

## Forms for standard job placement

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### Referral

- [Referral](#) (ODHS 1716)
- Form completed by the VR counselor (VRC) to request services
- 7 days to accept or reject the referral
- Return a copy of the signed form acknowledging acceptance or rejection with invoice to the referring VRC

### Placement planning

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

### Job development

- [Monthly Job Placement Report](#) (ODHS 1710)
- Begin with the first full month of job development activities
- Due no later than the 5<sup>th</sup> day of the following month
- Only the first monthly report will generate a 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 5<sup>th</sup> day of the following month
- Report will not generate a payment

### Retention

- [Placement and Retention Verification](#) (ODHS 1705)
- Complete after at least 90 days 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 direct job placement

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### Referral

- [Referral](#) (ODHS 1716)
- Form completed by the VR counselor (VRC) to request 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 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 5<sup>th</sup> day of the following month
- Report will not generate a payment

### Retention only

- [Job Retention Plan](#) (VR 177382)
  - Plan to specify the strategies to be used to successfully retain Job Placement
- [Placement and Retention Verification](#) (ODHS 1705)
  - Retention only services use the standard placement form

### Direct retention

- [Direct Placement and Retention Verification](#) (ODHS 1712)
- Complete after at least 90 days 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**

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### **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 a 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 5<sup>th</sup> 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 5<sup>th</sup> day of the following month
- Service hours paid upon VR counselor approval

## **Targeted Vocational Assessment**

### [Targeted Vocational Assessment Referral](#) (ODHS 178400)

- Form 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 a 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**

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Career exploration  
Portfolio  
OSECE required training form

## **Payment schedule**

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### **Standard job placement**

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

### **Direct job placement**

- Referral = \$100
- Direct Retention Plan = \$250
- Direct Placement = \$1,000
- Direct Retention = \$1,250

### **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