

**NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
DIVISION OF VOCATIONAL REHABILITATION SERVICES  
EXTENDED EMPLOYMENT GUIDELINES**

**Revised as of November, 2019**

1. <a href="#"><u>INTRODUCTION / GENERAL OVERVIEW</u></a>	4
2. <a href="#"><u>PROGRAM GOALS</u></a>	4
3. <a href="#"><u>BASIC RESOURCE AND REFERENCE DOCUMENTATION</u></a>	5
Definitions	5
State Laws, Codes & Guidelines	7
Federal Laws, Codes & Guidelines	7
Accrediting Bodies for CRP Providers	8
Professional Organizations	8
4. <a href="#"><u>ORGANIZATIONAL BASICS</u></a>	9
Legal Entity	9
Governing Body/Board	9
Executive Director	9
Financial Practices	9
5. <a href="#"><u>STAFF</u></a>	10
Organizational Chart	10
Personnel Policies	10
Job Descriptions and Performance Evaluations	10
Staff Meetings	10
Staff Development	10
Community Relations	11
6. <a href="#"><u>PHYSICAL FACILITIES</u></a>	11
7. <a href="#"><u>BUSINESS PRACTICES</u></a>	12
Wage and Hour Compliance	13

8. <u>GENERAL PROGRAM REQUIREMENTS</u>	13
Program Evaluation	13
Consumer Handbook, Record Keeping, Grievance Procedures	14
9. <u>ACCREDITATION OF COMMUNITY REHABILITATION PROGRAMS</u>	14
10. <u>EXTENDED EMPLOYMENT (EE)</u>	15
Referrals to Extended Employment (EE) Programs from the local DVRS offices	15
Referrals of Youth to Extended Employment Programs	15
WIOA, Section 511 requirements for payment of Subminimum Wage	16
Services available to Extended Employees	16
Extended Employment Case Record	17
Individualized Employment Plan	18
Semi-Annual Reviews	19
Quarterly Notes in the Case Record	19
Extended Employment Certification	19
Disability Documentation	21
Review of EE Consumers	21
Commission for the Blind & Visually Impaired	21
Reporting of EE Consumers engaged in Competitive Integrated Employment (CIE)	21
Referrals from the EE Program to the Local DVRS Office	22
Transfer of Extended Employment Consumers	22
Waiting Lists for the EE Program	23
Work Related Activities related to the EE Program	23
Extended Employment Program Staffing	23
Extended Employment Reporting: MEER, Quarterly & Census Report	24
Level of Capacity and Consumer Wages	25
Extended Employment Transportation	26
11. <u>VOCATIONAL REHABILITATION SERVICES PROGRAMS</u>	27
Vocational Evaluation (VE) Programs	27
Vocational Evaluation Procedures	28
Short-term Comprehensive Vocational Evaluation (STVE)	28
Work Adjustment Training (WAT)	30
Referral to Job Coaching Programs	31
Vocational Skills Training Programs	31
Payment and Attendance Policies and Procedures: Fee-For-Service	32
Vocational Services	

[Back to Top](#)

12. <a href="#"><u>EXTENDED EMPLOYMENT HYBRID PROGRAM</u></a>	32
Referrals to the EE Hybrid Program	33
Funding	34
Hybrid Program vs. Supported Employment	34
Reporting	34
13. <a href="#"><u>COMMUNITY REHABILITATION PROGRAMS UNIT</u></a>	36
14. <a href="#"><u>APPENDIX: FORMS</u></a>	36
<a href="#"><u>Referral for Extended Employment Program</u></a>	37
<a href="#"><u>Referral for Youth with Disability to EE Program</u></a>	39
<a href="#"><u>Informed Choice of Vocational Program Options</u></a>	41
<a href="#"><u>Certificate of Eligibility for Extended Employment Verification</u></a>	42
<a href="#"><u>Extended Employment Individual-Review</u></a>	43
<a href="#"><u>Referral to EE Hybrid Program</u></a>	45
<a href="#"><u>Monthly Hybrid Reporting Form</u></a>	46
<a href="#"><u>Monthly Extended Employment Review (M-EER) Instructions</u></a>	49
<a href="#"><u>Monthly Extended Employment Review (M-EER) Form</u></a>	53
<a href="#"><u>Quarterly Report (EE/EE Hybrid) Form</u></a>	54
<a href="#"><u>Census Guide</u></a>	56
<a href="#"><u>Census Report Form</u></a>	57
<a href="#"><u>Extended Employee Transfer Form</u></a>	58
<a href="#"><u>Annual Facility Review of Extended Employment Programs</u></a>	59
<a href="#"><u>Instructions: Transportation for DVRS Extended Employment</u></a>	62
<a href="#"><u>Quarterly Extended Employment Transportation Report</u></a>	64
<a href="#"><u>Verification of Transportation Reimbursement</u></a>	65

[Back to Top](#)

## **1. INTRODUCTION / GENERAL OVERVIEW**

The purpose of this guideline is to provide a general overview of Extended Employment (EE), as defined by federal and state law in addition to the policy and best practices of New Jersey Division of Vocational Rehabilitation Services (NJ DVRS). This guideline can also be used to determine how EE programs may continue to enhance their services to fit within a vocational rehabilitation model. This guideline is intended to serve as a reference and does not supersede any of the terms contained in the EE contract.

New Jersey became an Employment First state in April of 2012, meaning that “competitive employment in the general workforce is the first and preferred post education outcome for people with any type of disability.” In recognition of this initiative, it is expected that the EE programs place an increased emphasis on assisting individuals to prepare for competitive integrated employment through the use of individual and group services. It is recommended that EE consumers have a vocational goal that could lead to a community-based job.

DVRS’s goal is to enhance the relationships between the Community Rehabilitation Programs (CRP) and the DVRS CRP Unit. DVRS Program Planning Development Specialists (PPDS) are assigned to each EE program to partner directly with the programs as a consultant on matters related to CRP policy and practices, in addition to services provided to consumers.

The Workforce Innovation and Opportunity Act (WIOA) was passed in July 2014. Therefore, the PPDS will play a crucial part in educating both the EE programs and the local DVRS offices about the impact of WIOA on EE programs and service delivery.

These guidelines will be revised as needed in order to provide updated information.

## **2. PROGRAM GOALS**

The program goals of extended employment have always entailed outcome achievements related to its two major components (production/services and rehabilitation services). EE programs provide work and vocational development to extended employees by means of the two parallel systems.

DVRS recognizes there are consumers who presently may be unable to work in the competitive labor market and therefore have chosen extended employment. At the same time, DVRS is asking the EE programs to refer consumers who are capable and interested in working in community-based employment to DVRS field offices.

The EE program is to provide a program of employment combined with vocational rehabilitation services as an interim step in the rehabilitation process for individuals currently unable to work in the competitive labor market as provided for in N.J.S.A. 34:16-40.

<https://law.justia.com/codes/new-jersey/2013/title-34/section-34-16-40/>

This work forms the basis for the provision of rehabilitation services to foster vocational development, as well as job preparation and readiness.

[Back to Top](#)

It is also expected that the EE programs provide programs such as job readiness/training, pre-employment services, job placement and activity skills training in order to promote the transition from extended employment into competitive integrated employment.

EE Providers should have an adequate number of knowledgeable Employment Specialist/Job Coaching staff to provide job placement and supported employment services. These staff may be instrumental to identify EE consumers who may be ready for competitive integrated employment. In addition, they may provide consulting to EE staff on developing job readiness programs as well as job exploration, preparation, and placement activities.

It is recommended that the EE Providers encourage staff to attend Supported Employment (SE) trainings such as those offered through the Boggs Center and the DVRS CRP Unit.

### **3. BASIC RESOURCE AND REFERENCE DOCUMENTATION**

The following definitions, codes, standards for accreditation, and professional organizations form the legal and programmatic basis for rules and regulations governing the standards of performance and services of Extended Employment Programs.

#### **Definitions**

The Extended Employment Program (EE) is one of the programs that may be offered under the federal definition of a Community Rehabilitation Program (CRP) (Rehabilitation Act of 1973 as amended), Section (5).

**Community Rehabilitation Program (ii):** provides directly or facilitates the provision of one or more of the following vocational rehabilitation services to individuals with disabilities to enable those individuals to maximize their opportunities for employment:

- A. Medical, psychiatric, psychological, social, and vocational services provided under one management
- B. Testing, fitting, or training in the use of prosthetic and orthotic devices
- C. Recreational therapy
- D. Physical and occupational therapy
- E. Speech, language, and hearing therapy
- F. Psychiatric, psychological, and social services, including positive behavior management
- G. Assessment for determining eligibility and vocational rehabilitation needs
- H. Rehabilitation technology
- I. Job development, placement, and retention services
- J. Evaluation or control of specific disabilities
- K. Orientation and mobility services for individuals who are blind
- L. Extended employment
- M. Psychosocial rehabilitation services
- N. Supported employment services and extended services
- O. Services to family members, if necessary, to enable the applicant or eligible individual to achieve an employment outcome
- P. Personal assistance services
- Q. Services similar to the services stated in (A) through (P) of this definition

[Back to Top](#)

(ii) For the purposes of this definition, the word *program* means an agency, organization, or institution, or unit of an agency, organization, or institution, that provides directly or facilitates the provision of vocational rehabilitation services as one of its major functions.

**Extended Employment Program:** A community rehabilitation program, or that part of a rehabilitation program, engaged in production or service operations for the primary purpose of providing employment combined with rehabilitation services as an interim step in the rehabilitation process. The EE Program is specifically for consumers who are presently unable to work in the integrated labor market, and have chosen to work in a non-integrated setting. The services available to extended employees must include ongoing evaluation, counseling, work adjustment, and job placement. A case record shall be maintained on each individual, which shall include documentation of all services provided to the extended employee.

**Extended Employee:** A consumer with a significant disability who meets one of the following requirements: (1) shall have been certified as an extended employee by the New Jersey DVRS or (2) shall be a DDD or CBVI consumer and have been referred for determination of eligibility for extended employment by the New Jersey DVRS or CBVI. Such referrals may be counted towards the contracted Level of Capacity (LOC) until a determination of eligibility or ineligibility is made. During the assessment period consumers may continue to participate as extended employees in the program and have their attendance counted toward the contracted (LOC) until formally certified or determined eligible as extended employees by the assigned Program Planning and Development Specialist (PPDS) in central office.

### **Job Coaching and Supported Employment (SE) Services:**

DVRS funds EE programs who are approved for job coaching and supported employment services.

**Time Limited Job Coaching:** the provision of supports by a qualified job coach to an individual with a disability in an integrated, competitive job setting, for consumers who will not require long term extended services.

**Supported Employment Services:** on-going support services by a qualified job coach. This may include intensive job coaching supports for a period of time, to be followed by “Extended Supports” otherwise termed as “Long-Term Follow-Along Services (LTFA).” LTFA is a state funded program via contracts awarded to individual providers, whereas time limited and intensive job coaching are funded through the local DVRS offices through a fee for service system utilizing federal funding.

**Note:** DVRS does not provide LTFA funding for any DDD consumer, as this funding is accessed through the consumer’s individual (DDD) supports budget.

**Other current services provided by SE Providers may include:** Community Based Work Evaluation (CBWE), Customized Employment (CE) Internship Development & Supports, and Trial Work Experience (TWE), If the EE program is an approved DVRS vendor of Supported Employment (SE) they are eligible to apply to provide any of these services. For more information about these services please see the NJDVRS Community Rehabilitation Programs Supported Employment Services Manual or refer to the NJDVRS website at:

[http://careerconnections.nj.gov/careerconnections/plan/foryou/disable/vocational\\_rehabilitation\\_services.shtml](http://careerconnections.nj.gov/careerconnections/plan/foryou/disable/vocational_rehabilitation_services.shtml) OR [www.lwd.nj.gov](http://www.lwd.nj.gov) and click on the link for individuals with disabilities

## **Hybrid Program**

The hybrid program allows extended employees to work part of the standard EE work week in a job in competitive-integrated employment, having been placed on the job and provided supports through the EE program. All consumers on the hybrid program are referred to the local DVRS office to have a case opened prior to the job placement in the community. For more information about this program and how it differs from supported employment, see Section 12 – Extended Employment Hybrid Program.

## **State Laws, Codes & Guidelines**

New Jersey Administrative Code 12:51, Vocational Rehabilitation Services (The Rules and Regulations Governing Community Based Vocational Rehabilitation Organizations) <http://www.lexisnexis.com>

New Jersey Administrative Code 12:45, Division of Vocational Rehabilitation Services, including Subchapter 2, Transportation for Employees Certified for Extended Employment. <http://www.lexisnexis.com>

New Jersey Department of Treasury, State Grant Compliance Supplement: <http://www.state.nj.us/treasury/omb/publications/grant/index.shtml>

New Jersey Department of Labor and Workforce Development, Division of Wage and Hour, See NJAC 12:56 Subchapter 9. [https://www.nj.gov/labor/wagehour/wagehour\\_index.html](https://www.nj.gov/labor/wagehour/wagehour_index.html)

New Jersey Statutes 34:16-42. Basic NJ statutes pertaining to workshops and extended employment contracts, including the “Sheltered Workshop Act of 1971.” See New Jersey Legislature, Statutes, Title 34. <http://www.njleg.state.nj.us/>

New Jersey Division of Vocational Rehabilitation Services, Case Services Policy Manual

New Jersey Division of Vocational Rehabilitation Services, Supported Employment Services Manual

## **Federal Laws, Codes & Guidelines**

The Rehabilitation Act of 1973, As Amended; Title I – Vocational Rehabilitation Services, Part A, Section 103. Refers to the establishment, development, or improvement of community rehabilitation program used to promote integration and competitive employment. <http://www2.ed.gov/policy/speced/reg/narrative.html>

Americans with Disabilities Act of 1990, as Amended: Includes ADA accessibility guidelines for buildings and facilities. <http://www.ada.gov/>

Workforce Innovation and Opportunity Act, (WIOA), July 22, 2014 <http://www.doleta.gov/WIOA/>

US Department of Labor, Employment Standards Administration, Wage and Hour Division, Fair Labor Standards Act, Section 14 (c), Special Minimum Wage Program. <http://www.dol.gov/whd/>

