

# Worker Guide: Job Development during VR Statewide Waitlist

Dec. 11, 2025

## Background

This worker guide describes temporary policies regarding ODDS Job Development and other related services when Vocational Rehabilitation (VR) has a federally approved statewide waitlist for services that includes a service prioritization process. A state vocational rehabilitation program must implement this formal single statewide waitlist process when it anticipates it does not have sufficient fiscal and/or personnel resources to fully serve all individuals.

## Policy

ODDS may fund Job Development (placement and retention), Initial Job Coaching, as well as other employment-related services (e.g., assistive technology, benefits counseling, transportation, etc.) when VR has a statewide waitlist and service prioritization process in place known as “Order of Selection.” When VR has a statewide waitlist and service prioritization process in place, these services are considered “not available” to the individual under section 110 of the Rehabilitation Act of 1973 because the waitlist process causes a delay to the progress of achieving the employment outcome. See the [Memorandum of Understanding \(MOU\) between ODDS and VR](#) for more information.

As part of the waitlist process, VR determines service priority in addition to eligibility. Priority categories are opened one category at a time to serve people on the waitlist. Once all VR service categories are open, and VR is serving everyone without a priority determination process, then Job Development will no longer be funded through ODDS because it is a service available through VR without the delay caused by a waitlist or priority determination process.

Other ODDS services also continue to be available as outlined under existing ODDS policy and guidance. See additional [worker guides related to employment services](#) on the Employment First website.

## **ODDS services when VR has a statewide waitlist**

### **Services that may be authorized when VR has a statewide waitlist**

- Job Development – Placement (OR 401 W3)
- Job Development – Job Retention at 90 days (OR 401 W9)
- Initial Job Coaching (OR 401 W5)

Initial Job Coaching (OR 401 W5) is used when VR has a statewide waitlist. The use of OR 401 WV and the process outlined in the [Job Coaching when a Person is not Connected to VR worker guide](#) is not followed when there is a VR statewide waitlist because it requires an evaluation of whether the job is stable and referral to VR if it is not. This evaluation is paused and not required when a VR statewide waitlist is in place because it could cause delays and increased job instability. ODDS Initial Job Coaching (OR 401 W5) may be authorized immediately to help ensure job stabilization and improved employment outcomes.

### **Other related services**

Other related services such as assistive technology, transportation, professional behavior supports and attendant care also continue to be available. These other related services may be accessed under existing ODDS policy and guidance.

### **Authorizing a combination of services**

All ODDS Employment Services can be authorized in any combination. One service is not a prerequisite for another. You do not have to complete one employment service before starting another. For example, a person might use Employment Path in combination with Job Development. It is also best practice to ensure both Job Development and Retention are authorized at the same time.

## Procedures that apply

### Authorizing Job Development in the Career Development Plan

**The Case Manager completes the following:**

1. If there is a VR Individualized Plan for Employment (IPE), coordinate with VR to ensure plans align and are not duplicative. See more information about evaluating whether to refer to VR below.
2. Document outcomes for Job Development in the Career Development Plan (CDP), including:
  - A. Type of job the person wants (industry, etc.)
  - B. Number of hours the person would like to work, wages they would like to earn ([see worker guide on maximizing hours](#)), etc.

Note: If the outcomes change, or the person wants to accept a job that doesn't match the outcomes, the case manager supports the person to make an informed choice about accepting the job and updates the outcomes in the CDP to reflect the chosen job.

3. Ensure support documents are in place. See sample service entry checklist.
4. Support the person to select an eligible Job Development provider.

ODDS Job Development providers must be VR vendors or have an ODDS-approved variance. Find a list of providers eligible to deliver both ODDS and VR services on the [Employment Outcomes System \(EOS\)](#).

5. Check in with the person and their provider to monitor Job Development services at 120 days to ensure progress is being made and address any barriers.

### Evaluate whether to submit a referral to or remain in plan with VR

[Sample VR referral forms](#) are available on the ODHS|OHA forms server. The CME may immediately authorize Job Development services and does not need to wait for a response regarding VR services. The services authorized through ODDS must complement and not

duplicate services authorized through VR. This must be documented in the CDP for ODDS services and the IPE for VR services.

Factors for the person to consider when deciding whether to remain in plan with VR or be referred to VR:

- The person might need VR services that ODDS cannot fund.
- ODDS and VR generally have the same pool of providers doing Job Development.
- VR may be able to serve the person more quickly than ODDS if the person is already in plan with VR. Closing a file with VR could result in a longer wait. If the person is experiencing delays with VR services, first reach out to the provider, then the VR counselor and then the VR branch manager.
- The person can always consider whether to submit a complaint.

## Provider documentation

**The Job Development provider completes the following:**

1. [Job Development Plan](#) (i.e., provider implementation strategies)

The Job Development Plan (action plan/implementation strategies) must be provided to the ISP team within 60 days of the start of services. However, it is best practice for the Job Development Plan to be in place before services begin.

2. [Monthly Progress Reports](#)

Due to the case manager by the fifth of each month (see OAR 411-345-0085(2)).

