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| **PART VI. Employment Services**  **Section A. VR&E Employment and Placement Services** | |
| **CHAPTER 3. PLANNING AND CASE MANAGEMENT SERVICES** | |
| **Objectives** | After completion of this training, VR&E staff is expected to:  • Know the process for developing a suitable plan of employment services.   * Discern the appropriate services for assisting Veterans in obtaining and maintaining suitable employment. * Effectively monitor the progress of Veterans receiving employment services. |
| **Contents** | **Employment Planning**  a. Role of Employment Planning in the Rehabilitation Process  b. Responsibilities During Employment Planning  c. Development of the IEAP  d. Selection of Services and Categories  **Direct Services**  a. Skill Development Needs  b. Information Development Needs  c. Resources and Referrals  **Employment Adjustment Allowance**  a. Eligibility Criteria  b. Natural and Other Disasters Impact on EAA  **Supportive Services**  a. General Information  b. Responsibilities  c. Types of Supportive Services  d. Excluded Services  **Monitoring Veteran’s Progress in Employment Services**  **Contracting for Employment Services**  a. Areas Appropriate for Contract Services  b. Selection of Service Providers  c. Monitoring Contractual Services  **Advocacy Responsibility** |
| **Appendices** | Appendix O. VA Form |
| **Exercises** | 1. What are the roles and responsibilities for developing an individualized employment assistance plan? 2. Explain the procedures for developing an IEAP. 3. What are the resources and services that may be provided to Veterans participating in employment services? 4. Define the eligibility criteria and procedures for payment of employment adjustment allowance. 5. Describe the process for monitoring and documenting a Veteran’s participation in employment services. 6. What are the determining factors for selecting a contractor for employment services? 7. Define the case manager’s responsibilities in advocating for Veterans seeking suitable employment. |
| **Rescissions** | Refer to the KMP in Policies & Guidance under the column ‘Rescinded’. |