

Department of Human Services  
Division of Rehabilitation Services  
Division of Service to the Blind and Visually Impaired

**PROGRAM GUIDE**  
**DRS/SBVI 2015-03**  
**Draft Date: 6/16/2015**

**FROM: Eric Weiss, DRS Director**  
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**TO: All DRS/SBVI Offices**

**SUBJECT: Individualized Plan for Employment (IPE) Development Policy**

This Program Guide supersedes Program Guide DRS/DSBVI 06-01, dated July 13, 2006 and provides direction for policy to the Division of Rehabilitation Services (DRS) and Division of Service to the Blind and Visually Impaired (SBVI) personnel when developing the Individualized Plans for Employment (IPE) for those who are eligible for the Vocational Rehabilitation program. Revisions to this program guide implement new requirements from Sec. 102(b)(3)(F) of the Rehabilitation Act as amended on July 22, 2014. Due to changes in the Rehabilitation Act, the Individualized Plan for Employment must be completed within 90 days after the eligibility determination or an extension must be agreed to by the VR counselor and the eligible individual.

Once an individual has been determined eligible for the Vocational Rehabilitation program, the Vocational Rehabilitation (VR) Counselor will work jointly with the eligible individual, family members and/or advocates (with release) to develop the IPE. The IPE shall be completed within 90 days from the date of eligibility or earlier if feasible. The eligible individual and VR Counselor need to agree upon a specific employment goal and services for the IPE. However, for some individuals the employment goal may need to start with a general employment goal to accomplish career counseling, job assessments or other evaluation tools/strategies to later amend the IPE with a more specific employment goal.

If the IPE cannot be accomplished or agreed upon within the 90 day requirement, the eligible individual and VR Counselor need to agree upon an extension to complete the IPE. The extension must be documented in the VR FACES including the duration of the extension. If the VR Counselor does not agree with the employment goal/services being requested and the individual does not agree with an extension, the counselor will notify the individual of this disagreement and provide them with their rights to due process.

When the State VR Agency is operating under an "Order of Selection", the IPE will only be developed and implemented for individuals meeting the order of selection criteria of the state VR Agency.

Questions pertaining to this program guide should be DRS or SBVI Assistant Directors.