

# 3.1 Time to Plan

## GUIDANCE

The Oregon Vocational Rehabilitation counselor shall initiate the Individualized Plan for Employment (IPE) as soon as possible after documentation of eligibility. Both the counselor and the individual, or the individual's representative, shall sign the IPE prior to the 90 day deadline, unless an extension is agreed upon.

## POLICY

### A. Time to Plan

The maximum length of time between the eligibility determination and the signing of the Individualized Plan for Employment by Oregon Vocational Rehabilitation and the individual, or if appropriate the individual's representative, shall not exceed 90 days except when:

1. There is mutual agreement between the individual and Oregon Vocational Rehabilitation for a plan extension, or,
2. The individual has a pending request for an impartial hearing and the issues in dispute involve the development of the IPE.

### B. Extension and Deadline

The counselor shall prepare written justification for any eligible individual who does not have an Individualized Plan for Employment within 90 days of the eligibility determination. When an extension beyond 90 days is necessary, the counselor shall obtain approval from the branch manager. The counselor shall document in a case note:

1. The mutual agreement between counselor and participant of the need for an extension;

2. The reason for the request to extend; and
3. The specific date by which the individualized plan for employment shall set for completion and signing of the individualized plan for employment.

### **C. Order of Selection**

If the state invokes an Order of Selection, the 90 day time limit begins when Oregon Vocational Rehabilitation removes the applicant from the waitlist.