US Department of Education, Office of Special Education and Rehabilitation Services, Code of Federal Regulations Title 34, Part 361 – State Vocational Rehabilitation Services Program. See 361.55 Annual Review of individuals in extended employment and other employment under special certificate programs of the Fair Labor Standards Act, and definition of extended employment as work in a non-integrated or sheltered setting for a public or private non-profit agency that provides compensation in accordance with the Fair Labor Standards Act.  
<https://www.govinfo.gov/content/pkg/FR-2001-01-22/pdf/01-1746.pdf>

Office of Management and Budget (OMB). Federal OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" (Single Audit Act of 1984, as Amended) and Federal OMB Circular A-122, "Cost Principles for Non-Profit Organizations."  
<https://www.whitehouse.gov/omb>

### **Accrediting Bodies for CRP Providers**

The Commission on Accreditation of Rehabilitation Facilities (CARF International), and published in the most recent standards manual, Employment and Community Services Program Descriptions. A copy of the standards adopted and incorporated herein by reference as standards for the operation of vocational rehabilitation programs in New Jersey may be obtained from CARF International, 6951 E. South point Road, Tucson, AZ 85756, USA. <http://www.carf.org>

Council on Accreditation: standards for Vocational Rehabilitation Services.  
<http://coanet.org/home/>

The Council on Quality and Leadership (CQL): <http://www.c-q-l.org/accreditation>

The Joint Commission: behavioral health accreditation-vocational rehabilitation  
<http://www.jointcommission.org>

### **Professional Organizations**

Information on accounting systems and audit standards for rehabilitation organizations may be obtained from the American Institute of Certified Public Accountants (AICPA), 1211 Avenue of the Americas, New York, New York 10036-8775. <http://www.aicpa.org>

ACCSES New Jersey/CNA Services, 150 West State Street, #120, Trenton, NJ 08608  
<http://www.accsesnj.org/>

New Jersey APSE, <http://www.njapse.org/>

National Rehabilitation Association (NRA) <http://www.nationalrehab.org>  
New Jersey Rehabilitation Association (NJRA) <http://www.njrehabassociation.webs.com/>

### **For Further Information about Vocational Rehabilitation Services**

Please contact the Division of Vocational Rehabilitation Services, 1 John Fitch Plaza, 12th Floor, P.O. Box 398, Trenton, New Jersey 08625-0398. Phone: (609) 292-5987  
<https://www.nj.gov/labor/> [Back to Top](#)



#### **4. ORGANIZATIONAL BASICS** (This Section refers to 12:51, 3.2-3.5)

##### **Legal Entity**

The rehabilitation organization or its parent organization will be, or will be part of, a legal entity with a charter, by-laws and articles of incorporation which are in accordance with those legal requirements.

A non-profit organization must hold a letter of exemption under Section 501(c) 3 of the Internal Revenue Service Code of 1954.

##### **Governing Body/Board**

Each non-profit rehabilitation organization shall establish a governing entity which consists of no less than seven people and is broadly representative of the community and reflect the major areas of activities in which the organization is engaged.

A person with a disability, associations for people with disabilities, and organized labor should be represented on the governing entity.

The governing entity, or its executive committee, shall meet at least quarterly and minutes of all meetings will be on file and distributed to all governing entity members.

##### **Executive Director**

The governing entity will appoint an executive director or equivalent. The appointee will formally state their relationship to the governing body or its designated authority and duties, and delegate in writing such authority and responsibility as is necessary to direct the organization in accordance with its policies.

The executive director will be responsible for administering, directing and coordinating the overall operations and program activities and to offer appropriate information, guidance, and recommendations.

##### **Financial Practices**

The rehabilitation organization's accounting system will follow the standards established by the American Institute of Certified Public Accountants (AICPA) and CARF. The accounting system shall be functional and enable the organization to identify clearly the cost of rehabilitation services, production activities, administration, and other expenses of operation.

The governing entity and the executive director of a non-profit organization shall have an annual certified audit conducted which meets the requirements for the latest amendment of the Single Audit Act, Federal OMB Circular A-133. A copy of this audit and accompanying management letter shall be sent to and filed with DVRS Central Office and the DOL's Division of Internal Audit each year.

[Back to Top](#)

## **5. [STAFF](#)** (This Section refers to 12:51, 12.1)

### **Organizational Chart**

There will be an EE program organization under the executive director which sets forth lines of authority, responsibility, and communication in accordance with policies established by the governing entity. The organizational structure will be designed to promote efficient and effective operation of the organization's programs. The functional organizational chart will be updated annually, with a copy sent to the Chief of the DVRS CRP Unit.

The DVRS CRP unit is to be notified of any changes in management, to include Executive Directors, Director of Vocational Services, and any points of contact with the assigned PPDS for example; staff responsible for managing the Extended Employment Transportation Program.

In general terms, according to N.J.A.C. 12:51, 8.1 (h) - When a staff vacancy exists through illness or separation that is expected to last more than 10 consecutive days, the facility must notify the DVRS PPDS. If it appears the vacancy will exist beyond 10 days, the facility will submit to DVRS in writing, a plan for assuring continued services to clients.

### **Personnel Policies**

Personnel policies, procedures and practices, must be stated in writing, a matter of official record, and given to all staff members. Such personnel codes shall be reviewed annually. In the event of a lay-off of employees, either professional or extended, DVRS (Central Office CRP Chief) must be notified immediately.

### **Job Descriptions and Performance Evaluations**

The delegation of authority and responsibility within the staff organization will be established and specified in job descriptions of administrative, professional and other CRP personnel. All staff members will have an annual written evaluation of their performance.

### **Staff Meetings**

Activities and policies of the administrative and professional departments will be discussed through regularly scheduled meetings of appropriate EE program and SE department heads and appropriate staff. These staff meetings must be held monthly. The minutes of the staff meetings will be kept on file as well as distributed to the staff members involved.

### **Staff Development**

The organization will provide a staff development program designed to promote professional growth and competency. Active membership should be maintained with the appropriate state and national professional associations such as the National Rehabilitation Association, ACCSES New Jersey, NJ APSE and/or any other allied health and welfare organizations. The EE program should support attendance at professional conferences and workshops pertaining to the work of the staff member, such as offered by the National Rehabilitation Association, ACCSES New Jersey, New Jersey APSE, and Boggs Center: <http://rwjms.umdnj.edu/boggscenter/> [Back to Top](#)

It is important for EE program staff to have training in the following areas but not limited to: knowledge of specific disabilities, understanding of how to work with consumers with disabilities, job readiness, employment preparation, case management, and understanding cultural differences.

## **Community Relations**

The organization will have a well-planned public education program. All forms of communication are utilized to encourage understanding, cooperation and financial assistance from other agencies, as well as civic, religious, fraternal, business and industrial groups in the community.

The organization will work closely with the local DVRS office(s) and other referral agencies to establish and maintain a coordinated system of service delivery for all individuals with disabilities in the community. They will also keep the DVRS CRP Unit staff (whether it be the assigned PPDS or the CRP Chief) informed as to the relationship status between the EE program and the local DVRS offices.

## **6. PHYSICAL FACILITIES** (This Section refers to 12:51, 13.1)

If an agency offers on-site services at its facility, it will be designed, located, constructed, and equipped as to promote effective conduct of its program and protect the safety of its consumers, staff, and equipment.

The facility will be conveniently located in a community close to main thoroughfares and public transportation and where there is adequate parking and food service for consumers and staff.

The site and size of the property and building, rented or purchased, will be adequate for the immediate program and contemplated expansion. It is suggested that there be a minimum footage of 100 square feet floor space, exclusive of storage space, but including aisles and passageways, for each client. All ceilings will be a minimum of nine feet in height.

Private offices, easily accessible, shall be available for consumer counseling.

Space will be provided for lavatory facilities of adequate number, design, and construction to accommodate individuals with disabilities and will be kept in a clean, orderly and sanitary manner. Architectural barriers must be eliminated. A plan for removal of all barriers will be developed and submitted to DVRS, in accordance with the Uniform Construction Code, N.J.A.C. 5:23-7, Barrier Free Sub-Code.

The facility will conform to all local, State and Federal codes, regulations, and standards with respect to health and safety. It shall have regular fire drills, an evacuation plan and require an annual inspection by the local fire control agency.

The facility will use criteria similar to that used in industry to determine the type and amount of labor-saving tools, equipment, and machinery to use in the facility unless there are clearly defined reasons for exceptions in dealing with specific groups or EE program consumers.

New construction and remodeling will be kept with present day industrial design and meet all building codes. An automatic fire alarm system shall be required.

[Back to Top](#)

Equipment used in vocational evaluation will represent the type currently used in competitive industry and be based on consumer capabilities and opportunities in the labor market.

Access to suitable hospital and first aid facilities will be readily available, and at least one person who is trained in administering first aid or other required client-related medical service will be available during all working hours.

All floors will be kept clean and dry and free of holes or projections which constitute a hazard.

The facility will have at least two exits, exclusive of ladders and elevators and as remote from each other as possible. It will also provide for adequate lighting (no less than a 30 candle of illumination in working areas), proper storage of inflammable material or other supplies, unobstructed and marked aisles and passageways, and adequate safety inspection and enforcement of safety regulations.

The standards in (a) above will apply as appropriate based on the type of program and activities required.

## **7. BUSINESS PRACTICES** (This Section refers to 12:51, 3.5)

Charges for services or products will be based on knowledge of their cost, including overhead, and reviewed regularly to ensure an adequate pricing structure.

In quoting bids for contract work, an overhead mark-up should be charged. The value of any products or services, equipment or space provided by the contractor for the contract operation may be included in the determination of this mark-up. Bid quotations for program services or work should take into consideration the following:

- Knowledge of local industry prevailing piece or time rates for comparable work;
- Determination of production norms of the clients;
- Production rate norms established when industry rates are not available; and
- Calculation of the costs of supplies, equipment peculiar to the work, and of administrative overhead

Selling prices of the organization's manufactured products will be in line with the prevailing price range for such products in the areas in which its products are marketed. This will be reviewed annually to assure that they remain fair and competitive.

The organization will pay wage rates commensurate with those paid for similar types and amounts of work found at local commercial and industrial establishments, and will maintain approved labor standards.

Insurance or risk coverage will include building(s), equipment, inventory malpractice liability, Workers Compensation, Social Security and bonding of appropriate personnel. [Back to Top](#)

All financial records will be made available to authorized representatives of the New Jersey Department of Labor and Workforce Development and the New Jersey Commission for the Blind and Visually Impaired and will be subject to examination and audit upon satisfactory notice.

DVRS will suspend payment to any organization that does not keep appropriate records.

### **Wage and Hour Compliance**

Contracts will comply with all applicable State and Federal wage and hour regulations including the possession of all certificates legally required. These documents will be kept on a current basis.

## **8. GENERAL PROGRAM REQUIREMENTS** (This Section refers to 12:51, 11.1)

A written narrative description of all the organization's programs, services and administrative procedures shall be maintained and made available to interested parties. This description will be submitted to DVRS whenever changes are made in their programs, services, or administrative procedures.

Services shall be geared to the development of the client's maximum potential for integrated employment in a competitive labor market.

To accomplish the above, the following shall be provided:

- Written criteria for procedures for admissions
- Medical, psychological, social, educational, and vocational history shall be analyzed at the time of intake.

Professional ethics will be maintained at all times with respect to confidentiality in the use of the consumer's records. Record release forms, signed by the consumer, will be used when sharing confidential information with anyone outside of DVRS/CBVI.

### **Program Evaluation**

An internal system of program evaluation will be developed which offers continuous information about the quality of services provided and the outcomes achieved by persons following their provision.

The organization will evaluate every three years its total program, its coordination with related rehabilitation programs in the community, the capacity of the organization for providing services needed in the community, follow-up of consumers served, and the adequacy of the total program. Information derived from the organization's system of program evaluation should be utilized in this regard.

[Back to Top](#)

## Consumer Handbook, Record Keeping, and Grievance procedures

A current consumer or worker manual, or handbook covering services available and personnel policies, regulations and benefits should be given to each consumer at the time of acceptance. Records will be kept which reflect the productivity of each consumer/worker on a continuing basis. The written consent of the consumer, guardian, and, if necessary, cooperating agencies shall be obtained prior to the use of the client for public relations and publicity purposes.

All records of both individuals and the program pertaining to DVRS or the Commission for the Blind and Visually Impaired (CBVI) sponsored consumers will be made available to the Division's CRP specialist and/or auditors upon request.

An organization shall have a written grievance procedure for distribution to consumers, trainees, and employees, which facilitates receiving and hearing complaints and discussing problems of a general or specific nature.

### 9. ACCREDITATION OF COMMUNITY REHABILITATION PROGRAMS

(This Section refers to 12:51, 18.1)

DVRS has developed, maintained, and applied standards for approving community vocational rehabilitation organizations to vend services to DVRS.

The DVRS maintains a firm commitment to ensure that quality, meaningful rehabilitation services will continue to be provided to consumers with disabilities. This commitment mandates DVRS to:

Utilize an accreditation process that will enable the Agency to meet the ever-changing demands to the rehabilitation movement;

Utilize the services of a nationally-recognized agency that has been established specifically for accreditation purposes, and operates independently of the institution it accredits; and

Utilize an accrediting body that meets the criteria as an acceptable accreditation authority that has been adopted by the Council of State Administrators of Vocational Rehabilitation (CSAVR).

In order to achieve the above, community rehabilitation programs which are providing vocational evaluation, work adjustment training (WAT), extended employment, time limited job coaching and/or supported employment services to clients of DVRS will apply for accreditation in employment services and arrange an on-site survey by CARF or any other accrediting body which meets or exceeds CARF standards and be Approved for this accreditation no later than the third year of operation from date of approval by DVRS, see Section 3. **You will provide a copy of this initial accreditation approval letter or certificate, and a copy of the accreditation report** to your assigned DVRS facility specialist, soon after it is received.

In addition, CRPs which are providing vocational evaluation, work adjustment training, extended employment, time limited job coaching and/or supported employment services to consumers of DVRS will maintain ongoing accreditation, without a lapse, providing a copy of the new updated accreditation letter or certificate and a copy of the accreditation report to your assigned DVRS facility specialist, soon after it is received.

[Back to Top](#)

Programs are encouraged to submit all core programs for accreditation, but are required to submit comprehensive vocational evaluation services to vend vocational evaluation; employee development services to vend work adjustment training; organizational employment services to vend extended employment; and community employment services to vend supported employment and/or time limited job coaching.

