

Information Memorandum Transmittal Vocational Rehabilitation



Pete Karpa, Deputy Director

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Number: VR-IM-17-08

Issue date: 6/30/17

Topic: Employment

Due date: Immediate &
ongoing

Subject: Revised Supported Employment Procedures Manual — Including WIOA

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 checked="" 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"/> Vocational Rehabilitation (VR) |
| <input type="checkbox"/> Child Welfare Programs | <input checked="" type="checkbox"/> Other (<i>please specify</i>):
ODDS Staff, for dissemination;
OSECE staff, for dissemination |

Message:

Action required

VR staff are directed to review the following procedures and modify their practices to match those in this manual.

Further, staff are directed to seek a revised version of this manual at regular intervals, to assure procedures comply with the latest RSA guidance and Oregon VR practices.

Reason for action

This *Procedural Manual* generally applies to individuals from any disability group whose disability is determined to be significant or most significant.

This document includes updated versions of all VR Supported Employment procedures and technical assistance guides. These documents have been gathered into one

manual. The material in this manual has been revised to include Workforce Innovation and Opportunity Act final rules and the latest guidance from Rehabilitation Services Administration (RSA).

This manual is a living document that will be revised as needed to include ongoing guidance and technical assistance from RSA; changes in our partner agency rules and procedures; and, changes in Oregon VR practices. An Information Memorandum (IM) will be transmitted to all VR staff whenever this document is revised and reposted on the VR intranet and internet websites.

Authority:

- Workforce Innovation and Opportunities Act (W.I.O.A.) of 7/22/14.
- Final W.I.O.A. rules released by Rehabilitation Services Administration (RSA) on 7/30/16. Published on 8/19/16. <https://www.doleta.gov/wioa/>

Training requirement

Branch Managers review this transmittal at an all-staff meeting, keep a record of the meeting notes and forward a copy of the notes to the contact person listed below. Contact policy staff for technical assistance.

If you have any questions about this information, contact:

Contact(s): Ann Balzell	
Phone: 503-945-6975	Fax: 503-947-5010
Email: ann.balzell@state.or.us	

The Oregon VR Supported Employment Manual is available for download here:

PDF: <https://apps.state.or.us/forms/served/re1724.pdf>

Word: <https://apps.state.or.us/forms/served/re1724.docx>