

### **What is Job Development and Job Placement?**

The **Job Development and Job Placement** phase begins once the individual has noted their area of interest and potential jobs of interest, which is typically determined during the **Work-Based Learning Experience** (WBLE) service. The employment specialist will begin discussions of potential employers during the WBLE phase and will start the job hunt. **Job Development** creates a successful job match for the individual and **Job Placement** assists them with getting the job and finalizing the initial placement on the job. The individual may or may not be present when contacts are made during this phase.

### **What is the goal of Job Development and Job Placement?**

**Job Development** requires the employment specialist, on behalf of the individual, to make contact with prospective employers in the areas of interest that were identified during the WBLE phase. They should also facilitate the individual's hiring if it is a good match and the individual has accepted it. Sometimes, during the WBLE, an employer may be ready to hire the individual. The employment specialist should complete the **Job Development Employer Contact Activities Log** each time they make contact with an employer on behalf of the individual.

**Job Placement** occurs when the individual has accepted a job and has an initial start date. The employment specialist should complete the **Job Placement Form** once this has occurred. The employment specialist should also notify the support coordinator (SC) that this phase is complete and the next phase, **Initial Job Supports**, has a tentative start date.

### **Who can receive these services?**

- Individuals in the New Opportunities Waiver, Residential Options Waiver, or Supports Waiver who are ready to pursue an individual job in the community.

### **Requirements for Job Development and Job Placement:**

- The employment specialist should complete the **Job Development Employer Contact Activities Log** that logs the contacts made with businesses on behalf of the individual (with or without the individual being present). They should also send a copy to the SC and the local governing entity.
- Once an individual has accepted a job and a start date has been established, the employment specialist should complete the **Job Placement Form**.
- An employment specialist who has completed an approved 40-hour supported employment training is required to provide this service.
- Transportation may be billed if the individual is transported on the day of this service is delivered.

**Facts for Job Development and Job Placement:**

- Ratio: 1:1
- Billing code: H2023 U1
- Billing unit: 15-minute increments
- Limits: 480 units
- Rate: \$20/unit

**What are the provider requirements to provide this service?**

- Provider agency must be licensed for individual supported employment or have an ADC license with a provider type 98 module.
- The specialist who provides the service must have a certificate from an approved supported employment 40-hour core training and maintain the annual training requirements of 15 hours of employment-related training.