## Billing

**The Job Development provider completes the following:**

1. Email the completed [Job Placement and Retention Verification form](#) (Word document) to the case manager after the person is on the job for seven days or three shifts.
2. Complete and submit the [electronic Job Development form](#) to ODDS at job placement.

3. Email the completed [Job Placement and Retention Verification form](#) (Word document) to the case manager upon 90-day job retention.
4. Complete and submit the [electronic Job Development form](#) to ODDS at job 90-day job retention.

**The case manager completes the following:**

1. Review to verify the job meets following requirements:
  - A. The person is making an informed choice to accept the position. The job aligns with the outcomes described in the CDP for Job Development (e.g., related to type of job, hours, etc.). If the person wants to accept a job that doesn't match the original outcomes, the case manager supports the person to make an informed choice about accepting the job and updates the outcomes in the CDP to reflect the chosen job.
  - B. The job is in a Competitive Integrated Employment setting. See [worker guide on CIE employment requirements](#) and the [CIE toolkit and checklist](#) for more information.
  - C. The job is **not** at a provider site and/or not work under a provider held contract.
2. As needed, the case manager will also ensure a plan for transportation and other related services are in place. If a provider is delivering job coaching, the provider must structure the job coaching action plan/action plan as a fading plan (see the [Career Development Plan worker guide](#)).

## **Licensing, enrollment, training and certification requirements**

### **ODDS Job Development provider types**

1. ODDS employment services agency certified under OAR 411-323 and endorsed under OAR 411-345.
2. Qualified ODDS independent providers (including PSWs).

## **ODDS Job Development provider must be a VR vendor and variance process**

ODDS Job Development providers must be eligible to deliver VR-funded Job Development. This means Job Development providers must hold a VR contract and have completed required trainings for VR Job Development in addition to all other requirements for ODDS employment services. This is a requirement under ODDS administrative rules (OAR 411-345-0030(3)). ODDS may grant a rule variance on a case-by-case basis. Find more information about requesting a rule variance on the [I/DD Provider Resources web page](#).

## **Frequently asked questions**

### **What is Order of Selection?**

Order of Selection is a single, statewide waitlist for individuals needing VR services. A state vocational rehabilitation program must implement an order of selection when it anticipates that it will not have sufficient fiscal and/or personnel resources to fully serve all eligible individuals. Refer to [section 101\(a\)\(5\)\(A\) of the Rehabilitation Act of 1973](#) and [34 CRF 361.36\(a\)\(1\)](#) for more information.

### **Can I use Employment Path and Job Development at the same time?**

Employment Path and Job Development may be authorized as part of a person's plan. The outcomes in the CDP as well as the action plan/implementation strategies and progress notes must clearly distinguish what supports are being used for employment path and what is being used for Job Development. Employment Path is a skill building exploration service that can refine a person's Job Development focus.

### **What is the requirement for fading?**

It is expected that action plans/implementation strategies support the person to be as independent as possible in the workplace. Find more information in the [Career Development Planning Guide](#).

### **How will Order of Selection impact Project SEARCH?**

A person eligible for ODDS services may use ODDS employment services for support during Project SEARCH when VR has a statewide waitlist. This might include Job Development and up to 25 hours per week of Employment Path Services. Resources include Project Search guidance and the guide on [Employment Services for Transition Age Youth](#).

## What occurs when Order of Selection ends?

Once VR opens all priorities, ODDS will provide CMEs with 120 days advance written notice to end ODDS Job Development service authorizations. Within 30 days, CMEs will provide the person with a 60-day Notice of Planned Action (NOPA) regarding the end of ODDS-funded Job Development Services. Case managers will schedule authorization to end 60 days after the NOPA date and talk with individuals about a referral to VR if they are still interested in services and support to find a job.

ODDS may continue to fund job development for jobs obtained during the 120-day notice period. VR may still be in order of selection, but all priorities have been opened and all priorities are being served. After the 120 days, Job Development is no longer available through ODDS because it is available through VR.

## What ODDS employment services are available for transition age youth?

Transition age youth may access ODDS-funded Job Development under the circumstances outlined above. Refer to the [worker's guide for employment services for transition age youth](#) for more information.

## Forms that apply

- [Job Development Placement and Retention Verification](#): Provider submits to case manager
- [Job Development \(electronic form\)](#): Provider submits to ODDS at placement and not retention
- [Provider Job Development Plan](#): Sample implementation strategies
- [Provider Monthly Reports](#): Sample progress notes

- [VR Forms](#): Sample forms

## Other training and resources

- [Online on-demand training](#)
- [Request live training options with regional liaisons](#)
- [Employment Outcomes System \(EOS\)](#): See provider dashboard for providers eligible to delivery both ODDS and VR employment services
- [Competitive Integrated Employment worker guide](#)
- [VR Toolkit on Competitive Integrated Employment](#)
- [VR Policy Manual](#)
- [Career Development Planning worker guide](#)
- [ODDS Expenditure Guidelines](#)
- [OSAC Discussion Guide for Selecting a Provider](#)

## Contacts

- [Regional Liaisons](#)

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You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact ODDS at [dd.directorsoffice@odhs.oregon.gov](mailto:dd.directorsoffice@odhs.oregon.gov) or 503-945-5811 (voice/text). We accept all relay calls.



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