please provide a copy of any letter you may have or a copy of your public assistance check to your VESID counselor to show that you have these benefits.

These services will also need to be written into your IPE. These services include:

- ▶ **Training** educational and vocational training that will help you learn the skills to do a job (examples: College, Trade school, or Nurses' Aide Certification Program)

- ▶ **Support services** while you are training for your job including:
  - transportation to and from training
  - textbooks, tools and equipment
  - sign language interpreters and reader services
  - home, vehicle and work site modifications
  - attendant services
- ▶ **Physical and mental restoration** medical services not covered by other insurance that you may need before you work (example: hearing aids, scooter).
- ▶ **Assistance in starting a business** such as writing a business plan, buying equipment, stock and supplies.
- ▶ **Rehabilitation Technology** technological aids and devices (examples: transfer board, hand controls, and remote control door opener).
- ▶ **Job Coach** someone that will assist you in learning a job after you begin work.
- ▶ **Post employment** to assist you in keeping your job, to get a new job, or to advance in your job.

## Will I need to apply for other financial benefits?

You may need to apply for other benefits before VESID can pay for services. These include any benefits provided or paid for, in whole or in part, by other Federal, State, or local public agencies, by health insurance, or by employee benefits. They include such things as college financial aid and medical insurance benefits, including Medicaid. You do not have to apply for other benefits if the delay would cause you extreme medical risk or you would lose a job opportunity because of the delay.

VESID staff can work with you to help you decide what other benefits must be used before VESID can pay for services.

## Where do I get the services I need?

You can decide where you want to go for services you need to reach your work goal. VESID can provide you with information about service providers.

When choosing your service provider, it is important that you compare the possible providers using the following criteria:

- ▶ Does the service provider have all the required licenses and approvals?
- ▶ Does the service provider have a good reputation in the community?

- ▶ Is the staff qualified to provide the training you need?
- ▶ Is the program/service accessible, considering your disability-related needs?
- ▶ Is there transportation to attend the service provider or program?
- ▶ If the provider is a school, do most of the students graduate or complete the training?
- ▶ Is the program successful in getting people jobs?
- ▶ Does the cost of the program seem reasonable when compared with the costs at similar programs?

## Writing my IPE...

Attached is an IPE Development Form that will guide you in developing your IPE.

### **PART 1: MY WORK GOAL**

Choosing the right work goal is perhaps the most important step you will take to succeed on the job. There are many resources that can help you make this decision. Your counselor can work with you to develop a goal or help you locate these resources, if you wish.

When developing your goal, think about things like:

- ▶ Does the work goal meet my abilities and interests?
- ▶ How long will it take me to prepare for the goal? Is this reasonable?
- ▶ Will the job be available in my location, or will I need to travel or relocate?
- ▶ Will the salary and benefits meet my needs?

Because the Work Goal is so important, you may want to have your counselor review the goal with you before you continue with the rest of the form. In that way, you will know if there are any questions or comments and whether you are going in the right direction.

### **PART II: STEPS I NEED TO COMPLETE TO DO THE JOB**

There are a number of steps you may need to take to reach your work goal. (Some examples might be: Learn to drive a car; type 50 words per minute; get a college degree in accounting.) Knowing the Steps is important because it assures that both you and your counselor understand how you plan to get to your goal and how we can review your progress.

Please list the steps that you will need to take, and explain how we will know when that step is completed. (For instance, if you need to learn to drive, we will know you have reached that step when you receive your driver's license. If you need to type 50 wpm, you will know that you have done this successfully when you get a report from your typing instructor.)

### **PART III: SERVICES I NEED TO REACH MY WORK GOAL**

When deciding on what services you will need, think about your work goal and the steps you will need to take to reach that goal. Only those services that you will need to reach the work goal will be approved.

VESID offers a wide range of services based on your own individual needs. Services may include: Interest and ability testing; counseling; referral; placement; training, treatment for physical/mental problems; transportation; rehabilitation technology and other special equipment; personal assistance services (such as an attendant); interpreter services; goods and supplies; and many more. We encourage you to talk to your counselor if you have any questions about the services we can provide, and whether they are right for you.

## How is the IPE approved?

After you complete your IPE planning, your VESID Counselor must review the plan and decide whether it can be approved.

