

Notice of Interagency Agreement Between
New Jersey Department of Labor and Workforce Development
Division of Vocational Rehabilitation Services

And

New Jersey Department of Human Services
Commission for the Blind and Visually Impaired

And

New Jersey Department of Human Services
Division of Developmental Disabilities

For

Supported Employment Services

MEMORANDUM OF UNDERSTANDING

Purpose:

The purpose of this Memorandum of Understanding (MOU) is to assist the Division of Vocational Rehabilitation Services (DVRS), the Commission for the Blind and Visually Impaired (CBVI) and the Division of Developmental Disabilities (DDD) to operate in an efficient and successful manner to ensure quality service provision. This, in turn, will help guide efforts toward improving employment outcomes for individuals with developmental disabilities who are entering the workforce.

Scope:

- Individuals with developmental disabilities eligible for Supported Employment Services offered through the Division of Vocational Rehabilitation Services (DVRS).
- Individuals with developmental disabilities eligible for Supported Employment Services offered through the Commission for the Blind and Visually Impaired (CBVI).
- Individuals with developmental disabilities eligible for Supported Employment Services offered through the Division of Developmental Disabilities including those individuals self directing their Service Plans.

Representatives of the Division of Vocational Rehabilitation Services (DVRS), the Commission for the Blind and Visually Impaired (CBVI) and the Division of Developmental Disabilities (DDD) agree to the following:

Administrative

1. Each party is a separate entity and independent organization, as such; each organization retains its own identity in providing service and is responsible for establishing its own policies. Each party to this MOU acknowledges that federal and state laws address the respective roles of each organization.
2. DVRS, CBVI and DDD will extend their best efforts to reflect program changes and updated methods of operation in this agreement, in the referral process and in service delivery.
3. DVRS, CBVI, and DDD will designate an individual(s) to serve as a contact person(s) on issues related to referrals, eligibility, placement and transfer to extended services (follow along services).
4. DVRS, CBVI, and DDD will collaborate on an ongoing basis on the development and modification of all documents, policies and processes related to Supported Employment Services. These agencies will continue to participate in the statewide Integrated Employment Coalition in order to facilitate consistent communication,

continued cooperation and continuous improvement.

Referrals

1. All individuals eligible for DDD services shall be provided with the option to participate in Supported Employment Services. Those eligible individuals, who through informed choice express an interest in competitive integrated employment, will be referred to DVRS or CBVI for vocational rehabilitation services including Supported Employment Services.
2. All individuals referred by DDD will be scheduled for an intake interview with DVRS or CBVI in a timely manner. Communication will be maintained between the DVRS or CBVI counselor and DDD case manager during the vocational rehabilitation process.
3. In instances where federal funding is not available due to an Order of Selection, DVRS or CBVI will inform the individual of the following process:
 - a. DDD individuals will be assigned a priority category based on significance of their disability (34 CFR 361.36(d)(1));
 - b. Under the order of selection, the DDD individual will be placed on a "waiting list" until they meet DVRS or CBVI order of selection criteria;
 - c. DDD individual not meeting DVRS or CBVI order of selection criteria will be provided with access to the services available through the information and referral system (Section 101 (a)(5)(D) of the Act and 34 CFR 361.37)

Eligibility

1. Eligibility determinations will be initiated and completed by each Division based upon eligibility criteria independent of the other Divisions.
2. DVRS or CBVI will accept DDD eligible individuals for supported employment pre-placement and intensive training phases.

Placement

1.
 - a. Supported employment services are provided by DVRS or CBVI as allowed by the Rehabilitation Act of 1973 as amended (currently a maximum period of 18 months unless very special circumstances warrant an extension) until the individual, counselor, provider, and employer have determined that the objectives established in the Individualized Plan for Employment (IPE) have been met and job stabilization has occurred.
 - b. At the IPE conference, the DVRS or CBVI counselor will complete the appropriate paperwork noting the projected beginning and projecting ending dates of the time limited intensive supported employment services to be provided to the individual as written on the Individualized Plan for Employment (IPE).