## **10. EXTENDED EMPLOYMENT** (This Section refers to 12:51, 8.1)

The EE program will have all the services available of the basic vocational rehabilitation program (Title I) provided by DVRS at a lower level of intensity and without the time constraints of the basic vocational rehabilitation program for those individuals engaging in non-integrated employment or for those requiring such services to prepare for competitive-integrated employment.

### **Referrals to Extended Employment (EE) Programs from the local DVRS offices**

Individuals interested in Extended Employment may go to their local DVRS office to speak to a DVRS counselor about extended employment. If it is determined through Informed Choice, that the individual be referred for EE, the DVRS counselor will complete the “Referral for Extended Employment Program” form for the individual to be assessed for the EE program. The local DVRS field office sends the Referral Form to the EE Provider, along with available records for which release has been obtained. In addition, the DVRS local field office will email a copy of this referral to DVRS Central Office, at [EEReferral@dol.nj.gov](mailto:EEReferral@dol.nj.gov).

Consumers directly referred to the EE program, should be assessed at 6 months, one year, and then on an annual basis in conjunction by the EE staff and PPDS to determine if the consumer should remain in the EE program for an additional period of time. All consumers should be given Informed Choice as to all possible options for employment and this should be documented in the consumer’s case file. The Informed Choice form should be used for this purpose. The Pre-Vocational/Diagnostic Evaluation and Work Adjustment Training (WAT) are services to be provided for DVRS consumers who want to work in competitive-integrated employment. However, when the DVRS counselor has referred the consumer for these services, and this results in the consumer being referred to the EE program, the DVRS counselor must then complete the “Referral for Extended Employment Program” form. See Appendix, page 36.

### **Referrals of Youth to Extended Employment Programs**

The Workforce Innovations and Opportunity Act (W.I.O.A.) of 2014, section 511, stipulated that beginning, July 22, 2016, a youth (age 24 or under) cannot be directly referred to an EE program, unless the employer has reviewed, verified, and maintained documentation that the youth has completed the following three requirements:

- 1) Transition services under the Individuals with Disabilities Act (IDEA) and/or pre-employment services under section 113 of the Rehab Act:
- 2) Vocational Rehabilitation, as follows:
  - a) The youth applied for VR services and was found ineligible OR

[Back to Top](#)



- b) The youth applied for VR services and was found eligible AND had an individualized plan for employment (IPE) AND worked toward an IPE employment outcome for a reasonable period without success AND the VR case was closed; AND
- 3) Career counseling, including information and referrals to Federal and State programs and other resources in the employer's geographic area

The Designated State Unit (DSU), which is typically the Vocational Rehabilitation (VR) agency in the State, is required to provide individuals with documentation of services provided.

~ (USDOL, Wage and Hour Division, Fact Sheet #39H, February, 2019)

When a DVRS or CBVI youth is referred to an EE program, such referral can only be made if the DVRS/CBVI counselor has completed their designated referral form to indicate that adequate services have been provided as stated above. For DVRS referrals, this form would be sent to the provider along with the standard EE referral form.

The DVRS referral for youth can be found in the Appendix, page 38. This form needs to be included in the consumer's case file in addition to any supporting documentation that was sent with the referral.

### **WIOA, Section 511 requirements for individuals regardless of age**

Section 511 requires that all workers with disabilities who are paid a subminimum wage (SMW) are provided career counseling and information about self-advocacy, self-determination, and peer mentoring opportunities. These services are to be provided every six months during the first year of extended employment and annually thereafter.

Career counseling is to be provided by the state designated unit who provides employment services for individuals with disabilities. For EE programs in New Jersey, this service is provided by the New Jersey Division of Vocational Rehabilitation Services (NJDVRS). The EE program is responsible for reaching out to their designated local DVRS field office(s) to request the career counseling and provide an updated list of consumers to be served.

The EE program is responsible for obtaining the other required services for their consumers. These services must not be provided by the EE program or any entity that has any financial interest in the individual's employment outcome, including any entity that holds a section 14c certificate.

The employer (EE program) must verify completion of these service requirements. Specific questions or need for clarification regarding the 511 requirements may be directed to the regional federal wage and hour office. More information about section 14c and section 511 can also be found at the US wage and hour website at: <http://www.dol.gov/whd/workerswithdisabilities/>.

### **Services available to extended employees must include:**

- Assessment of consumer's ability to perform work in the EE program. This assessment may be up to 50 days (under their "50-day work trial period.") (Days included in the assessment must be as consecutive as possible) **Note:** The amount of time spent for the assessment should be determined on a case by case basis and therefore not automatically done for the full 50 days

[Back to Top](#)



- Vocational Counseling (done by EE program case manager or counselor)
- Work Adjustment – This includes basic instruction from the appropriate EE staff as to assisting consumer with work performance and making any needed acclimation to the work environment.  
Assisting the consumer to adjust to his work setting is separate and distinct from the DVRS Title 1 funded service of “Work Adjustment Training.” WAT is a service funded via a voucher from the local DVRS office.
- Job Placement Services (The EE provider will provide job placement and job development services to those EE consumers who are capable and have expressed an interest in competitive integrated employment.) This service would be provided to individuals who had been referred to the local DVRS office, and have been referred back to the EE programs, Supported Employment (SE) Division through Informed Choice.

## **Extended Employment Case Record**

A case record shall be maintained on each consumer, which must include documentation of all services provided to the extended employee. The case record is the primary source of documentation concerning the consumer’s program activities. The case notes shall document progress, issues to be addressed, concerns, and other pertinent areas regarding the consumer’s participation in the EE Program.

The case record will include an employment plan which will be developed in concert with the consumer, or if appropriate, their representative such as parent, guardian or advocate.

The case record must be updated quarterly with a progress note, and shall serve as a record of services provided to the extended employee. Case records must identify behaviors that prevent an individual to move toward competitive integrated employment.

This plan, along with the case record, will identify the consumer’s vocational goals, objectives to the goal achievement, strengths, needs, priorities and informed choices, and should be signed and dated by both the client and the case manager.

## **Case files for EE program consumers should include the following:**

- Completed program application and intake packet;
- DVRS EE Referral Form with current contact information, emergency contact information, medical information (diagnoses, medications, treatment plans, physician’s name and contact data);
- Youth Referrals: EE referral form, Youth referral form and supporting documentation;
- DVRS EE Hybrid Referral for those consumers participating in this program;
- All pertinent information should be currently updated and/or reviewed yearly;
- Diagnostic information about the individual’s disability (s) such as medical/disability treatment, diagnoses reports, medical history for conditions which substantially interfere with vocational goals;  
**Note:** Diagnoses must be signed by a physician, or professional qualified to diagnose the consumer’s conditions. This may need to include evaluations
- Social history and case information;
- Reports of the “50 days (or less) Trial Work Period” completed in the EE program;
- EE Verification Check off form for Certificate of Eligibility;
- EE Certificate;

[Back to Top](#)

- Information on wages paid to consumer from work done within the EE program, to include production rate and hourly wage, updated regularly, case records will also include regular quarterly notation of client earnings as a percentage of prevailing wage on jobs
- Individualized Employment/Rehabilitation Plan;
- Written statement regarding consumer's choice to be in the EE program, updated every six months; and
- A continuous running record, updated quarterly, of client activity.

**When applicable the case record should also include:**

- Documentation of work precautions;
- Updated medical evaluation reports, prognosis, and summary reports;
- Updated psychological and/or psychiatric reports. Learning evaluations by a specific learning disability specialist;
- Reports from diagnostic Pre-Vocational evaluations and Work Adjustment Training (WAT) done in the EE program;
- A written record of follow-up placement efforts; and
- A summary description fully setting forth the reasons for non-acceptance or case closure
- The EE program is responsible for developing a discharge plan in cases where a consumer's EE services are ending. The plan should be developed in collaboration with the consumer and all pertinent stakeholders

**Individualized Rehabilitation Plan (Employment Plan)**

The case record will include an individualized rehabilitation plan/ facility rehabilitation plan otherwise known as an "Employment Plan" which will be developed in concert with the evaluation and participation of the extended employee.

The Employment Plan shall be developed with the EE program consumer in concert with the EE program case manager. This plan will be available to the assigned PPDS when requested. It is strongly recommended that the plan include a vocational goal for the consumer that indicates a job or career goal. Interim steps to help consumer attain goals and improve job readiness must be included in the plan.

For those cases where the individual is currently choosing extended employment vs. competitive-integrated as a goal, the emphasis of a vocational goal can still be utilized to work within the current EE framework. This could look like a goal of janitorial work, assembly work, etc. This may assist consumers in recognizing the full occupational nature of the work that they do. A focus on a specific vocational goal may result in creating a sense of greater accomplishment and pride in the work performed, and perhaps ultimately lead to a desire to continue on a career pathway.

The initial plan should be implemented the day after the "50 Day (or less) Assessment" has been completed.

Services for consumers shall be based upon professional evaluations of the individual's abilities, interests, needs, progress and vocational goal.

[Back](#) to

[Top](#)

The organization will have a plan of placement services for consumers who are ready for employment in the competitive labor market, including an adequate follow-up program.

## **Semi-Annual Reviews**

As stipulated in the 12:51-8.1 Section (d) “Each extended employee will participate in a formal semi-annual review with an appropriate professional staff member and modification will be made of the individual’s rehabilitation plan as indicated by progress or lack of the same.”

The EE program may choose to use a form or template specific for this purpose or designate a header within the case record to document the pertinent information and updates needed to complete this review.

## **Quarterly Notes in the Case Record**

The Quarterly Note should be a summation of pertinent information related to the consumer’s employment and vocational goals that have taken place over the course of the quarter.

It is recommended that the quarterly case notes be linked with the individual’s Individualized Rehabilitation (Employment) Plan.

A template for this quarterly notation could include:

- Vocational Goal
- Work Area/Job Tasks/Work Schedule
- Individual’s Strengths, Behaviors, and Challenges related to Work Performance
- Vocational Rehabilitation needs addressed this Quarter/Results of Actions Taken/Next Steps
- Progress made toward identified goals in Individualized Rehabilitation (Employment) Plan
- Next Steps

## **Extended Employment Certification**

Consumers are typically referred for extended employment by a local DVRS office although the New Jersey Commission for the Blind (CBVI) may also refer their consumers to the EE program. At this present time DVRS is administering the funding of the Level of Capacity (LOC) for consumers who have demonstrated a minimum of a 20 percent production rate of the industrial norm for a given job as well as for DDD consumers who may not have achieved a 20 percent production rate.

The N.J.A.C. 12:51 specifies that a consumer cannot be “certified” as an “extended employee” unless they have a minimum of a 20 percent production rate. This production rate is typically determined as an average rate that has been met over the course of the consumer’s evaluation period.

DVRS cannot certify those making below 20 percent as an extended employee. However, if the individual is a DDD consumer they may be “determined eligible” to participate in the EE program. The DVRS PPDS assigned to work with the EE provider is the designated staff to determine if a consumer is either “certified” or “eligible” for extended employment.

[Back to Top](#)

There are other pertinent factors besides the production rate that the PPDS must take into consideration when determining a consumer's certification and eligibility for the EE program. This includes, but is not limited to, the following:

- The consumer has a documented disability
- There is evidence that consumer has exercised informed choice in regard to attending the EE program
- The consumer demonstrates the ability to develop appropriate work related behaviors such as attendance and the ability to work well with co-workers and supervisors

There may be times when a consumer is referred to the EE program after having received Title 1 services through the referral of a DVRS counselor. This typically would mean that consumer has had a Pre-Vocational or Diagnostic Evaluation (PVE/DVE) done and in rarer cases when the consumer has had Work Adjustment Training (WAT). **Note:** It is important to know that when a referral is made in this way, that the standard DVRS Referral for the Extended Employment Program form needs to be completed by the DVRS counselor with a copy sent to DVRS Central Office as well as the EE Program.

However, all of the services noted above are intended for consumers who had expressed an interest in competitive-integrated employment. Therefore, any consumer entering the EE program in this way, must first have a staffing with their DVRS counselor, EE program staff as well as the DVRS PPDS when appropriate. There must be clear and convincing evidence that the consumer is not ready to pursue competitive-integrated employment and that all other service options have been explored.

Individuals referred directly for extended employment and for whom competitive-integrated employment is not an immediate goal, may not participate in Title 1 programming.

If accepted to the extended employment program, that individual may participate in a trial work period of up to 50 days' duration. While the individual is in the 50-day trial work period, days of attendance may be charged to the program's Level of Capacity (LOC). Under no circumstances may attendance days be charged to the LOC, after the program determines that the individual does not meet EE eligibility criteria. If that individual does meet EE eligibility criteria, days of attendance may continue to be charged to the LOC, pending official certification. If the individual is unable to achieve an average production rate of 20% during the trial work period, the individual may still be determined "eligible" to participate in the EE program, but only if they are a registered DDD consumer, and the PPDS had made a determination of eligibility.

**Note:** When a consumer has left an EE program, and wishes to return to the same program or another one, their EE Certification is valid for up to one year. However, the provider has the flexibility to review individual circumstances to determine if the individual is still eligible for the program. If the consumer wants to re-enter a program after a year's time, this individual must be treated as a new referral. The EE program must obtain updated medical documentation for consumers returning to program. In cases where a consumer has been absent for medical reasons, the EE program must receive medical clearance signed by a medical professional stating that the individual is able to return.

[Back to Top](#)

## **Disability Documentation**

Please note that the referring DVRS counselor may not have any disability documentation or other reports to transmit with a direct referral to the EE program, and it is the responsibility of the EE provider to obtain any needed disability documentation. (This is a specific reference to individuals referred for a 50-day trial for EE.) The DVRS counselor may only have such documentation if the individual has an open case with DVRS. Therefore, when a DVRS counselor is referring the individual for a vocational evaluation or work adjustment training, under Title 1 funding, the DVRS counselor should be responsible for forwarding any pertinent documentation to the EE program, including disability documentation.

As stipulated in N.J.A.C., 12:51-11.1, the CRP will provide adequate medical documentation in the case record to substantiate that the individual has a significant disability, including the diagnoses as determined by the appropriate medical or mental health professional. Both adequate and updated medical documentation may be of particular significance when referring a consumer for the hybrid program to ensure that the consumer is able to work at particular jobs in the community.

## **Review of EE Consumers**

Each certified extended employee will participate in a formal review and evaluation twice a year with a professional EE staff member and appropriate modifications will be made to the consumer's Employment/Rehabilitation Plan in regard to their progress.

There will also be a determination of the individual's interests, priorities, and needs with respect to integrated employment that will be included in the consumer's plan and updated twice a year.