Some of the things the VESID Counselor must consider include:

- ▶ Is the goal consistent with your abilities, capabilities, and interests?
- ▶ Are the services necessary to achieve your work goals?
- ▶ Will the services result in employment?
- ▶ Are the services cost-effective? VESID may not pay for a high cost program, when a lower cost option is available that meets your needs.

If approved, your VESID Counselor will enter the information on the IPE form itself. You will be asked to read it through, make comments on the form itself, and sign the form. Services can not begin until a signed copy is returned to the Counselor. VESID will not pay for services or equipment that was received before the IPE was approved and signed.

If your plan is not approved, your VESID counselor will contact you and explain why. You may need to provide additional information or consider other work goals or services.

If you disagree with VESID's decision not to approve your plan, you may request an appeal of that decision. The appeal can involve one or all of the following:

- ▶ Meeting with counselor and/or supervisor.
- ▶ Mediation
- ▶ Administrative Review
- ▶ Impartial Hearing.

Your VESID counselor can help you request an appeal. You may also request assistance from the Client Assistance Program (CAP) to help resolve any disagreements with VESID.

**[Remember you can ask VESID for help at any time.](#)**



# VESID

## Individualized Plan for Employment

# IPE DEVELOPMENT FORM

### Directions

You may use this form to develop your IPE. The Guide for Developing Your IPE can help you. You can get help at any time from your counselor. It is best if you complete Part I and have your counselor approve your work goal before you complete the rest of the form. Your VESID counselor must review and approve your plan before any services begin. If your counselor has any questions or concerns he/she will contact you. At any time you need more space please use additional pages.

Name \_\_\_\_\_

Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

I did this form by myself  Yes  No

**If no**, I received help from: name, address and telephone number of the individual(s) or organization(s).

(You do not have to share this information if you don't want to).

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

## Part I: My Work Goal

My **work goal** is: \_\_\_\_\_

I want to be working by **(month, year)**: \_\_\_\_\_

**Job duties** for this type of work usually include: (For example: contact with public, writing reports, working with hands, lifting, driving, etc.)

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I have the following **limitation(s)** because of my disability that may affect me on this job: (e.g. limited amount of standing; lifting, difficulty concentrating; unable to work with others)

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The **educational background** I have that will help with my work goal is:

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I have **worked before**  Yes  No

**If yes:**

**Job:** \_\_\_\_\_

What I did in this job: \_\_\_\_\_

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Date: (start/end) \_\_\_\_\_

I left this job because: \_\_\_\_\_

**Job:** \_\_\_\_\_

What I did in this job: \_\_\_\_\_

\_\_\_\_\_

Date: (start/end) \_\_\_\_\_

I left this job because: \_\_\_\_\_

**Job:** \_\_\_\_\_

What I did in this job: \_\_\_\_\_

\_\_\_\_\_

Date: (start/end) \_\_\_\_\_

I left this job because: \_\_\_\_\_



## Part II: Steps I Need to Complete to Do the Job...

**EXAMPLE:**

*Work Goal:* My work goal is to be a Welder

*For me to do this job I need to do these steps:*

1. Complete first semester of the Welding program at BOCES

*I will know I have reached these steps because:*

1. I will receive passing grade(s).

For me to do this job I need to do these **steps**:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I will know I have **reached these steps** because:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## Part III: Services I Need to Reach My Work Goal...

*I need the following services to reach my work goal:*

1. Service: \_\_\_\_\_

Where I will get the service: \_\_\_\_\_

Starting on: \_\_\_\_\_

Ending on: \_\_\_\_\_

Cost: \_\_\_\_\_

Other benefits: \_\_\_\_\_

2. Service: \_\_\_\_\_

Where I will get the service: \_\_\_\_\_

Starting on: \_\_\_\_\_

Ending on: \_\_\_\_\_

Cost: \_\_\_\_\_

Other benefits: \_\_\_\_\_

3. Service: \_\_\_\_\_

Where I will get the service: \_\_\_\_\_

Starting on: \_\_\_\_\_

Ending on: \_\_\_\_\_

Cost: \_\_\_\_\_

Other benefits: \_\_\_\_\_

Give this plan to your VESID counselor after you complete it, the address is

Name \_\_\_\_\_

Social Security Number \_ \_ \_ - \_ \_ - \_ \_ \_ \_

\_\_\_\_\_  
Consumer Signature

\_\_\_\_\_  
Date