- c. Under certain circumstances, DDD eligible individuals who are self-directing their service plans may utilize DVRS or CBVI funding for supported employment services while they are accessing their individualized budgets.
 - d. Prior to the provision of extended services for individuals referred to DDD by DVRS or CBVI, DDD must:
 - Determine eligibility for DDD services in accordance with N.J.A.C. 10:46 - 2.1 (a).
 - If there are slots available, complete eligibility application for the Community Care Waiver (CCW) in accordance with N.J.A.C. 10:46 - 2.1 (b).
2. For individuals potentially eligible for DDD extended services, DVRS or CBVI will make efforts consistent with the principles of informed choice to link those individuals to supported employment vendors common to both DDD and DVRS or CBVI. A list of Supported Employment vendors shall be available on the DVRS, CBVI and DDD web sites.
 3. DVRS or CBVI and DDD will explore other methods of funding extended services when an individual chooses a non DDD approved vendor prior to completing the intensive phase of supported employment services.
 4. DDD and DVRS or CBVI will track employment outcomes of all DDD individuals referred to DVRS or CBVI and submit a report on an annual basis to all parties.

Extended Services

1. DVRS or CBVI transfer of the DDD consumer to extended services under the auspices of DDD is considered when the individual has achieved job stabilization and has met the objectives established in the Individualized Plan for Employment (IPE).
2. When the individual has been transferred to extended services by DVRS or CBVI, DDD will assume responsibility for extended services in supported employment for individuals that have been determined eligible for DDD services and completed the eligibility application for the Community Care Waiver (CCW). Services are based upon the availability of resources.
3. DVRS or CBVI will continue to monitor the individual in his/her placement for ninety (90) days to ensure that the consumer has achieved a satisfactory employment outcome, at which time DVRS or CBVI will close the individual's file as rehabilitated.
4. For individuals that have been determined eligible for DDD services, extended services in supported employment continue on an ongoing basis based on the need of the individual to support, maintain, and strengthen an individual in competitive employment.

5. In case of job jeopardy or job loss, funding will be first utilized under extended services (Long Term Follow Along), budget permitting. When the support needs exceed the capacity of extended services (20 hours), the individual will be referred back to the original funding source consistent with the principles of informed choice.

DVRS, CBVI and DDD will continue their close liaison and communication through designated representatives. The liaison and communications shall be subject to Federal and State confidentiality laws.

The DVRS representative with the primary responsibility for coordination of this agreement:

Mark McDevitt, Chief, Community Rehabilitation Programs Unit
New Jersey Department of Labor and Work Force Development
Division of Vocational Rehabilitation Services
135 East State Street PO Box 398
Trenton, NJ 08625
(609) 292- 6961

The DDD representative with the primary responsibility for coordination of this agreement:

Frank Kirkland, Regional Assistant Director
New Jersey Department of Human Services
PO Box 726
Trenton, NJ 08625
(609) 631-6509

The CBVI representative with the primary responsibility for coordination of this agreement:

John Walsh, Supervising Program Development Specialist
New Jersey Department of Human Services
Commission for the Blind and Visually Impaired
153 Halsey Street, 6th Floor
P.O. Box 47017
Newark, NJ 07101
(973) 648 - 3549

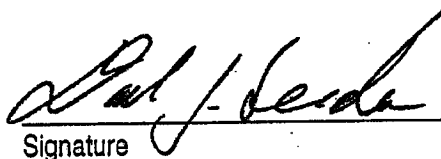
SIGNATURE PAGE

DVRS or CBVI or DDD may terminate this MOU by giving 30 days written notice to the other Divisions.

Effective date of MOU: October 1, 2008

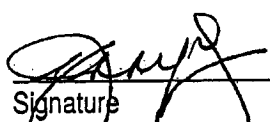
Termination date of MOU: _____

For the Department of Labor and Workforce Development: Division of Vocational Rehabilitation Services.

 9/19/08
Signature Date

David J. Socolow, Commissioner

For the Department of Human Services: Commission for the Blind and Visually Impaired and the Division of Developmental Disabilities.

 9/8/08
Signature Date

Jennifer Velez, Commissioner