As discussed on page 16 of this manual, DVRS staff will also meet with the extended employee to offer additional options for integrated employment, every six months for the first year, and then on an annual basis.

## **Commission for the Blind and Visually Impaired (CBVI)**

CBVI personnel will conduct the reviews, mandated by WIOA for any CBVI or CBVI eligible consumer attending the EE Program.

Case records and reporting by the EE Provider should be the same as for any other extended employee.

## **Reporting of EE Consumers Engaged in Competitive Integrated Employment**

It is important that EE providers encourage consumers to move toward the goal of competitive integrated employment, so that they view extended employment as a transitional goal rather than a permanent one.

The EE provider should notify the PPDS when a consumer has become employed outside of the EE program. Not only is this information helpful in making a full assessment of the consumer's vocational goals and capabilities, it may also be a strong indication of when a consumer through Informed Choice, could benefit from being referred to the DVRS local office. [Back to Top](#)

DVRS supports what is in the best interest of the consumer. Consumers in an EE program, may be allowed to begin a transition process of reducing their work hours, while at the same time being referred to the local DVRS office. The DVRS counselor would then determine the consumer's eligibility for supported employment services and/or any other needed services to assist the consumer to be successful in competitive employment. Some of these consumers may be appropriate for the hybrid program vs. supported employment. Other individuals may be capable of working on their own in the community part-time with no supports or services needed.

This "transitional" type of programming would primarily be designed for those who had already been certified or determined eligible to be an extended employee.

DVRS also recognizes that sometimes the consumer may try employment out in the community, and for valid reasons, may not be successful in this endeavor and request to return to the EE program.

The EE program is not designed for new consumers to enter the EE program part-time in order to supplement time they are spending in part-time community employment or other activities. The overall thought process in this regard, is that the EE program should not be used to simply place a consumer somewhere per the request of an outside provider or other interested party wanting the consumer to be "not sitting at home." **However, individual situations on a case by case basis can be reviewed by the PPDS upon request.**

In addition to reporting to DVRS any consumers who are working part-time in competitive integrated employment while attending the EE program, the EE provider will include in the quarterly reports to the DVRS CRP Unit, how many consumers have left the EE Program due to being placed into competitive integrated employment.

### **Referrals from the EE program to the local DVRS office**

The EE provider will refer consumers to the DVRS local office through Informed Choice when an extended employee is ready to transition into competitive integrated employment as evidenced by their individual productivity, demonstration of work readiness behaviors and expressed desire to work in the community.

The PPDS should be used as a consultant whenever needed when making determinations of referrals to the DVRS office.

Specific explanations are required in those instances where an individual is earning over 50% of the competitive rate and is not involved in active efforts toward competitive integrated placement to include a referral to the DVRS local office. In addition, the PPDS should be notified of these instances and will determine the need for a case review.

### **Transfer of Extended Employment Consumers**

If a consumer or interested party has expressed an interest in the consumer transferring from one EE facility to another, the PPDS of the current facility should be consulted as to the rationale of the transfer. The PPDS in turn will also discuss the matter with the PPDS assigned to the facility to which the consumer wants to be transferred. This allows all practical issues and any potential concerns to be worked out so as to ensure that the transfer is feasible and in the best interest of the

consumer. The referring facility will ensure that the consumer has signed a release of information form, in order that all pertinent documentation and records be sent to the receiving facility.

The DVRS EE Transfer form needs to be completed by the EE staff, placed in the consumer's file and emailed to the PPDS assigned to the current EE facility who will review and approve the transfer in consultation with the PPDS assigned to the new facility.

### **Waiting Lists for the EE Program**

The EE facility should not allow a consumer to participate in a "50-day Work Trial" if it is anticipated that there is no opening to continue in the program once the work trial is completed and such consumer is then put on a waiting list and sent home.

In these situations, it is up to a facility if they want to keep the consumer on if they have reached 100 percent of their Level of Capacity (LOC) and then be considered as "over-serving."

### **Work Related Activities Provided in the EE Program**

In the event of downtime, activities will be provided which are vocational in nature such as "job clubs." Such activity could include group discussions of employment related topics, employment related videos, job seeking skills training, and appropriate work-related behaviors.

It is the responsibility of the EE program to ensure that the consumers are fully engaged throughout the program day in activities that promote their vocational development.

The PPDS can provide consultation as to how to enhance this type of activity and programming.

### **Extended Employment Program Staffing**

EE providers need to adhere to the staffing requirements as outlined in the N.J.A.C. 12:51-8.1 and 12.1.

The ratio for floor supervision shall be one supervisor to 20 individuals. The floor supervisor shall not be absent from the floor due to other assigned duties not related to floor supervision (for example, contract procurement.) Staff meetings, safety committee, etc., are considered regular supervisory responsibilities.

EE Case Managers need to have realistic caseloads in order to provide quality services to their consumers. Ideally, it is recommended that there are no more than 40 consumers on the case manager's caseload.

In computing supervisor ratio in satellite facilities, off-site, or crew labor programs, these will be considered as separate entities. While counseling and placement services need not be "on-site" full-time, all services must be available on a regularly scheduled basis.

When a staff vacancy exists through illness or separation that is expected to last more than 10 consecutive days, the facility must notify the DVRS assigned PPDS. If it appears the vacancy will exist beyond 10 days, the facility will submit, in writing, a plan for assuring continued services to consumers. It is important that staff changes be made known to the PPDS and/or CRP Chief so



that the EE program has adequate staff coverage to ensure the programmatic needs of the consumers are being met.

For the purpose of standards compliance, a position will be considered vacant for 40 work days. After 40 work days, the position will be considered not to exist until such time as it is filled.

Each facility is expected to place a percentage of its extended (sheltered) consumers in competitive integrated employment each year. The recommendation is for this percentage to be at or above ten percent of the total amount of consumers counted under the LOC. It is recognized that economic factors may impact on performance in this area.

DVRS recognizes that some individuals have participated in extended employment for many years and may not be able to realistically move into competitive employment. However, these individuals still have the right, through informed choice, to choose the option of exploring competitive integrated employment.

A consumer who is released early for medical appointments shall be considered to have attended the full day for purposes of counting program days unless such early releases occur on more than five percent of the days the consumer is present.

### **Extended Employment Reporting: MEER, Quarterly Report and Annual Census Report**

The EE Provider shall be responsible for the submission of the Monthly Extended Employment Report (MEER) ten calendar days after the close of each month.

The MEER is to track consumers who are in the EE Program.

**Note: For consumers listed on the MEER in “A” or Assessment status. The EE programs need to ensure that they are moving consumers in this status as quickly as possible upon completion of their initial evaluation or assessment into the next appropriate status. The PPDS should be reviewing a consumer for certification as soon as possible after the “50 days” evaluation has been completed.**

These reports have two sections consisting of the Population Status Update and the Level of Capacity (LOC). The former section tracks the entry, internal movement and exit of consumers from the EE program, including demographic information, and the latter section tracks aspects of the Level of Service (LOS) including the LOC for the month, and the cumulative and contracted LOC.

**Quarterly Report** – The EE Provider will submit a quarterly report to DVRS Central Office by emailing the report to their assigned PPDS at their individualized email and Central Office at: [EEQuarterlyRpt@dol.nj.gov](mailto:EEQuarterlyRpt@dol.nj.gov).

This report will include statistics regarding the EE consumers served, services provided to EE consumers, information about consumers in the hybrid program and overall program highlights. The template to be used for this report can be found in the Appendix section of this manual.

[Back to Top](#)



**The facility shall also submit, within the first fifteen calendar days of the State Fiscal Year (July 15<sup>th</sup>), an Extended Employee Census Update report listing all current DVRS/CBVI eligible extended employees on the roster as of “start of business” on July 1<sup>st</sup>, and their program status on that date. This does not include any consumers who have left your program, for any reason, prior to July 1<sup>st</sup>.**

As a best practice, it is recommended that an extended employee census be submitted to DVRS Central Office every six (6) months to allow the assigned PPDS to have updated information and coordinate this with the quarterly transportation survey and other reporting.

## **Level of Capacity and Consumer Wages**

Contractors’ accounting records are required to include the following information:

Individual consumer attendance records summarizing periodically on a calendar basis the number of days the consumer is present and absent, and the reason. The scheduled “working day” of a facility’s extended (sheltered) employment program will consist of not less than five working or instructional hours. This record will be maintained either for all consumers in a single binder or individually in each consumer’s case file.

The Contracted Level of Capacity shall be the average daily number of eligible extended consumers to whom the contractor is authorized to provide contracted services during the contract budget year multiplied by 220 consumer service days (days eligible extended consumers are in paid attendance status during the contract period).

The Committed Level of Capacity (CLOC) shall be not less than 90% of the Contracted Level of Service computed as shown below.

The Department reserves the right to reduce or suspend monthly payments when the contractor either fails to meet the committed level of capacity in two or more consecutive months or the total contract variances between the budgeted and actual LOC exceed 10% over the entire contract period. In the event it is determined that the contractor failed to furnish contract services at the contracted committed level of capacity, the Department may reduce the total contract award at a rate not to exceed the cost per consumer day (total contract award divided by the number of contracted LOC days) times the difference between the CLOC and the actual level of service (number of consumer service days actually provided during the contract period). Only Consumer Service Days provided in excess of 10% of the contracted LOC shall be considered “excess” for the purpose of awarding any additional funds which become available for contract funding purposes herein.

The total amount of *possible* client service days in a contract year is based on a Monday through Friday work week. The contract permits approved non-service days to be subtracted from the total possible service days, which gives the actual amount of days the client is on-site at the program.

The scheduled “working day” of a facility’s extended employment program will consist of not less than five working or instructional hours ~12.51-8.3.

**The monthly contracted Level of Capacity (LOC) is based on 220 client service days. Non-service days (i.e. holidays, vacation, sick, closure due to weather, etc.) are not counted in the**

**actual LOC reported to DVRS, as these days have already been accounted for under the total possible service days. While the grantee has the option to offer more than 220 client service days, 220 is used for MEER calculation purposes.**

Please be advised that the EE program must forward their holiday schedule to the DVRS CRP Unit annually. Also, paid sick and vacation leave must be allotted to the extended employee in terms of a reasonable fringe benefit as outlined in the EE provider's consumer handbook. The total wages or other payments to all individual consumers must be recorded and aggregated on an annual basis for the contract period.

The EE provider must allow the assigned PPDS to review and/or be given a copy of the consumer handbook and ask any pertinent questions related to the handbook, if the information is unclear, such as how consumers are paid for holiday time.

### **Extended Employment Transportation (EET)**

As stipulated in the New Jersey Administrative Code: Section 12: 45, certain procedures and standards have been used by the Dept. of Labor & Workforce Development and community rehabilitation programs to defray the costs of transportation expenses for extended employees attending your programs.

The legislation was very clear that state funds were to be set aside for those DVRS/CBVI sponsored consumers enrolled in and attending the EE program and earning below Minimum Wage.

To be eligible, the consumer must be an extended employee making a sub-minimum wage who has daily out-of-pocket costs, not funded by other sources, and only be assisted in defraying the roundtrip/cost from their residence to the EE Program.

This may include consumers who are being paid under a 50- day work trial, or are in awaiting certification status.

Some EE consumers work part of the work week on a contract in the EE program that pays minimum wage or above. In these circumstances, the consumer may be counted on the EET, but **ONLY** if their bi-weekly wage averages that of a sub-minimum rate.

This data is submitted to DVRS Central Office via the assigned PPDS to the EE program, on a quarterly basis, and processed accordingly. The Workshop Facility is the intermediary who issues individual checks for those eligible consumers on a quarterly basis.

When there is verification that the payout has been made to all consumers listed on the report, you will submit a letter each quarter on official letterhead signed by your Executive Director, in addition to the Verification Form.

This letter will simply acknowledge that you are sending the required verification form for the quarter as an attachment to DVRS Central Office.

An administrative fee of \$5 will still be issued to you for each individual listed as having received a check from your EE program.

[Back to Top](#)

Please know that DVRS will continue quarterly monitoring of the transportation surveys, and that there may be periodic monitoring of the client payout process, to ensure compliance.

Please refer to the EET instructions and associated forms in the Appendix section.

## **11. VOCATIONAL REHABILITATION SERVICES PROGRAMS**

(This Section refers to 12:51, 4.1-7.2)

### **Vocational Evaluation Programs**

Vocational evaluation is a comprehensive, individualized and systematic process in which a consumer, in partnership with the evaluator and DVRS counselor, learns to identify vocational options consistent with the consumer's abilities, capabilities, preferences and interests and develop employment goals and objectives. This process incorporates background information (for example, information on education, psychological history, work history, medical/physical capabilities, behavior status, and financial status) and uses a combination of testing, work samples, situational assessments, community-based job tryouts, prevailing labor market data, occupational information, assistive technology, functional capacities, accommodations, and modifications. It incorporates respect for the consumer's personal processes of growth, self-empowerment and development of insight leading to the consumer's informed choice of meaningful career progression goals.

The vocational evaluation process must include intake procedures as well as an orientation procedure in order to define reasonable expectations for all parties involved. In addition, the range and scope of the evaluation services should be sufficiently comprehensive to obtain information about the consumer such as: ability to learn about oneself as a result of the information obtained and furnished through the evaluation experience; educational and vocational achievements; assistive technology and reasonable accommodations needed; community and employment supports needed; environmental conditions needed; the need for tool and job-site modifications or adaptive equipment that may enhance the employability of the consumers receiving services when their disabilities may invalidate otherwise standardized procedures; work and non-work needs; independent living skills; intellectual capacity; interests, aptitudes, and career aspirations; job-seeking and job-keeping skills; knowledge and occupational information; learning styles, including ability to understand, recall, and respond to various types of instruction; loss of access to the labor market and/or loss of earning capacity; personal, social, and work-related behaviors; physical and psychomotor capacities; possible employment objectives; transferable skills; work skills and tolerances; and modes of communication. It is recommended that community-based job sampling and situational assessments be utilized as part of the vocational evaluation process.

The length of the basic vocational evaluation process shall be based upon the time necessary to identify the consumer's vocational goals which generally should be completed within a five-week (25 days of work) period, but may be more intensive and thereby shorter by mutual agreement of the consumer, evaluator and DVRS counselor. Further time extensions will depend entirely upon justification, viable staff conferences which include the consumer, the evaluator and the DVRS counselor and written reports. The evaluation shall result in:

[Back to Top](#)

Development of an employment/rehabilitation plan with a vocational goal in an integrated competitive setting with, if required, a description of supports that are required for such a placement. The evaluation report must identify the number and types of support that are required;

Development of the organization's rehabilitation plan, indicating the services to be provided in order to prepare for competitive integrated employment.

