Chapter 17:

Post-Employment Services

Vermont Division for the Blind and Visually Impaired  
Policy and Procedures Manual

Revision Date: February 2022

Table of Contents

[Section I. Definition 2](#_Toc95118790)

[Section II. General Policy 2](#_Toc95118791)

[Section III. Post-Employment Services Criteria 2](#_Toc95118792)

[Section IV. Post-Employment versus Re-Opening 3](#_Toc95118793)

[Section V. Planning for Post-Employment Services 3](#_Toc95118794)

[Section VI. Closure of Post-Employment Services (PES) 4](#_Toc95118795)

[Section VII. Spending Guidelines 4](#_Toc95118796)

# Section I. Definition

* 1. "Post-Employment" means services provided subsequent to the achievement of an employment outcome and necessary for an individual to maintain, regain, or advance in employment. Post-employment services are intended to ensure that the employment outcome remains consistent with the individual’s unique strengths, resources, priorities, concerns, abilities, capabilities, and interests.

# Section II. General Policy

1. Post-employment services are available to meet rehabilitation needs that do not require a complex or comprehensive provision of services and thus should be limited in scope and duration. If more comprehensive services are required, opening a new case should be considered. Post-employment services are to be provided under an amended Individualized Plan for Employment (IPE).
2. The IPE plan must include:
3. The services to be provided in post-employment
4. The expected duration of services
5. The provision of post-employment services is subject to the same requirements as the provision of any other DBVI service.

# Section III. Post-Employment Services Criteria

The counselor can open a case in PES if the following apply:

1. Post-employment services are related to and supportive of the consumer’s original IPE goal and their disability;
2. Previous data and rehabilitation efforts have not lost relevancy and significance;
3. The need is beyond the individual’s ability to provide;
4. The services are one time only for a specific period.

**Guidance – Examples of Post-Employment Cases.**

* *An employed consumer needs O&M services to become oriented to and access a new workspace.*
* *A consumer reengages with DBVI to receive benefits counseling because they have used their Social Security Disability Insurance (SSDI) Trial Work Period.*
* *A consumer reengages with DBVI because they need assistive technology support for ZoomText on the job.*

***End Guidance.***

# Section IV. Post-Employment versus Re-Opening

The DBVI counselor should open a new case if any of the following apply:

* + 1. Consumer has a new employment/career goal.
    2. Consumer has a new educational goal that may result in a credential.
    3. Post-employment needs are complex and require multiple services over a lengthy period of time.
    4. There are new functional limitations or exacerbation of the disability.

**Guidance – Examples of reasons for opening a new DBVI case**

* *A consumer returns to DBVI because they want help obtaining an industry recognized credential to help them advance in their current employment.*
* *A consumer’s vision has substantially declined affecting their ability to maintain their current employment. The counselor determines it will take considerable counseling, assessment, and other services to support the consumer in retaining the job or finding new employment.*
* *A consumer has been successfully employed as a customer service representative for an assistive technology software company. The consumer wants to advance in their current job but does not know what they want to do. It is not clear if the consumer should pursue a new field or seek advancement in their current employment.*

***End Guidance.***

Section V. Planning for Post-Employment Services

The need for post-employment services shall be considered at four points in the rehabilitation process:

1. At the time the IPE is written. For example, it may be anticipated that a Social Security Disability Insurance (SSDI) recipient may need benefits counseling adjusting to the loss of that benefit a year after beginning employment.
2. At the time of pre-closure consultation for successful employment.
3. At any other time, after closure as successfully rehabilitated
   1. If the terms in Section III above are fulfilled, and
   2. If the case record still exists.
4. If a case has been closed for more than two (2) years, then it is good practice to re-assess the individual’s current circumstances and needs and determine if the needs can be met through post-employment or if opening a new case is appropriate.
5. Post-employment services are only available in cases that were closed as rehabilitated.

Section VI. Closure of Post-Employment Services (PES)

1. If after opening a PES case the DBVI counselor discovers the individual’s needs are more complex than initially understood, they may consider closing the PES case and opening a new case.
2. Post-employment services will end when the employment is at a level where the individual can function independent of the services as determined by the DBVI counselor and individual. If the counselor determines that post-employment services are not providing the desired result within the planned timeframe, alternative solutions shall be considered and/or a new case opened.
3. “Closed PES” is used to designate termination of post-employment services whether successful or unsuccessful. If successful, the DBVI counselor will document in the case record that the individual is stable in the job and they do not anticipate any immediate future service needs.

Section VII. Spending Guidelines

1. The Division for the Blind and Visually Impaired (DBVI), with input from the State Rehabilitation Council, shall establish and maintain reasonable spending guidelines which shall be reviewed annually.
2. DBVI may not place absolute dollar limits on a specific services or total services provided. However, it can set reasonable spending guidelines to ensure reasonable costs to the program. The guidelines may not be so low as to deny the individual a necessary service.
3. When considering exceptions to the spending guidelines, the Director or designee must consider the individual’s ability to contribute to their services. The individual’s contribution must be:
4. Reasonable
5. Based on the individual’s financial need; and
6. Not so high as to effectively deny the individual a necessary service.
7. DBVI cannot require individuals who are SSDI or SSI beneficiaries to provide funding toward their services, including post-secondary education and training.
8. The spending guideline for PES is $5,000 unless an exception is granted in accordance with B. and C. of Section VII. of this policy.