

Information Memorandum Transmittal

Select originating program



Matthew Baldwin, Policy & Training Manager

Authorized signature

Number: VR-IM-18-05

Issue date: 3-26-18

Topic: Other

Due date: 3-26-18

Subject: Verification of wage at placement and successful closure.
Retire VR-AR-17-05

Applies to (check all that apply):

- | | |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Oregon VR, All Staff |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

The Oregon **Vocational Rehabilitation Counselor (VRC)** must secure wage verification documentation at both: Placement and at Successful Closure.

Both placement and closure must be in competitive integrated employment consistent with the specific employment goal stated on the individual's IPE.

Documentation at Placement:

A copy of the pay stub identifying the individual's start date, hours worked per week, and competitive hourly wage.

If the pay stub is not available, then the following is acceptable:

- An individual's written report of employment information and required wage information when it is documented on an authorized DHS form (DHS 1705) with their dated signature; or

- A detailed case note identifying the individual's employment information including the start date, hours per week, and competitive hourly wage that is based on the counselor's conversation with the actual employer. Prior to calling an employer, the individual shall be informed that information provided and gathered is limited to what is necessary to document and verify employment. This provides the individual the opportunity to discuss preferences and options for obtaining required documentation. When contacting an employer, please identify that you are calling on behalf of the State of Oregon, Department of Human Services to verify employment and wages.

If verification as stated above is not forthcoming and all efforts to obtain acceptable verification are documented, then the following is acceptable: a detailed case note identifying the individual's employment information including the start date, hours per week, and competitive hourly wage, that include the date employment verification was received with justification for the individual not providing formal documentation.

Documentation at Successful Closure:

Prior to closure, a copy of the current pay stub identifying the individual's competitive hourly wage and hours to determine weekly earnings.

If the current pay stub is not available, then the following is acceptable:

- An individual's written report of employment information and required wage information documented on an authorized DHS form (DHS 1705) with their dated signature; or
- A detailed case note identifying the individual's employment information including the current competitive hourly wage and work hours in a typical week that is based on the counselor's conversation with the actual employer. Prior to calling an employer, the individual shall be informed that information provided and gathered is limited to what is necessary to document and verify employment. This provides the individual the opportunity to discuss preferences and options for obtaining required documentation. When contacting an employer, please identify that you are calling on behalf of the State of Oregon, Department of Human Services to verify employment and wages.

If verification as stated above is not forthcoming and all efforts to obtain acceptable verification are documented, then the following is acceptable: a detailed case note identifying the individual's employment information including the current competitive hourly wage and work hours in a typical week, the date the final employment verification was received with justification for the individual not providing formal documentation.

Individuals who are self-employed are required to provide wage documentation of competitive integrated self-employment. Please see page 6 of the RSA-TAC-17-04 for examples of documentation.

CTRL Click to review Relevant Citation: 34 CFR [361.47\(a\)\(9\)](#) , [RSA-TAC-17-04](#) , [OAR 582-030-0010\(2\)\(6\)](#)

Training requirement: All staff will review this information memorandum and relevant citations. Upon completion of the review, staff may request clarification on the content of this transmittal.

If you have any questions about the content of this Information Memorandum, contact: VR.Policy@dhsoha.state.or.us

Writer: Maile Kuenzli, Operations & Policy Analyst

If you have any questions about this information, contact:

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