Determination that a vocational program is not appropriate at this time.

DVRS counselors should only be approving referrals for Pre-Vocational/Diagnostic evaluations and Work Adjustment Training (WAT) when the consumer has expressed a clear interest in working in competitive-integrated employment.

## **Vocational Evaluation Procedures**

The rehabilitation organization will maintain a current description of the tools, forms, and materials used for the vocational evaluation process, noting when such tools are utilized. DVRS may contract with an organization for a short-term evaluation utilizing a valid commercial assessment system. In these instances, the maximum fees and length of time will be those on file with the CRP unit.

The evaluation staff conference will be conducted no later than the fourth week for a five-week evaluation and will include minimally the consumer, the agency case manager, and the DVRS counselor.

The evaluation report will be prepared following the staff conference. It should arrive at the DVRS office during the fifth week for a five-week evaluation that will be processed for further action by DVRS. DVRS will be responsible for providing appropriate documentation of such action to the facility within one week of receipt of the report. The vocational evaluation report will be comprehensive in nature and include information as referenced in the most recently published CARF standards manual concerning the range and scope of comprehensive vocational evaluation services. The report will answer the referral questions, be shared with the consumer, be disseminated in a timely manner, and be relevant to the desired employment outcome. Required supports shall be identified.

Vocational evaluation, other than simulated job stations, on-floor work observation, and on-the-job evaluation, shall be carried out in a separate room with appropriate space, light, and ventilation. Sound levels shall not be so excessive as to interfere with the evaluation process.

An Extended Employment Program, offering vocational evaluations must be accredited in Comprehensive Vocational Evaluation by the Commission on Accreditation of Rehabilitation Facilities (CARF) and approved to vend such service by DVRS.

## **Short-term Comprehensive Vocational Evaluation**

Short-term comprehensive vocational evaluation is an individualized, timely, and systematic process, lasting from 3 to 5 days, in which a consumer seeking employment, in partnership with the evaluator and the DVRS counselor, learns to identify viable vocational options and develop employment goals and objectives that will lead to an outcome of competitive employment.

The short-term comprehensive vocational evaluation is to include intake procedures, orientation, vocational exploration, person centered planning focusing on expected vocational outcomes and interests, testing which assesses a consumer's learning style, dexterity, aptitudes and skills, and the appropriate work samples, if necessary. The evaluation should also identify the reasonable accommodations, adaptations, and supports (such as assistive technology) needed to remove or minimize barriers to competitive integrated employment.

An individualized written evaluation plan must be developed with the input of the consumer seeking employment and the evaluator, and agreed to by the DVRS counselor. It will be modified, as necessary, with the input of the consumer seeking employment.

The length of the short-term comprehensive vocational evaluation will be 3 to 5 days depending upon the specific needs of the consumer and agreement between the consumer, the evaluator, and the DVRS counselor. The days need not be consecutive. A full day consists of five hours; three hours will be devoted to actual testing. Two hours can be used to determine appropriate instruments, grading the tests and writing the report. The evaluation shall result in the development of a relevant employment plan that is the result of integrating the following information: work history, previous training and education, economic status and the impact of the loss of benefits, relevant medical and diagnostic information, functional abilities, employment and training opportunities in the community, interests of the consumer, and support needs and accommodations including assistive technology, or a determination that a vocational program is not appropriate at this time.

An exit interview shall be conducted and a written evaluation report prepared which is: shared with the consumer seeking employment, disseminated in a timely manner to agencies and individuals responsible for implementing the report recommendations, relevant to the desired employment outcome, and responsive to the referral questions.

The rehabilitation organization will maintain a current list of vocational assessment instruments, competency exams, and aptitude and interest tests available for the evaluation.

If work samples are used, written instructions must specify: the materials used, the equipment used, the layout, methods for administration, interpretation of scoring, the population upon which the norms were established for these samples and the industrial time standards for the work being performed.

If situational assessments are used, the ability of the organization to provide the following must be documented: that there is adequate supervision, that the job site is safe, that there is a system for measuring appropriate work behaviors, the ability to provide or obtain job accommodations, that all aspects of the program are accessible (no physical, attitudinal, communication, or transportation barriers), what is expected in terms of quality and quantity of work, a description of the physical demands of the job, the task and demands related to the goals of the situational assessment are identified, and other issues as appropriate to the consumer seeking employment.

Short-term comprehensive vocational evaluation, other than situational assessment, shall be carried out in a separate room with appropriate space, light, and ventilation. Sound levels shall not be so excessive as to interfere with the evaluation process.

[Back to Top](#)

The short-term comprehensive vocational evaluation will be conducted by:

- A vocational evaluator with minimum of a Bachelor's degree, and
- Successful completion of relevant advanced courses in vocational evaluation and assessment (tests and measurements), and
- Two years of relevant experience, and
- A current Certified Vocational Evaluator (CVE) certification or
- Upon approval of DVRS CRP Unit, a Certified Rehabilitation Counselor (CRC) who has demonstrated at least 2 years of relevant experience and has successfully completed three graduate level courses from an accredited college or university in vocational evaluation, standardized assessment and testing and measurement, and
- Is being supervised by a CVE or had obtained a credential as a Professional Vocational Evaluator (PVE) through the Registry of Professional Vocational Evaluators. Note: the PVE registry is no longer in operation.

The field of Rehabilitation has been suffering a crisis of credentialing for the specialization of vocational evaluation. As of September 2009, the CCWAVES has no longer been operational, so there is no definitive option for new vocational evaluators to be certified as "Certified Vocational Evaluators". Individuals currently holding the CVE designation can maintain their status through the CRCC website: <https://www.crccertification.com/>.

## **Work Adjustment Training Programs (WAT)**

WAT is a comprehensive, individualized service that assists consumers seeking employment to develop or reestablish skills, attitudes, personal characteristics, work behaviors, functional capacities, to achieve the identified integrated employment outcome.

Services are provided that address the individual needs of a consumer seeking employment to achieve the desired competitive integrated employment outcome which may include: attendance and punctuality, grooming skills, job-seeking skills such as interviewing, completing applications, and developing and using job-finding networks and resources, on-the-job performance skills related to quality and quantity of work, work-related community skills such as time management, mobility, and money management skills, functional literacy skills, knowledge of work practices, such as payroll deductions, insurance, unions, retirement, benefits, and safety, work-related academic skills, work-related communication skills, access to government and community service agencies, community living arrangements and coordination, knowledge of legal affairs/tax matters and mobility and transportation skills.

The referral for the WAT is intended to support the individual in his or pursuit of competitive-integrated employment. This is in alignment with both the "Employment First" Initiative as well as the Workforce Innovative Opportunity Act.

According to the current N.J.A.C. 12:51, it states that *work adjustment services* should result in: 1) development of a rehabilitation plan for placement in integrated employment with or without supports; or 2) development of a rehabilitation plan for extended employment for up to one year for those individuals performing at 20 percent productivity or above, who will continue to prepare for integrated employment; or 3) development of an organization's rehabilitation plan, should an individual choose to enter extended employment rather than pursue services leading to integrated employment.

[Back to Top](#)

During Work Adjustment Training (WAT), staff conferences are to be held no less than every six weeks. Written notes of these conferences will be submitted to DVRS during the week following the conference. A comprehensive review of the consumer's progress will be conducted at the staff conference two weeks prior to the end of the authorization (approximately week 16 for a 90-day authorization and week seven for a 45-day authorization). The same relative schedule for processing will be binding on both parties.

## **Referral to Job Coaching Programs**

The primary mechanism for placing extended employees into competitive, integrated employment is through the agency's job coaching/supported employment program or through the agency's traditional job development office. The job readiness or job coaching readiness is based on an individualized assessment, including the availability of supports and a wide range of factors such as informed client choice, level of skill set development, developed work behaviors and habits of a positive nature, the ability to work with a job coach and utilize natural supports, and the ability to work without continuous supervision and achieve job stabilization. Extended employees who are ready to move forward vocationally should be referred back to the local DVRS for intake and participate in pre-placement job coaching, followed either by time-limited job coaching or supported employment intensive job coaching. Time-limited job coaching is the provision of supports by a job coach in an integrated, competitive job setting, and is intended for those who require individual training at the work site, but who, once they have learned the job and other routines, will not require long term extended services. Supported employment is also the provision of supports by a job coach in an integrated, competitive job setting, and is intended for those who require intensive individual training at the work site, but who, once they have learned the job and other routines, will require long term extended services in order to maintain the job, which must include the need for two follow-up contacts per month for possibly the life of the job.

For extended employees receiving job coaching services, records must be maintained indicating the number of billable job coaching hours received by the extended employee and those hours must be deducted from the consumer's extended employment program attendance and LOC calculations.

## **Vocational Skills Training Programs**

An employment skills training service is an organized, formal training program that assists a person seeking employment to acquire the skills necessary for a specific job or family of jobs. Formal skills training programs can be provided at job sites or within formal and organized training and educational settings.

A number of community-based organizations have developed programs intended to provide entry level skills in various occupations for individuals in the community who have disabilities. In that there are frequently an insufficient number of consumers with disabilities in a community at a given period in time to fill a complete class, such programs shall also be available for individuals without disabilities.

In order to vend a skill training program to DVRS and America's Job Center customers and/or the general public for a fee, it is necessary for the CRP to acquire approval from the School Approval

[Back to Top](#)



Unit of the Department of Labor and Workforce Development and also become listed on the Eligible Training Providers List (ETPL).

[https://www.nj.gov/labor/lwdhome/coei/etpl\\_procedures.html](https://www.nj.gov/labor/lwdhome/coei/etpl_procedures.html)

Certain specialty trainings may require approval by other entities such as the Department of Health or Department of Transportation and then gain entry to the ETPL.

<http://www.njtrainingsystems.org>

In order for a CRP to approve a skill training program to DVRS consumers only, the program must be approved by the ETPL in addition to having been vetted by the DVRS CRP Unit.

Application information can be found on the DVRS website. Any questions can be directed to the CRP Chief in Central Office.

### **Payment and Attendance Policies and Procedures: Fee-For-Service Vocational Services**

Prior written authorization is required from DVRS before a CRP is permitted to initiate fee-for-service type rehabilitation services. The DVRS Payment Voucher will specify the service (s) to be rendered and the specific units of service authorized. Payment shall be made upon the completion of the service and the receipt of required reports.

Individual case records shall be maintained for each participant. These records shall contain the appropriate documentation of rehabilitation services and copies of correspondence, invoices and reports.

The organization should notify the local office and be paid for only the units the consumer physically attends the program plus any official commemorative holidays occurring during the authorized period of service up to a maximum of 13 days in a calendar year. In those instances, where the unit of service is an hourly rate, such as job coaching, only hours actually delivered will be reimbursed.

DVRS reserves the right to terminate any authorization by submitting in writing, such a notification to the organization, giving the CRP a five-day notice.

It is the DVRS counselor's responsibility to maintain an awareness of the consumer's progress in the program and it is the counselor's responsibility to terminate the program in the event of attendance problems severe enough to negate the value of the program.

DVRS is interested in the evaluation of its consumer's potential for competitive employment. There are not, within the DVRS context, excused absences. Consumers whose attendance does not compare favorably with the industrial norms should not be represented as having good attendance.

Detailed information about the DVRS procedures and policies regarding supported employment and job coaching can be found in the DVRS Supported Employment Services Manual. This document is updated periodically and can be obtained through the DVRS CRP Unit.

## **12. EXTENDED EMPLOYMENT HYBRID PROGRAM**

The hybrid program allows EE consumers to transition into community-integrated employment (CIE) while maintaining their status as an extended employee. This program is ideal for consumers



who still benefit from the supports offered through the EE program and may not be ready or able to fully transition into CIE.

- The consumer in the hybrid program is working part of the work week in EE and part of the work week in CIE. This means that the consumer is scheduled to work in both the EE facility and CIE every week. The minimum requirement is that the consumer has a job in CIE one day a week for a 2.5 hour or longer shift. However, per the 12:51-8.3, the scheduled working day of an EE program will consist of not less than five working or instructional hours. It is expected that the time spent in travel, instruction and a daily shift will meet this requirement.
- The EE program is responsible for obtaining the consumer's job in the community and must also demonstrate that they are providing some level of job-related support to the consumer.
- The number of hours and days worked in the community may increase over time contingent upon the consumer's informed choice, skill development, and other factors. It is also recognized that some consumers may over time, opt out of their job in the community and return to their original status within the EE program.
- The EE program is responsible for ensuring that consumers/legal guardians are in agreement with the referral and understand the nature of the hybrid program.

### **Referrals to the EE Hybrid Program**

- When the EE program has identified an extended employee as being a viable candidate for the hybrid program, the provider will refer the individual to the local DVRS office to have their case opened. This allows the DVRS counselor to be involved as soon as possible in the establishment of a vocational goal, job match and identification of any needed vocational rehabilitation assessments and services.
- There may be times due to various circumstance when a job has been found for the EE consumer prior to the individual having their case opened by the local office. The provider should still make the referral and all efforts made to have the case opened with DVRS as soon as possible.
- Referrals for the hybrid program will be made using the standardized EE Hybrid Program Referral Form. This form will be sent to both the local DVRS office and assigned Program Planning Development Specialist (PPDS) to the EE Program. The EE program is responsible to follow up with the local DVRS office to confirm the referral was received and to monitor the case status.
- The referrals for the hybrid program, will typically be made by the EE program. However, there may be times as a result of the 511 counseling, that all parties involved determine, while exercising Informed Choice, that the consumer is a good candidate for the hybrid. In these circumstances, the EE Hybrid referral form should still be completed by the EE provider and sent back out both to the local office and assigned PPDS.

[Back to Top](#)

## **Funding**

- The EE program is expected to utilize the funding provided through their Extended Employment contract with DVRS to support the individuals in the hybrid program for job placement and on the job supports. There are **no vouchers issued for job development/job coaching or payment made under Long-Term Follow-Along (LTFA).**
- The supports offered to the consumers in the hybrid program should continue for the life of the consumer's job in order for the EE program to continue to count the individual on the EE Program's contracted Level of Capacity (LOC) for the days worked in the community. If the consumer is no longer in need of such supports, they are no longer counted on the LOC for days worked in CIE.
- When there is a need as determined by the DVRS counselor, for other work-related services such as clothing, supplies, assistive technology, bus pass etc., this may be funded while the case is opened with DVRS as determined in the DVRS Individualized Plan for Employment (IPE).

