

Office of Developmental Programs (ODP) Employment, Education Support Services, and Community Participation Support Services Documentation Desk Reference

This Desk Reference provides instructions and required documentation for ODP Supports Coordinators when adding Supported Employment, Advanced Supported Employment, Education Support, or Community Participation Support services to an individual's Individual Support Plan for authorization. It is the responsibility of the Supports Coordinator to ensure that all documentation listed below has been completed when making referrals to OVR. For individuals enrolled in the Consolidated, Community Living, or Person/Family Directed Support (P/FDS) Waivers, or Base Funding, the Supports Coordinator submits required documentation to the County Intellectual Disability (ID) Program/Administrative Entity (AE). For individuals enrolled in the Adult Autism Waiver (AAW), the Supports Coordinator submits required documentation to the Bureau of Supports for Autism and Special Populations' Regional Office Representative. Please note that requirements for Education Support Services and Community Participation Support services do not pertain to individuals enrolled in the AAW.

Supported Employment (Including AAW Career Planning Services) or Advanced Supported Employment

An individual has been referred to OVR, and OVR has not made an eligibility determination within 120 days of the referral.

The following documentation must be submitted by the Supports Coordinator and reviewed by County ID Program/AE¹ prior to authorizing ODP employment services:

- Attachment 2 of Bulletin 00-26-05 must be completed and include the date that all steps for a referral to OVR were completed by the Supports Coordinator, which must be at least 120 days prior to service start date; or
- If an OVR referral was made by a source other than the Supports Coordinator, the Educational/Vocational Information section of the ISP documenting the referral date to OVR, which must be at least 120 days prior to service start date.

An individual has been referred to OVR and determined to be ineligible for OVR services or the OVR case has been closed.

The following documentation must be submitted by the Supports Coordinator and reviewed by the County ID Program/AE prior to authorizing ODP employment services:

- Written documentation from OVR that includes the reason the individual was

¹ For individuals enrolled in the Adult Autism Waiver, documentation is submitted by the Supports Coordinator to the Bureau of Supports for Autism and Special Populations' Regional Office Representative.

determined to be ineligible for services or the reason why the individual's case was closed so that the County ID Program/AE can determine the reason for ineligibility or case closure was not due to one of the following reasons:

- OVR was unable to locate or contact the individual.
- The individual is choosing to no longer receive services from OVR.
- The individual is no longer pursuing competitive integrated employment.

An individual has been referred to OVR, determined to be eligible, and placed on a waiting list for OVR services.

The following documentation must be submitted by the Supports Coordinator and reviewed by the County ID Program/AE prior to authorizing ODP Supported Employment or Advanced Supported Employment services:

- Written documentation from OVR that the individual has been placed on a waiting list.

An individual is currently being served by OVR and employment services have concluded or are going to be concluded but the OVR case has not been closed.

The following documentation must be submitted by the Supports Coordinator and reviewed by the County ID Program/AE prior to authorizing ODP employment services:

- Written documentation or documentation by the Supports Coordinator of a verbal confirmation from OVR that includes the date that OVR employment services will stop being provided. The County ID Program/AE can authorize ODP-funded services with a future start date to ensure there is no interruption of services for the individual; or
- Documentation from OVR that the OVR case has not been closed, but OVR employment services have concluded.

This documentation may be included in the *SC Letter for Extended Services Template* (Attachment 3) but may also be in any other form of written documentation from OVR including email.

An individual is competitively employed and solely needs the Job Coaching and Support component of Supported Employment services to maintain the current job.

The following documentation must be completed by the Supports Coordinator and reviewed by the County ID Program/AE prior to authorizing ODP employment services:

- Supports Coordination Service Note describing the circumstances in which the individual is already competitively employed and the need for Job Coaching or other ongoing supports to maintain their current employment.

An individual is competitively employed and is seeking Job Assessment or Job Finding services to find a new job.

The following documentation must be completed by the Supports Coordinator and reviewed by the County ID Program/AE prior to authorizing ODP employment services:

- Supports Coordination Service Note describing the circumstances in which the individual is already competitively employed, wishes to obtain a new job, and is not seeking to advance in their current job.

Exception: If the individual is seeking to advance in their current job, then the individual must be referred to OVR prior to receiving ODP employment services.

An individual has participated in the Ticket to Work program offered by the Social Security Administration and received Career Planning, Job Placement Assistance, or Ongoing Employment Support through an Employment Network. Once the provision of these services is complete, the individual may receive job coaching and support funded by ODP without being referred to OVR.

The following documentation must be completed by the Supports Coordinator and reviewed by the County ID Program/AE prior to authorizing ODP employment services:

- Written documentation that the individual's Ticket has been unassigned.

Education Support Services²

The following documentation must be submitted by the Supports Coordinator and reviewed by the County ID Program/AE prior to authorizing ODP Education Support Services:

- OVR 169A (Attachment 4);
- OVR 169 BTT (Attachment 5); or
- Supports Coordination Service Note indicating the Education Support Services will only be used to fund or partially fund one or more of the following:
 - Auditing classes in any institution of postsecondary education.
 - Remedial classes.

² P/FDS, Community Living, and Consolidated Waivers and base-funded services only.

- Classes to teach individuals who are deaf American Sign Language, Visual Gestural Communication, or another form of communication.
- Adult education or tutoring program for reading or math instruction.
- On-campus peer-support at a college, community college, technical school or university.

Community Participation Support (CPS)³

Individuals under age 25 who want to begin to earn subminimum wage:

Documentation that must be submitted by the Supports Coordinator and reviewed by the County ID Program/AE prior to authorizing CPS services that will pay subminimum wage:

- The OVR 263 (completion of transition services) (Attachment 6)
- The OVR 263A (completion of career counseling) (Attachment 7)
- The OVR 264 (cover sheet summarizing services received) (Attachment 9)
- Written documentation from OVR that includes the reason the individual was determined to be ineligible for services or the reason why the individual's case was closed that has been reviewed to determine that the reason for ineligibility or case closure was not one of the following:
 - OVR was unable to locate or contact the individual.
 - The individual is choosing to no longer receive services from OVR.
 - The individual has already achieved a competitive integrated employment outcome and now wishes to participate in CPS services that pay subminimum wage.

³ P/FDS, Community Living, and Consolidated Waivers and base-funded services only.