

Job Placement Services Forms Reference Guide

August 2025

Standard Job Placement Forms

Referral

- [Referral](#) (ODHS 1716)
 - Form to be completed by the VR counselor (VRC) to request **Standard Job Placement** or **Retention Only** services
- Return a copy of the signed form acknowledging in 7 days of acceptance or rejection to the referring VRC
- Form will generate a payment

Placement Planning

- [Job Placement Plan](#) (ODHS 1709)
- Due within 45 days of referral acceptance
- Requires signature agreement by the VRC, participant, and contractor
- Form will generate a payment

Job Development

- [Monthly Job Placement Report](#) (ODHS 1710)
- Begin with the first full month of job development activities
- Due no later than the 5th day of the following month

- Only the first monthly report will generate payment

Placement

- [Placement and Retention Verification](#) (ODHS 1705)
- Complete after 3 working days
 - If second placement, complete after 30 days
- Submit all required monthly reports prior to invoicing
- Requires signature agreement by the VRC, participant, and contractor

Employment

- [Monthly Job Retention Report](#) (ODHS 3551)
- Begin with the first full month of job retention services
- Due no later than the 5th day of the following month
- Report will not generate a payment

Retention

- [Placement and Retention Verification](#) (ODHS 1705)
- Complete after at least 90 days of successful employment and job stability has been reached
- Submit all required monthly job retention reports prior to invoicing
- Requires signature agreement by the VRC, participant, and contractor

Retention Only and Direct Job Placement Forms

Referral

- [Referral](#) (ODHS 1716)
 - Form to be completed by the VR counselor (VRC) to request **Standard Job Placement** or **Retention Only** services
- Return a copy of the signed form acknowledging in 7 days of acceptance or rejection to the referring VRC
- Form will generate a payment

Retention Only

- [Job Retention Plan](#) (VR 177382)
 - Plan to specify the strategies to be used to successfully retain Job Placement
 - Unpaid
- [Placement and Retention Verification](#) (ODHS 1705)
 - Retention only services use the standard placement form
 - Payment is calculated by the track of the participant

Direct Retention Planning

- [Direct Retention Plan](#) (ODHS 1715)
- Complete after 3 working days
- Requires signature agreement by the VRC, participant, and contractor

Direct Placement

- [Direct Placement and Retention Verification](#) (ODHS 1712)
- Complete after 30 days
- Requires signature agreement by the VRC, participant, and contractor

Employment

- [Monthly Job Retention Report](#) (ODHS 3551)
- Begin with the first full month of job retention services
- Due no later than the 5th day of the following month
- Report will not generate a payment

Direct Retention

- [Direct Placement and Retention Verification](#) (ODHS 1712)
- Complete after at least 90 days of successful employment and job stability has been reached
- Submit all required monthly job retention reports prior to invoicing
- Requires signature agreement by the VRC, participant, and contractor

Forms for Additional Job Placement Services

Community Based Work Assessment (CBWA)

- [Community Based Work Assessment Referral](#) (ODHS 1714)
 - Form completed by the VR counselor (VRC) to request services
 - Contractor meets with the VRC and participant to discuss desired outcomes and the assessment plan

- Return a copy of the signed form acknowledging acceptance or rejection to the referring VRC
 - Form will not generate payment
- [Community Based Work Assessment Plan](#) (ODHS 1711)
 - Provide a written assessment plan within 10 days after meeting with the VRC and participant
 - Requires signature agreement by the VRC and participant prior to beginning the assessment
 - Plan will not generate a payment
- [Community Based Work Assessment Report](#) (VR 253550)
 - Upon completion of the assessment, provide a comprehensive written report to the VRC
 - VRC, participant, and contractor will meet to review the report
 - Employer and participant have the option to complete a portion of the form to report their experience(s)
 - VRC accepted report generates payment

Job Coaching

- [Job Coaching Plan](#) (ODHS 1708)
 - Contractor completes within 14 days of employment start
 - Plan will not generate a payment
- [Monthly Job Coaching Report](#) (ODHS 1706)
 - Due no later than the 5th day of the following month
 - Service hours paid upon VR counselor approval

Job Search Assistance

- [Job Search Assistance Plan](#) (ODHS 2868)
 - Due within 14 days after accepting the referral for Job Search Assistance
 - No standardized referral form is available for this service, an Authorization for Purchase (AFP) is used by the referring VR counselor to request this service
 - VR counselor, participant, and contractor signature agreement required
- [Monthly Job Search Assistance Report](#) (ODHS 2869)
 - Due no later than the 5th day of the following month
 - Service hours paid upon VR counselor approval

Targeted Vocational Assessment

- [Targeted Vocational Assessment Referral](#) (ODHS 178400)
 - Form to be completed by the VR counselor to request services
 - Contractor will meet with the VR counselor and participant to discuss desired outcomes and the assessment plan
 - Return a copy of the signed form acknowledging acceptance or rejection to the referring VR counselor
 - Form will not generate payment
- [Targeted Vocational Assessment Plan](#) (ODHS 1707)
 - Provide a written assessment plan within 10 days after meeting with the VR counselor and participant
 - Requires signature agreement by the VR counselor and participant prior to beginning the assessment

- Plan will not generate a payment
- [Targeted Vocational Assessment Report](#) (ODHS 178107)
 - Upon completion of the assessment, provide a comprehensive written report to the VR counselor
 - VR counselor, participant, and contractor will meet to review the report
 - Employer and participant have the option to complete a portion of the report form to report their experience(s)
 - VR counselor accepted report generates payment

Contractor Created Forms

- Career exploration Portfolio
- OSECE required training forms

Payment Schedule

Standard Job Placement and Retention Only

- Referral = \$100
- Job Placement Plan = \$500
- First Monthly Job Placement Report = \$500
- Job Placement
 - Track 1 = \$1,250
 - Track 2 = \$1,500
 - Track 3 = \$2,000
- Job Retention
 - Track 1 = \$2,000

- Track 2 = \$2,500
- Track 3 = \$3,000

Direct Job Placement

- Referral = \$100
- Direct Retention Plan = \$500
- Direct Placement = \$1,500
- Direct Retention = \$2,500

Additional Services

- Career Exploration = To be negotiated
- Community Based Work Assessment = \$1,250
- Job Search Assistance = To be negotiated
- Job Coaching
 - Direct = \$45 per hour
 - Track 1 = \$40 per hour
 - Track 2 = \$45 per hour
 - Track 3 = \$60 per hour
- Portfolio = \$200
- Targeted Vocational Assessment = \$600