## **Hybrid Program vs. Supported Employment**

- When the nature of the consumer's job in the community and/or disability related needs require the time, one-on-one assistance and skills of a trained job coach, the DVRS counselor will discuss this matter with the EE Program. The DVRS counselor may then determine along with the consumer to make a referral for time-limited or intensive job coaching that may be followed by LTFA. A voucher may then be issued, and the consumer is not counted on the EE program's LOC for the days worked in the community. In addition, consumers who are clear in their intent of transitioning out of extended employment entirely, may be more appropriate for traditional supported employment services as opposed to the hybrid program.
- Any work in the community that is counted on the LOC, would typically fit within the standard Monday through Friday work week on day(s) when the consumer is not working at the EE Program. However, there may be times when the EE provider obtains employment in CIE for the consumer outside of the standard EE work week. Under these circumstances, if the consumer needs support at their work site and it is provided by the program, this work activity may be counted on the LOC. The EE Provider's PPDS must be consulted prior to initiating hybrid supports outside of the standard EE work week.
- The amount of time counted on the LOC for an individual must not exceed that of five days. For example, if an individual is working Monday through Friday full time and then on a Saturday, only 5 days may be counted toward the LOC for that individual.
- Note: When it has been determined that the consumer does not need supports or requires supported employment, then this must NOT be counted on the LOC.

## **Reporting**

- After the individual has been referred for the hybrid program – DVRS counselor will conduct an Intake (Survey Interview) with the consumer and then contact the EE provider

to report if consumer will continue in the hybrid program, or be referred for SE (supported employment services) with the same provider or through Informed Choice to a different SE provider.

- DVRS counselor will provide the EE program with any pertinent information/documentation regarding the individual, throughout the duration of the case.
- The DVRS counselor will close the case at the appropriate time as mutually agreed upon by the consumer and counselor. The DVRS counselor will notify the EE program of the case closure. If the consumer has continued to be employed in the community, this may be counted as a successful rehabilitation outcome. The process and timeline for closure is that of a typical VR case.
- Reporting to the local office – A monthly report for individuals in the hybrid program will be maintained in the individual's case file and sent to the DVRS counselor. This report should provide pertinent information regarding the consumer's progress on the job.
- Note: The monthly report is to be completed on the standardized report template that has been provided to you, and found in the Appendix. This report is sent to the VR counselor until the VR counselor closes the case. The report is sent to the assigned PPDS for the duration of time that the consumer is in the hybrid.
- Benefits Counseling – The DVRS counselor and EE provider should make the consumer aware to the best of their ability, the possible impact their change in income may have on their benefits.
- One or more consumers in the hybrid, may be receiving supports from the EE program for CIE jobs at a designated work site.
- Separation from Employment – In the event a consumer in hybrid status separates employment from their CIE, the EE program must notify its assigned PPDS at the time the separation takes place. At that time, the PPDS will review the case to determine the appropriate status and whether the consumer should be referred back to the local DVRS office.

### **Notes for EE Providers:**

- When to include the Consumer on the MEER:

Consumers will be counted on the MEER and coded as a “H” (for hybrid) when their case has been opened with DVRS and they have been placed at a job in competitive-integrated employment (CIE).

If the consumer is removed from the hybrid program, then the consumer is counted on the following month's MEER as having a change in status such as “P” or “T”, or back to their previous code status in EE.

[Back to Top](#)

- Quarterly Reports- Consumers who are participating in the hybrid should be listed by name on the quarterly report, to include current days/hours worked, wages, job title and name of employer.
- Transportation:  
The state legislation is clear that Extended Employment Transportation funds are to be set aside for those consumers attending the EE program and earning below minimum wage. Therefore, consumers in the hybrid program may not be counted on the transportation survey for going to and from their job site in CIE.
- CBVI consumers are not part of the hybrid program. Eligible consumers who express an interest in CIE should be referred to their designated CBVI representative to discuss their vocational goals and desire to work in the community.

### **13. COMMUNITY REHABILITATION PROGRAMS UNIT**

The CRP Unit is located at the DVRS Central Office in Trenton, and is within the purview of the Assistant Director of Programs. The unit consists of a Chief and Program Planning and Development Specialists (PPDS). The PPDSs are assigned to the traditional CRP programs including Extended Employment (EE) Facilities and job coaching programs. Please do not hesitate to contact your assigned PPDS if you need assistance.

All EE referral forms are to be emailed to [EEReferral@dol.nj.gov](mailto:EEReferral@dol.nj.gov) in Central Office in addition to the assigned PPDS for your EE program.

### **14. APPENDIX – FORMS**

Referral for Extended Employment Program  
 Referral for Youth with Disability to EE Program  
 Informed Choice of Vocational Program Options  
 Certificate of Eligibility for Extended Employment Verification  
 Extended Employment Individual-Review  
 Referral to EE Hybrid Program  
 Monthly Hybrid Reporting Form  
 Monthly Extended Employment Review (M-EER) Instructions  
 Monthly Extended Employment Review (M-EER) Form  
 Quarterly Report (EE/EE Hybrid) Form  
 Census Guide  
 Census Report Form  
 Extended Employee Transfer Form  
 Annual Facility Review of Extended Employment Programs  
 Instructions for Extended Employment Transportation Processing  
 Quarterly Extended Employment Transportation Report  
 Verification of Transportation Reimbursement

[Back to Top](#)

## **REFERRAL FOR EXTENDED EMPLOYMENT PROGRAM**

Referred to (EE Program/Facility): \_\_\_\_\_ Date: \_\_\_\_\_

Address of Facility: \_\_\_\_\_

Referral made after completion of a DVRS funded service i.e. DVE/PVE/WAT?

☐ Yes or ☐ No \_\_\_\_\_ (If yes, circle which service(s) were provided.)

Referred by DVRS Counselor: \_\_\_\_\_ Local Office: \_\_\_\_\_

Name of Individual: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Last 4 SS#: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number & alternate # \_\_\_\_\_ Email: \_\_\_\_\_

Parent/Guardian (if applicable): \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

SSI/SSDI Recipient: \_\_\_\_\_ Medical Insurance (type): \_\_\_\_\_

Level of Education: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Documented Disability(s): \_\_\_\_\_

Current Treatment Provider (what type, i.e. Mental Health)

\_\_\_\_\_

Current Medications:

\_\_\_\_\_

History of Mental Illness? (If yes, explain):

\_\_\_\_\_

Substance Abuse? (If yes, explain):

\_\_\_\_\_

Criminal History/Currently on Parole or Probation?

\_\_\_\_\_

Name and contact information for DDD Case Manager and/or Support Coordinator:

\_\_\_\_\_

Past Work History? ☐ Yes or ☐ No (if yes, explain)

---

Vocational Goal:

---

Previous attendance at EE program? Where & when? \_\_\_\_\_

Current or previous services provided by DVRS (if yes, explain)

---

Referred to DVRS by:

---

Records Attached: \_\_\_\_\_ Records Available from: \_\_\_\_\_

**\*Send Referral Form to the EE Provider along with available records for which release has been obtained.**

**\*ALSO email copy of this referral to DVRS Central Office, [EEReferral@dol.nj.gov](mailto:EEReferral@dol.nj.gov)**

(Revised as of 1/19)

[Back to Top](#)

State of New Jersey  
Department of Labor and Workforce Development  
Division of Vocational Rehabilitation Services  
PO Box 398  
Trenton, NJ 08625-0398

**Subminimum Wage Pre-Employment Transition Services Review**

(Extended Employment Request for Youth 24 and Under)

Name of Individual: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last 4 digits of SS#: \_\_\_\_\_ Case ID # \_\_\_\_\_

*Please complete all three sections of A or B below and attach all necessary documentation.*

*Individuals with disabilities 24 and younger (youth) must be provided with various services designed to improve their access to competitive integrated employment. VR Counselors are required to provide final documentation of completion of each of these services to the youth, who must provide it to the employer before beginning work at a subminimum wage. All 5 services should be provided in some combination by schools, DVRS, or another local agency. The recommended time for Pre-Employment Transition services is 6 -24 months.*

**A. Pre-Employment Transition Services:**

1. ☐ Transition services under the Individuals with Disabilities Act (IDEA) and/or pre-employment transition services under WIOA:
  - a. ☐ Job Exploration Counseling/Guidance
    - ☐ Career Scope
    - ☐ Community Based Work Evaluation
    - ☐ Situational Assessment
    - ☐ Other (please specify) \_\_\_\_\_
  - b. ☐ Post-Secondary/Educational Counseling
    - ☐ Career Scope
    - ☐ Job Club
    - ☐ Other (please specify) \_\_\_\_\_
  - c. ☐ Work Based Learning Experience
    - ☐ Job Placement; ☐ Job Sampling; ☐ Project Search; ☐ Internship;
    - ☐ Discovery/Customized Employment; ☐ OJT; ☐ Short Term Employment
    - ☐ Other (please specify) \_\_\_\_\_
  - d. ☐ Workplace Readiness Training
    - ☐ Independent Living; ☐ Job Sampling; ☐ Job Club;
    - ☐ Community Based Work Evaluation
    - ☐ Other (please specify) \_\_\_\_\_
  - e. ☐ Instruction in Self Advocacy
    - ☐ Independent Living; ☐ Job Club;
    - ☐ Other (please specify) \_\_\_\_\_

- ☐ Vocational rehabilitation (VR), as noted:
- f. ☐ The youth applied for VR services and was found ineligible OR
  - g. ☐ The youth applied for VR services and was found eligible AND had an individual plan for employment (IPE) AND worked toward an IPE employment outcome for a reasonable period without success AND the VR case was closed;

2. ☐ Career counseling:
- a. Information and referrals to Federal and State programs and other resources in the individual's geographic area that offer employment-related services and supports designed to enable the individual to explore, discover, experience, and attain competitive integrated employment, must not be for subminimum wage employment and must not directly result in subminimum wage employment.

**B. Informed Choice:**

1. ☐ No VR Services at this time due to the following:
- a. ☐ Individual declines services
  - b. ☐ Transfer to another agency
  - c. ☐ Other (please specify) \_\_\_\_\_

**The above referenced individual has received the above services with the results listed and through consumer Informed Choice it has been determined that Extended Employment is requested at this time.**

**DVRS Counselor:** \_\_\_\_\_ **Office:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**DVRS Manager/Supervisor:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Client/Guardian/Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Distribution:**

- Case File – Pre-ETS Form
- DVRS Central Office (CRP UNIT – [EEReferral@dol.nj.gov](mailto:EEReferral@dol.nj.gov) – Copy Extended Employment Referral and Pre-ETS Form)

[Back to Top](#)



## **INFORMED CHOICE OF VOCATIONAL PROGRAM OPTIONS**

**Name of Extended Employment (EE) Program, that individual is attending:**

---

**Name of Consumer:** \_\_\_\_\_

I understand that I have been given the option to be a participant in this EE program for the purpose of learning and practicing the skills necessary to prepare me for the transition into integrative competitive employment (Community based Job) in the future.

I understand that once I have skills needed for competitive employment, I have the right to apply to the Division of Vocational Rehabilitation Services (DVRS) for other work-related services and supports to assist me in preparing for, obtaining, and maintaining employment.

I understand that I have the option of meeting with a DVRS Vocational Rehabilitation Counselor or DVRS Program Planning Development Specialist (PPDS) if I have not already done so to learn more about the many programs and services they offer which could assist me in preparing for and attaining my vocational goals.

**Signature of Consumer and Date:**

---

**Signature of EE and/or DVRS Staff and Date:**

---

Note: This form is to be completed and signed upon entering the EE program. This form should be reviewed by staff and consumer every 6 months for at least the first year and then at least annually.

[Back to Top](#)

## **NJDVRS Certificate of Eligibility for Extended Employment Verification Check-Off**

### **CRP to Do's**

- 1) Enter facility's name, submission date and EE consumer's name, DOB and last 4 digits of SSN.
- 2) Complete all information in workshop response column **PRIOR** to PPDS review.
- 3) Email this completed form to DVRS Central Office's assigned PPDS,  
\_\_\_\_\_ (@dol.nj.gov) to initiate the PPDS's onsite certification review.

