



Georgia Vocational  
Rehabilitation Agency

# Individual Job Placement Services

Questions: Please contact  
[Providermanagement@gvs.ga.gov](mailto:Providermanagement@gvs.ga.gov)



# Purpose:

- Overview and Description of Individual Job Placement Services
- Who is Qualified to Provide these Services
- Fees/Service Details



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# Individual Job Placement Services

Is an individualized approach to locating employment opportunities and assisting clients obtain employment that is consistent with the Individualized Plan for Employment and informed choice.

Providers will meet with the referred client, review their IPE and proceed with identifying employment opportunities. The expectation is that providers will assist the client in securing employment within 90 days of the referral date, as well as provide follow up services to ensure client maintains employment for 90 days.



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# Individual Job Placement Services

- Providers who fail to meet the 90 day employment requirement must initiate a meeting with the client and counselor to determine what are the next steps and whether it is appropriate for the provider to continue service delivery.
- If determination is made to end service before placement, counselor will notify Provider Management to evaluate if these services will remain in the provider's agreement.



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# Individual Job Placement Services

Individual Job Placement Services may include the following:

- Job Search
- Application Prep and Submission
- Creating Resume for specific job
- Interview Techniques
- Contacting Employers for Job Leads
- Scheduling interviews appointments
- Accompanying Client on interviews
- Providing client interview feedback
- 90 days Placement follow-up
- Secure Employment documentation



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# Individual Job Placement Services

- GVRA approved provider who have these services added on their contract
- These services are not required to be coupled with any other services.
- These services are not appropriate for any Supported Employment cases.





# Provider Qualifications

- Community Employment Services: Job Development and Job Site Training under CARF; or
- Vocational Rehabilitation Services that include job site development and job placement under NAC (**NAC is now AER** Association for the Education of the Blind and Visually Impaired); or
- CESP – Certified Employment Support Professional; or



**APPROVED PROVIDER**



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# Provider Qualifications

- Minimum of 5 years professional experience assisting individuals with disabilities obtain competitive integrated employment; or
- Agency may evaluate a providers' experience and credentials to determine eligibility for this service using additional criteria.







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# Individual Job Placement Services

**First Payment-** Individual Job Placement (Development/Placement) \$500.

This payment will be made to the provider when the referral is accepted. Services may include but limited to:

- Development of a 90 Day Employment Strategy that is submitted to the VR counselor within 5 days of referral.
- Staffing
- Job Search
- Interview and Resume Prep
- Job Application



# Employment

- **Second Payment** - After 90 days of employment, provider can submit invoice for a final payment. Final payment will be determined by client's hourly wages and achievement of client IPE job goal at the following rate:
  - **\$1,000.00** client hourly rate at \$7.70 to \$9.99 per hour; or
  - **\$1,200.00** client hourly rate at \$10.00 - \$14.99 per hour; or
  - **\$1,500.00** client hourly rate at \$15.00 or higher



# Required Information

- The following information must be included with the Second Payment or Final invoice:
  - Business Name
  - Job Location and Phone number
  - Job title
  - Proof of wages
  - Description of work including benefits if applicable
  - Description of how client job goal was met
  - Employment start date
  - Monthly Reports

EMPLOYMENT





# Employment

All Employment **must** meet WIOA standard of  
Competitive Integrated Employment





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# Additional Fee Job Development/Placement

If employment fails to last 90 days or the employment opportunity selected is not a good match for the client, then the provider can be paid an additional \$250.00 to assist the client in obtaining another employment opportunity. This additional fee is only available once per client per conditions below:

- Client fails to maintain employment for 90 days and provider has only been paid \$500.00 initial fee.
- Additional fee must be authorized by VR counselor in advance of invoicing



# Additional Fee Job Development/Placement

- Additional fee is only available once per client.
- The additional fee is not eligible after the 90<sup>th</sup> day of client employment and, can only be requested after the 1st position ends (prior to 90 days).
- Provider must contact counselor and request authorization to be paid \$250.00 in advance of invoicing.





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# Additional Fee Job Development/Placement

- **If the additional fee is authorized**, the provider is required to include a statement with the final invoice explaining why the first position selected was not successful and what corrective steps were taken. A unique code has been created for the **additional fee**. Provider Management will monitor expenditures using this code. Additionally, analysis will be conducted of provider outcome and determine if service remains in the provider's contract.

GVRA



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# Additional Payment

If the employment obtained by the client is CIE that meets their IPE, last the 90 days, falls into one of the occupations listed by Technical College System of Georgia, the provide will be eligible for an additional \$50. These occupations are in high demand, and pay above entry level wage. The list occupations can be found in the link below.

[HDCI Occupations List – TCSG | Technical College System of Georgia](#)





# Review of Services

First Payment- \$500 made at the time of referral job development and placement

Second Payment- Made after 90 days of employment (three tiers based on client's wages)

Additional Job Development/Placement Fee- \$250 made when first placement was not successful (fee description criteria must be met).

Additional Payment- \$50 If the employment obtained by the client is CIE that meets their IPE, last the 90 days, falls into one the occupations listed by Technical College System of Georgia.