

JOB PLACEMENT QUICK REFERENCE SHEET - May 2024

	JOB READINESS	JOB PLACEMENT - INITIAL	JOB PLACEMENT - FINAL	EXCEPTIONAL WAGE BONUS	BENEFITS INCENTIVE
Description	The Vendor Authorization can be processed for payment as soon as the Job Readiness Assessment/Training is complete and the VR counselor receives the required documentation. Documentation should be submitted to the VR counselor within 15 days of completion of Job Readiness Assessment/Training services.	The Vendor Authorization can be processed for payment after the customer has completed 45 days of employment and the counselor has received the required documentation.	The Vendor Authorization can be processed for payment after the customer has completed 90 days of employment and the counselor has received the required documentation.	The Vendor Authorization can be processed for payment after the customer has completed 90 days of employment and the counselor has received documentaton verifying the customer's hourly wage.	The Vendor Authorization can be processed for payment after the customer has completed 90 days of employment and the counselor has received documentation verifying the customer receives employee provided health coverage.
Documentation Required	<ol style="list-style-type: none"> 1. Completed Job Readiness Assessment/Training Report 2. Copies of the customer's resume and list of references 3. Completed Job Placement Activity Plan 4. Signed Vendor Authorization 	<ol style="list-style-type: none"> 1. Copies of the Job Placement Activity Plan for each month customer was receiving Job Placement services. 2. Individual Placement and Support, SE Career Development and Placement Hire Report 3. Documentation verifying customer's employment (check stub, etc.) 4. Signed Vendor Authorization 	<ol style="list-style-type: none"> 1. Copies of the monthly Job Placement Activity Plans completed since the job placement fee was paid. 2. Documentation verifying customer's continued employment. This documentation must be dated after the 45th day of employment. 3. Signed Vendor Authorization 	Pay statement or other documentation verifying customer's wages	Documentation verifying employer provides at least 50% of the cost of health insurance coverage for the employee/customer.
		Placements within the CRP are paid at 50% of the standard rate for Job Placement and Job Retention			