FACILITY \_\_\_\_\_ Submission Date \_\_\_\_\_

EE Consumer \_\_\_\_\_ DOB \_\_\_\_\_ Last 4 SSN \_\_\_\_\_

<b>Data Requested</b>	<b>Workshop Response</b>	<b>CRP Specialist Check List</b>
DVRS/CBVI Referring Counselor with Referral Date to EE Program		
Case Record Established including General Client Info, Emergency Contact Info, Medical and Safety Precautions.		
Documentation of Disability Records in File	<input type="checkbox"/> Yes / <input type="checkbox"/> No Date of most recent record:	
<b>Date</b> Started 50 day Assessment		
<b>Date</b> Ended 50 day Assessment		
DVE/PVE, WAT completed?	<input type="checkbox"/> Yes / <input type="checkbox"/> No Date of service:	
Correctly Added to MEER Reporting as Appropriate	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Added to Aggregate Attendance Record, Wage Record, & EE Census	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Client Provided Informed Choice regarding Integrated Employment Options & Opportunities <b>Prior</b> to Beginning EE	<input type="checkbox"/> Yes / <input type="checkbox"/> No Date of last form signed by client:	
Mode of Transportation		
Average <b>Hours Worked</b> Per Week		
Average <b>Days Attended</b> Per Week		
Average wage <b>and</b> production % based on prevailing wage _____		
Facility Vocational/Employment Plan Completed/Dated/Signed by Client	<input type="checkbox"/> Yes / <input type="checkbox"/> No Date of Plan:	
Specified Vocational Goal in Plan	Goal:	
DDD Registration	<input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> Pending	
DDD Contact Name/Phone		
Start Date for Extended Employment after Evaluation/Assessment		
Comments / Recommendations:		

**Facility Staff Completing Form:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DVRS PPDS Conducting Review:** \_\_\_\_\_

(Revised 1/2019)

[Back to Top](#)

**NJ DVRS EXTENDED EMPLOYMENT PROGRAM - INDIVIDUAL REVIEW**

1. Facility: \_\_\_\_\_ Date: \_\_\_\_\_
2. Name of Consumer: \_\_\_\_\_ DOB: \_\_\_\_\_ M/F \_\_\_\_\_
3. EE Entry Date: \_\_\_\_\_
4. Disability Diagnosis(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Disability Documentation: ☐ Yes ☐ No, Type \_\_\_\_\_
6. Primary Financial Support: \_\_\_\_\_ SSI/SSDI/Medicaid/Medicare (circle what applies)
7. DDD consumer? ☐ Yes ☐ No, If yes, what services are provided: \_\_\_\_\_
8. Mode of transportation (Check one): ☐ Auto ☐ NJ Transit ☐ County ☐ Facility
9. Work Location: \_\_\_\_\_ Type of Work (i.e. assembly, janitorial) \_\_\_\_\_
10. Average Hourly Rate (AHR) & Production Level: (at Initial Time Study) \_\_\_\_\_  
Current AHR & Production Level: \_\_\_\_\_
11. What Evaluations/Services have been completed (Check all that apply):
  - ☐ 50-day Evaluation      Dates of service: \_\_\_\_\_
  - ☐ PVE/DVE      Dates of service: \_\_\_\_\_
  - ☐ WAT      Dates of service: \_\_\_\_\_
  - ☐ SE      Dates of service: \_\_\_\_\_
12. Documentation/Report of Evaluation, yes or no, explain \_\_\_\_\_
13. Participating on the Hybrid Program: ☐ Yes / ☐ No
  - a. Referral to Local office made: ☐ Yes / ☐ No
    - i. Date of Referral: \_\_\_\_\_
    - ii. Counselor: \_\_\_\_\_
  - b. Placed in CIE: ☐ Yes / ☐ No
    - i. Employer: \_\_\_\_\_
    - ii. Job Title: \_\_\_\_\_
    - iii. Schedule: \_\_\_\_\_
    - iv. Salary: \_\_\_\_\_
14. Average Hrs. attending EE (weekly) \_\_\_\_\_ Average Hrs. worked in EE \_\_\_\_\_
15. Quarterly Notation of Consumer earnings: ☐ Yes / ☐ No \_\_\_\_\_
16. Formal Semi-Annual Review: ☐ Yes / ☐ No, \_\_\_\_\_  
\_\_\_\_\_
17. Individual Rehabilitation (Employment) Plan: ☐ Yes / ☐ No
  - ☐ Has a Vocational Goal: ☐ Yes / ☐ No; If yes, what is goal? \_\_\_\_\_
  - ☐ Signed by Consumer: ☐ Yes / ☐ No
  - ☐ Date of Plan: \_\_\_\_\_
18. Case Record updated quarterly: ☐ Yes / ☐ No \_\_\_\_\_
19. Evidence of Informed Choice? (every 6 months the first year and once a year after): ☐ Yes / ☐ No
  - a. Date of last form signed by client: \_\_\_\_\_

20. 511 Reviews Completed: ☐ Yes / ☐ No, Date of last review: \_\_\_\_\_

21. Comments:

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22. Recommendations:

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Reviewer (DVRs PPDS)

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(Revised 1/2019)

[Back to Top](#)

## **REFERRAL FOR EXTENDED EMPLOYMENT HYBRID PROGRAM**

*(Referral form is completed by the EE Program and sent to the local DVRS office and assigned PPDS)*

Name of Referring EE Program: \_\_\_\_\_ Date: \_\_\_\_\_

Name of EE staff making the referral and contact information (email and phone #):  
\_\_\_\_\_

Referred to: *(name of DVRS office (city location))* \_\_\_\_\_

Name of Consumer: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Last 4 SS # \_\_\_\_\_

Current Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Alternative #: \_\_\_\_\_

Email: \_\_\_\_\_

Parent/Guardian (if applicable): \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone#: \_\_\_\_\_

SSI/SSDI Recipient: \_\_\_\_\_ Medical Insurance (type): \_\_\_\_\_

DDD Consumer ☐ Yes ☐ No

If so, DDD/SC name and contact information: \_\_\_\_\_

Documented Disability (s):  
\_\_\_\_\_

Current Medications:  
\_\_\_\_\_

Work Restrictions, Functional Limitations (Explain): \_\_\_\_\_  
\_\_\_\_\_

Type of work done in EE Program, avg. # of hrs./days worked: \_\_\_\_\_

Start Date in EE program: \_\_\_\_\_

Current or previous services provided by DVRS, if yes explain: \_\_\_\_\_  
\_\_\_\_\_

History of Competitive-Integrated Employment, if so explain: \_\_\_\_\_  
\_\_\_\_\_

Rationale for making referral: \_\_\_\_\_

Other pertinent information, (i.e. history of Mental Illness, Substance Abuse, or criminal activity):  
\_\_\_\_\_

Records attached ☐ Yes ☐ No; If Y what type: \_\_\_\_\_

Release form(s) i.e. from parent/guardian attached: ☐ Yes ☐ No

[Back to Top](#)

**New Jersey  
Division of Vocational  
Rehabilitation Services**

**HYBRID JOB SUPPORTS MONTHLY PROGRESS REPORT**

*To be completed monthly and sent in with the MEER Report*

Consumer Information					
Name of Consumer:					
Provider:			Reporting Period:		
Employment Information					
Consumer's job title:		Start Date:			
Employer Name:	Address:		City, State:	ZIP code:	
Hours per week: Change from last month? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, previous # hours:		Days per week: Change from last month? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, previous # days:		Hourly rate: \$ Change from last month? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, previous \$ rate:	
Job Supports Information					
Dates of actual Job supports: _____, _____, _____, _____, _____, _____, _____, _____,					
Frequency of Job Supports: <input type="checkbox"/> 2x/week <input type="checkbox"/> 3x/week <input type="checkbox"/> 4x/week <input type="checkbox"/> Other					
Hours per day: <input type="checkbox"/> Reduced from last month <input type="checkbox"/> Increased from last month <input type="checkbox"/> Same					
Skill and Work Behavior Assessment					
<b>General Directions:</b> <u>Please do not leave any item unanswered.</u>					
Please rate this person based on how often the skill or behavior is demonstrated (% of the time/ OTT):					
<b>1</b> Skill never/ not demonstrated	<b>2</b> Rarely (up to 30% OTT)	<b>3</b> Sometimes (up to 65% OTT)	<b>4</b> Most of the time (up to 85% OTT)	<b>5</b> Always	
Skills Monitoring			Week 1	Week 2	Week 3
Week 4					
Completes work accurately					
Completes work on time					
Follows work-related rules and regulations					
Demonstrates willingness to work					
Exhibits appropriate interpersonal skills					
Adheres to attendance expectations					
Demonstrates punctuality					
Demonstrates organization in work activities					
Displays appropriate hygiene					
Utilizes sound coping skills (communicates, solve problems, etc.)					
Is able to learn new responsibilities					
Demonstrates ability to deal with change					

Exhibits self- direction / initiative				
Can work as part of a team				
Demonstrates willingness to take instruction				
<b>Consumer Performance</b>				
Describe how this Consumer has adjusted to his/her job, including any problematic issues or concerns that emerged and how they were addressed:				
Describe the evidence to support this consumer's job satisfaction and, if applicable, this consumer's legal representative's (family member or other) satisfaction with the job and the work environment:				
Does this consumer's job performance meet the business expectations? <input type="checkbox"/> Superior <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement Comments:				
Identify areas of performance or behavior that require improvement and note strategies that will address these areas. Describe what types, methods, and strategies were used in training this consumer and the effectiveness of the training provided:				
What new support or accommodation needs (if any) were identified during this period, and how were they addressed?				
List any changes or additions to the natural supports noted in last month's Progress report:				
How does this consumer work with the job-supports staff?				
Does the employer provide regularly scheduled feedback on performance?				
NEXT STEPS:				
Asks appropriate questions				
Makes sound decisions				
Other:				
Comments:				
<i>If there are limitations in any of the above areas, these concerns must be discussed with this Consumer and the VR Counselor. A plan of corrective action should be agreed upon and implemented to ensure improvement for job retention.</i>				

Signature	
I, the EE / SE Staff, certify that: <ul style="list-style-type: none"> <li>• The above dates, times, and services are accurate;</li> <li>• I personally provided all services or supervised the staff who provided the services;</li> <li>• I documented the services and information described above in the report.</li> </ul>	
First and Last name of Staff:	Position Title:
Signature:	Date:

Note: Provider is to send a copy of this report to the VR counselor for as long as the consumer has an open case with local VR office. This report should also be sent to the assigned PPDS for the duration of the time consumer is in the hybrid program.

[Back to Top](#)



**Instructions for Completion of the  
Monthly Extended Employment Report (MEER)**

**Consisting of Section 1: Population Status Update and Section 2: Level of Capacity**

**\*Reports are due No later than the 10th of the following month.**

**Reporting Month/Year, Facility Name, Completed & Verified by:** Enter name of the facility as listed on the contract, the month and year of this report, and the name and title of the person completing this report. \*\*Email the completed form to [MEERrpt@dol.nj.gov](mailto:MEERrpt@dol.nj.gov) and your assigned PPDS Specialist.

**Section 1: Population Status Update**

**Last 4 Digits of SSN:** Enter the only the last 4 digits of the consumer's social security number

**Client's Name:** Enter the consumer's last name, first name

**Date of Birth:** Enter consumer's birth date as month, day and 2-digit year (ex. 1/7/68)

**Current and Previous Statuses:** Enter the Current Status which the consumer entered by the end of this reporting month. Enter the Previous Status - the status from which the client is leaving. Utilize the following codes:

**A** = New entry; DATE consumer began initial 50-day work trial assessment not funded by the DVRS local office.

**LO** = New entry; DATE of the day After consumer completed Vocational Evaluation, WAT or other local DVRS office sponsored program with a voucher.

**AC** = Date after consumer Completes work trial assessment (up to 50 Days) And Qualifies for DVRS EE program thus is awaiting a signed Certificate.

**Note: When there is a DDD consumer who is attending the EE program, but has not met the 20 percent production rate per the 12:51, such consumer is not eligible to be certified, but would be noted on the MEER per the EE guidelines, as being in AC status, upon completion of the 50-day work trial assessment.**

**C** = Date Certificate is signed by PPDS Specialist, which must be after completion of assessment or evaluation.

**H** = Date that the individual started in the Hybrid Program. This means that the consumer has now had a case opened with DVRS and has been placed in a part-time job in CIE while also still spending part of the work week as an extended employee. Consumers in the hybrid program are counted on the LOC for both days in EE and CIE, during the M-F work week. Provide name of employer, salary, job title in Comments Section.

**Note: When someone has been terminated from the hybrid, enter "H" as their previous status on the following MEER. If they are returning full time to EE, then put their current code as what they had been prior to H such as C for Certified. If not returning to EE, then enter appropriate code such as "P" or "T."**

**T** = Terminated from the program: includes clients who left the EE program for any reason **except job placement**.

**P** = Date started job in Competitive Integrated employment. Provide details (Employer, Job Title, Salary, Hours) in COMMENTS section. Note: When a consumer is coded as a P, they are no longer working in EE and have been removed from the LOC and census.

**R** = Re-entry into EE program (within 1 year) after either Termination or Placement from the program. If out of program for 1 year or more, then 50-day trial work assessment for Certification is needed and client is coded an "A". Once the PPDS reviews the case and eligibility for EE is approved, case moves from "R" to "C" with this NEW re-certified date. Documentation of new re-certification approval will be provided by PPDS.

**XO** = Transferred out to another extended employment program in New Jersey. Provide details in COMMENTS section.

**XI** = Transferred in to your facility from currently attending another extended employment program in New Jersey. Provide details in COMMENTS section.

**Current Status Date:** Enter the date that the consumer entered the new status as month, day and 2-digit year (ex: 1/14/08). New status dates should reflect the same month as the month which is being reported. For example: Jacob moves from a status A to a status AC on 4/12/10. This change should be entered in as his new stat date of 4/12/10 on the April MEER.

**Average Non-Subsidized Hourly Rate:** Enter the average dollar amount the consumer is earning per hour for all hours Worked, using an average of the last 4 weeks worked.

**ACTUAL Hours Worked per Week:** Enter the average number of hours the consumer has Worked and earned wages in the program on a weekly basis for the last 4 weeks. Round to closest ½ hour.

**Date Cert Signed:** The actual date that DVRS staff signed the Certificate which must occur after the completion of the assessment/evaluation.

**Comments:** Enter into this column the name of the facility a consumer was transferred to or from if coded with an "XO" or "XI". Also enter into this column the name of the employer with whom a consumer has been placed, job title and average hourly wage, when coded with a "P". When a consumer is coded as a "T", add the info regarding the reason for termination.

**REVISIONS to MEER/LOC:** When revisions of monthly data are needed, please complete the form in its entirety. Enter in bold the revised date at the bottom of the form next to "Revision Date is:"

**Steps to Code Certifications on MEER:** When a consumer begins the initial 50-day work trial assessment not funded by the DVRS local office, the consumer must be included on the MEER coded "A." Once the consumer completes the work trial assessment (up to 50 Days) and qualifies for the DVRS EE program they must be included on the next MEER as "AC." Once coded "AC" the facility must submit the Certificate of Eligibility for Extended Employment Verification Check-Off form to PPDS assigned to their facility. The PPDS will schedule a time to visit the

facility to certify the case. Once certified the consumer should be listed on the next MEER as moving from “AC” to “C.”

When a consumer completes a Vocational Evaluation, WAT or other local DVRS office sponsored program with a voucher, the facility must indicate on their next MEER that the consumer is in status “LO.” Once coded “LO” the facility must submit the Certificate of Eligibility for Extended Employment Verification Check-Off form to the PPDS assigned to their facility. The PPDS will schedule a time to visit the facility to certify the case. Once certified the consumer should be listed on the next MEER as moving from “LO” to “C.”

If the PPDS determines that the consumer should not be certified for extended employment, the consumer must be coded on their MEER as a “T” instead of “C.”

## **Section 2: Level of Capacity (LOC)**

**The annual contracted LOC equals number of contract slots times 220 client service days. The monthly contracted LOC is derived by dividing that number by 12. A client service or work day is an Available client attendance day. The Contract year is the State Fiscal Year, from July 1 through June 30th of the following year (see contract and NJAC 12:51).**

**Total Number of DVRS/CBVI EE Clients served this month:** The total number of DVRS/CBVI Extended Employees served for the reporting month, including those in the 50-day work trial assessments or awaiting official certification.

