# VR-SFP Chapter 17: Basic Employment Services

The following sections in the VR-SFP have been revised. These requirements go into effect on January 15, 2020.

## 17.5 Job Skills Training

### 17.5.1 Service Description

Job Skills Training:

* teaches skills;
* reinforces skills; and
* develops or sets up accommodations and/or compensatory techniques to increase the customer's independence and ability to meet the employer's expectations.

VR purchases Job Skills Training when a customer needs more training and support than provided by the employer. The business, customer, job skills trainer, and VR counselor are involved in the training plan and monitor the customer's performance.

All Job Skills Training is goal-focused, with the customer's goals and abilities documented on [VR3314, Job Skills Training—Referral](https://twc.texas.gov/forms/index.html) and [VR3315, Job Skills Training Progress Report](https://twc.texas.gov/forms/index.html). Job Skills Training is limited to 200 hours per customer for the life of the customer's VR case.

VR pays for job skills only if the customer is placed in an organization or business that is not owned, operated, controlled, or governed by the service provider providing the Job Skills Training service. Service providers that are state agencies, state universities, or facilities that are a part of a state university system are exempt from this requirement.

Any request to change the Job Skills Training Service Description, Process and Procedure, or Outcomes Required for Payment must be documented and approved by the VR director using the [VR3472, Contracted Service Modification Request](https://twc.texas.gov/forms/index.html) form before the change is implemented.

#### 17.5.1.1 Purchasing Job Skills Training for Extended Services for Youth with Disabilities

VR may provide Extended Services to VR customers who are youth with disabilities for a period of up to four years or until the youth reaches age 25 and no longer meets the definition of a “youth with a disability,” whichever occurs first. (see glossary for definition of “youth with disabilities’)

A VR counselor can only purchase Job Skills Training as an Extended Service when all other available resources for Extended Services, such as Medicaid Waiver Programs, natural supports, other public agencies, and/or private nonprofit organizations are not available for a customer. The goals for Job Skills Training must address the Extended Service needs of the customer. The customer must achieve Supported Employment Job Stability status, before the VR counselor can purchase Job Skills Training for Extended Services. Extended Services may be purchased simultaneously with the Supported Employment Benchmark 6 Case Closure.

Before a Job Skill Trainer can provide Job Skills Training for Extended Services to a customer, a [VR3472, Contracted Service Modification Request](https://twc.texas.gov/forms/index.html) form must be approved by the Director of the VR Division. A new VR3472, must be approved by the Director of the VR Division for every 200 hours of Job Skills Training authorized for the customer.

Job Skills Training for Extended Services can be provided either at the employment site or off-site when necessary to maintain employment. Examples of Extended Services that can be provided through Job Skills Training include, but are not limited to:

* job skills training to assist with development of soft and hard skills to ensure the customer is meeting the expectation of the employer;
* setting up accommodations;
* transportation;
* Social Security income reporting; and
* managing the customer’s work schedule.

Both the Job Skills Trainer and VR counselor should continually evaluate the customer’s need for Extended Services and the availability of resources other than VR’s sponsorship of Job Skills Training to provide the Extended Services. VR must stop purchasing Job Skills Training for Extended Service when the customer:

* no longer needs Extended Services to maintain employment;
* can receive Extended Services from another resource(s);
* has received Job Skills Training for a total period of four years;
* has reached the age of 25; or
* no longer meets the definition of a “youth with a disability.”

### 17.5.2 Process and Procedure

The VR provider receives a [VR3314, Job Skills Training—Referral](https://twc.texas.gov/forms/index.html) and a service authorization. The VR counselor identifies the goals to be addressed with the customer on the VR3314. When additional goals are identified, the job skills trainer adds them to the [VR3315, Job Skills Training Progress Report](https://twc.texas.gov/forms/index.html).

The job skills trainer provides the training as identified by the goals on the VR3314 and VR3315. When the training is complete, the job skills trainer completes the VR3315, identifying any premium hours provided, and submits it to VR with an invoice. When a service authorization for the Autism Premium is issued, the [VR1882, Autism Premium Report](https://twc.texas.gov/forms/index.html) must be submitted each time the VR3315 is submitted. For more information, see [VR-SFP Chapter 20: Premiums](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20).

When additional hours of Job Skills Training are necessary for the customer to achieve his or her goals, the provider must receive an updated service authorization for additional hours before any service delivery occurs.

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