**Number of Available Service Days This Month:** Number of service or work days in the reporting month. These days include all days, Monday through Friday, including days in which the facility is closed due to a holiday, bad weather, etc.

**Contracted LOC for this Month:** The number of service days for each month as per the contract which equals 1/12th of the annual contracted LOC. Refer to your current contract for this year.

**Actual LOC for this Month:** The total number of countable client service days of DVRS/CBVI clients for the month.

**Percentage of LOC for this Month:** Actual LOC for the month divided by the contracted LOC for the month.

**Number of Consumers in Community Integrated Employment (CIE):** Indicate the number of extended employees who started working in CIE in the Hybrid Program for the current month. Enter this information on the quarterly report. DVRS Central Office will track the cumulative amount of placements based on your monthly reporting.

**Note:** Criteria for counting consumers on the LOC who have obtained a job in CIE under the Hybrid Program. Consumers placed in CIE can be counted on the LOC, as long as they also remain in extended employment, and were referred to DVRS and have a case opened. After a DVRS case has been closed, the extended employee can remain on the LOC if they are continuing to receive support services from the EE program for their job in the community.

**Cumulative Number of Available Service Days:** Total number of service or work days to date this contract year.

**Cumulative Contracted LOC:** Total number of contracted client service days to date this contract year.

**Cumulative Actual LOC:** Total number of Available DVRS/CBVI client service days to date this contract year.

**Cumulative Percentage of LOC:** The cumulative actual LOC to date divided by the cumulative contracted LOC to date this contract year.

**Number of Floor Supervision Staff:** The number of facility floor staff working on the floor supervising DVRS/CBVI clients attending the EE program.

**Certificate of Eligibility for Extended Employment Verification Check-Off Form:** Complete this form for each client who meets requirements for certification and is ready to begin working in the EE program after completion of the 50-day work trial assessment. Email this form to your assigned PPDS Specialist. By completing and sending this form, you have determined the consumer meets all the requirements needed to become an Extended Employee and are thereby requesting DVR officially certify the consumer and provide a certificate for your files.

**Waiting List Blocks:** Include required information for those consumers who are currently on the waiting list, and not attending the EE program. Wait date is the date the consumer was put on the waiting list.

**Local Office Vocational Evaluation, WAT or Other Reports:** Please have these filed in consumers' case files for review by your assigned PPDS during case reviews.

[Back to Top](#)

Division of Vocational Rehabilitation Services  
Monthly Extended Employment Report (MEER)

**FACILITY:**

**COMPLETED & VERIFIED BY:**

[illegible]

Total Number of DVRS/CBVI EE Clients (including 50 Day Trial Work Evaluations) served this month:

**\*\*  
(Do not include any non-service days, only days of attendance)**

rev: 7/1/19

## **EXTENDED EMPLOYMENT (EE/EE HYBRID) QUARTERLY REPORT FOR DVRS**

**CRP/EE Program Name** \_\_\_\_\_

1<sup>st</sup> Quarter-Oct.\_\_\_\_ 2<sup>nd</sup> Quarter-Jan\_\_\_\_ 3<sup>rd</sup> Quarter-Apr. \_\_\_\_ 4<sup>th</sup> Quarter-July\_\_\_\_

*(Note: Reports are due by- 10/15, 1/15, 4/15 and by 30 days after end of contract year)*

Program Director \_\_\_\_\_

Person Completing Report \_\_\_\_\_ Date submitted: Month/Year \_\_\_\_\_

**I. STATISTICS ON EE INDIVIDUALS SERVED:** *(Includes those reported on M-EER)*

- A. Number of Extended Employees who earn above 50% production rate\_\_\_\_\_
- B. Number of EE employees now in active placement process for Competitive-Integrated Employment (CIE) including Hybrid \_\_\_\_\_
- C. Number of Extended Employees placed in CIE this quarter who are NOT in the Hybrid program
- I.** \_\_\_\_\_  
Individuals who have left the EE program and now working in CIE (“P” status)
- II.** \_\_\_\_\_  
Individuals working p/t in CIE, receiving Supported Employment Services
- III.** \_\_\_\_\_  
Individuals working part time in CIE, on their own but not in the Hybrid

Name	Type of Placement	Days Worked	Hours Worked	Hourly Rate	Job Title	Employer

***Note: Indicate in the 2<sup>nd</sup> column, the type of placement, i.e. I., II., or III.***

**II. STATISTICS ON EE HYBRID INDIVIDUALS SERVED:** *(Includes those reported on M-EER)*

- A. Number of Extended Employees-Hybrid who have been referred to the local office this quarter \_\_\_\_\_
- B. Number of Extended Employees-Hybrid who have been placed in CIE this quarter \_\_\_\_\_
- C. List all consumers currently working in the hybrid program, days and hours worked, wages, job title and name of employer.

Name	Enter "N" for New this Qtr.	Days Worked	Hours Worked	Hourly Rate	Job Title	Employer

D. List all of the consumers who have left the hybrid program this quarter.

Name	Job Title	Employer	Days Worked	Hourly Rate	Current Status	Reason for leaving Hybrid

*Note: For Current Status column enter P, T, C, AC, A*

### III. SERVICES PROVIDED TO EE AND EE HYBRID:

- A. Process used to identify and prepare Extended Employees who are ready for Competitive Integrated Employment (CIE), including Types of job sites/job samplings conducted:
  
- B. Process used to identify and prepare Extended Employees-Hybrid who are ready for Competitive Integrated Employment (CIE), including assessments/exploration/counseling, individual/group job preparation activities:

**IV. PROGRAM HIGHLIGHTS FOR EE AND EE HYBRID:** (i.e. Outreach/Linkage for community supports, Contract Work Activity, Employer Engagement/Business Development, Jobs Cultivated, New Programs, etc.)

## **EE Census Guide**

**This document is a step by step guide to filling out the new 2017 EE census report.**

1. Vendor name is no longer a column within the report. Please fill in section Vendor Name at top of document.
2. Name of Consumer: actual name of consumer, no nicknames.
3. Last four digits of consumer Social Security number
4. Date of Birth
5. Primary mailing address
6. Second address: if applicable
7. City of primary mailing address
8. State of primary mailing address
9. Zip code of primary mailing address
10. Disabilities: List all codes consumer has been diagnosed with
11. Referral Date: Date consumer was referred from Local Office to facility
12. Intake Date: Date consumer physically walked into facility
13. Current Status Code: Code Consumer is assigned at this time (A, AC, LO, C, P, XI, XO, R)
14. Current Status Date: Date current status was given
15. Previous Status Code: Prior code given before changing it to current status code
16. Average Hour Rate: Average salary consumer receives per hour of work
17. Hours Worked Per Week: Hours consumer actually works per week
18. Average Days Attended: Days consumer was actually present at work and/or workshop
19. Certified Date: Date consumer was certified for EE
20. Detailed Comments: Additional information that is pertinent to explain reason for details pertaining to any column in the census.

(Revised 1/2019)

[Back to Top](#)



# CENSUS REPORT FORM

[Back to Top](#)

[illegible]

# NJDVRS EXTENDED EMPLOYEE TRANSFER FORM

(TO BE USED WHEN EXTENDED EMPLOYEE IS BEING TRANSFERRED FROM ONE FACILITY TO ANOTHER)

Name of Consumer: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ DOB: \_\_\_\_\_ Last 4 SSN # \_\_\_\_\_

Current EE facility:

\_\_\_\_\_

Address:

\_\_\_\_\_

Staff & contact information: \_\_\_\_\_

EE facility to which consumer will be transferred:

\_\_\_\_\_

Address:

\_\_\_\_\_

Staff & contact information: \_\_\_\_\_

Is consumer reported on the M-EER?    Yes    No

Current status in program (for individuals in DVRS slots) i.e. A, AC etc. \_\_\_\_\_

Reason for transfer: \_\_\_\_\_

\_\_\_\_\_

Brief History of Consumer's Progress in EE (i.e. work performance, goals, behaviors, CIE, ...):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate Records attached: \_\_\_\_\_

(Note: transfer entire case file, or at minimum, release of information form signed by consumer/guardian, contact information for consumer, copy of most recent Individual Rehabilitation (Employment) Plan, Disability documentation, information as to current earnings, production rate and work assignments)

\*Copy of this form needs to be placed in consumer's file and faxed or emailed to PPDS assigned to current EE facility who will review and approve transfer in consultation with PPDS assigned to new facility.

(Rev. as of 1/2019)

[Back to Top](#)

## Annual NJDVRS Facility Review of Extended Employment Programs

Date of Review: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Reviewer/PPDS: \_\_\_\_\_

1. Current CARF Certification: ☐ Yes ☐ No  
If yes, accreditation period: From \_\_\_\_\_ To \_\_\_\_\_  
If No, date of last Certification: \_\_\_\_\_
2. Areas in which Facility is certified, i.e. EE, SE etc. Community Employment Services:  
☐ Comprehensive Vocational Evaluation Services - for DVE/PVE  
☐ Employment Development Services - for WAT  
☐ Organizational Employment Services - for Extended Employment  
☐ Community Employment Services: Job Development - for Pre-placement / JC  
☐ Community Employment Services: Employment Supports - for JC/LTFA  
☐ Employment Skills Training Services - for skills training programs  
☐ Transition Services (Pre-ETS)  
☐ Other: \_\_\_\_\_
3. Number of Extended Employees & LOC (M-EER) %:  
\_\_\_\_\_  
\_\_\_\_\_
4. Compliance with floor to EE staff ratio (1:20): ☐ Yes ☐ No  
\_\_\_\_\_  
\_\_\_\_\_
5. Ratio of consumers to case managers:  
# Vocational Rehabilitation Counselors \_\_\_\_\_  
# client cases \_\_\_\_\_
6. Other related areas regarding EE staff (i.e. Vocational Evaluators, educational/experience level):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Status of Case Records, need for improvement, if so, in what areas:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Documentation provided to DVRS is correct and timely, to include Census, M-EER, Survey:

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9. Attendance book maintained, and provided for review:

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10. Amount of work provided to consumers, need for improvement?

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11. Activities provided during “down time” within the facility (sufficient amount, vocationally based?)

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12. VR services provided on site:

- ☐ Vocational Evaluation  
☐ Counseling  
☐ Work Adjustment  
☐ Job Placement  
☐ SE Specialty Services:

☐ Other: \_\_\_\_\_

13. Number of Consumers referred to the LO for the Hybrid Program: \_\_\_\_\_

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14. Number of consumers placed in competitive employment for the year: \_\_\_\_\_

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15. New Programs current/planned:

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16. Assessment of the relationships with the local DVRS office(s):

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17. Other areas of concern (i.e. in regard to compliance with the N.J.A.C.):

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## Instructions: Transportation for DVRS Extended Employment

### *Responsibilities of EE Programs on a Quarterly Basis.*

1. The basic data base for DVRS Extended Employees should be on file at your location, which may be referred to as the DVRS EE Transportation Survey.
  - A. This survey is to be updated and sent to your assigned PPDS, facility specialist) by 10/10/YY for **Q1 (July, August and September)**, 1/10/YY for **Q2 (October, November, and December)**, 4/10/YY for **Q3 (January, February and March)** and 7/10/YY for **Q4 (April, May and June)** using the EE Transportation Report format. The report format will be locked so that you cannot change fields around but only enter what is needed. However, we have created a heading at the top of the report format so that you can enter the: **1) period covered by the survey, 2) person completing the survey, and 3) telephone number of person completing the survey.** This is for any necessary follow-up or corrections.
  - B. The reporting format will be in an Excel database. “N” will be retained to identify new consumers. Consumers who have left the program or are no longer eligible or no longer in need of funding should be deleted by omitting their name on the survey update, so do not enter “X” in the field.
    - Enter the name of the facility as indicated in your EE contact.
    - Enter the consumers last name (listed alphabetically) followed by consumers legal first name.
    - Enter the last four digits of SSN.
    - Address column “1” is for number and street name.
    - Address column “2” is for apartment numbers or letters.
    - City is the “city” where consumer lives.
    - State is the “state” where consumer lives.
    - Zip is the “zip code area” for where the consumer lives.
    - Distance is the round trip mileage from consumer’s residence to the facility. This is critical where consumer is transported by auto and reimbursed by the State per diem mileage rate.
    - Mode is the type of transportation used by the consumer using the following guidelines:

NJ	=	New Jersey Transit
CT	=	County Transportation System
PC	=	Private Contractor
FC	=	Facility Operated
PF	=	Private Contactor arranged by facility
DD	=	Division of Developmental Disabilities
MU	=	Municipal Transportation System
AU	=	Client/Parent own auto
PA	=	PATH (northeast) or PATCO (south)
    - Trips – enter the actual number of days each consumer attended during the report period (quarter). Do not include holidays or other days when the facility was closed or consumer did not attend program.
    - Cost – enter the consumer’s daily out of pocket cost. If two modes are used: Cite the consumer’s name twice, identify the mode on each line with the corresponding payment method.

- Automobile reimbursement- Mileage reimbursement should be paid out to the consumer based on the current state reimbursement rate per mile.  
Note: As of July, 2019, the rate is .35 per mile. It is the responsibility of the provider to be aware of any changes in the rate.

2. **Final Processing:** When there is verification that the payout has been made to all consumers listed on the report (Transportation Survey), you will submit a letter each quarter on official letterhead signed by your Executive Director in addition to the Verification Form.

This letter will simply acknowledge that you are sending the required verification form for the quarter as an attachment to DVRS Central Office.

An administrative fee of \$5 will still be issued to you for each individual listed as having received a check from your extended employment program.

Send the form and letter to:  
NJDVRS  
Attention: Chief of CRP Unit  
1 John Fitch Way, 12<sup>th</sup> Floor  
P.O. Box 398  
Trenton, NJ 08625-0398

[Back to Top](#)

[Back to Top](#)

## Period Covered:

**Completed By:**

Telephone #:

Page 64 of 65





## Verification of Transportation Reimbursement – Extended Employment

Quarter \_\_\_\_\_, Year \_\_\_\_\_

Name of Extended Employment (EE) Program:

\_\_\_\_\_

This document verifies to New Jersey DVRs, that allotted payment reimbursement has been made to every extended employee listed on this quarter's Transportation Survey for the specific amount indicated.

This verifies that the amount provided to each employee only applies to days that the employees were attending the EE Program and counted on the Level of Capacity (LOC).

Name of EE Director or Designee: \_\_\_\_\_

Signature: \_\_\_\_\_

(7/19)

[Back to Top](#)