

What if I don't reach my work goal?

- If you cannot reach your work goal, a VR counselor will work with you to identify the reasons why. A new IPE with a new work goal may be developed. This will need to be approved by ACCES-VR.

Can I change my IPE after it is approved?

- Yes, but you must get approval from your VR Counselor before you make any changes.

What if my IPE is not approved?

- If your IPE is not approved, discuss your concerns with your VR counselor and/or his or her supervisor. This is the fastest and simplest way of resolving any difficulties.

- If your plan is not approved, you have the right to appeal the decision. The Client Assistance Program (CAP) is an Independent Program that can give you advice, advocacy, and/or assistance. You can call CAP toll free at 1-800-993-8982.

For more information call your local ACCES VR office or dial:

1-800-222-5627



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ACCES

VR

**Adult Career and Continuing
Education Services -
Vocational Rehabilitation**

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Developing Your Individualized Plan for Employment



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What is an IPE?

- The Individualized Plan for Employment (IPE) is a written plan that lists your specific employment goal, outlines the services ACCES-VR will provide and the steps you need to take to achieve your agreed upon employment goal.

Who should have an IPE?

- You should, if you have been found eligible for ACCES-VR services and if you want to work.

Who can help me set up an IPE?

- A Vocational Rehabilitation Counselor, a trained professional in vocational rehabilitation, can work with you to develop all or parts of your IPE. With your input, the counselor will prepare the IPE for you to sign.

OR:

- You can work on your own with help from:
 1. Your ACCES-VR Counselor
 2. Assistance from community programs (ACCES-VR can provide a list of programs)
 3. Assistance from family members and/or friends
 4. You can write it on your own

How is an IPE Developed?

- When developing the IPE you should consider how your disability affects your ability to work, the type of job you are interested in, your ability to do the job, and your previous work history, if any.
- The IPE is written on an ACCES-VR form. An ACCES-VR counselor must review, evaluate and approve the IPE. You and our ACCES-VR counselor must sign the IPE before services can begin.

What information needs to be on the IPE?

- **Work Goal:** This should be a job that you are interested in doing and that you will be able to do when your plan is completed. It will take into account such things as your interests, abilities, resources, priorities, capabilities, and strengths.
- **Steps:** Specified actions or behaviors needed to reach your work goal and how long it will take you to complete them.
- **Progress:** Outline of how progress towards your goal will be evaluated.
- **Services:** List of services that you will require to reach your goal.
- **Provider:** Who will provide the services you need to go to work.

What kind of services can ACCES-VR provide?

- ACCES-VR will provide services that are required for you to reach your goal. Basic services include Assessments, Vocational Guidance & Counseling, and Job Placement Services.



Will I have to pay for any services?

- Some services may be based on your ability to pay. Your ACCES-VR counselor will provide you with this information. If the services are based on your ability to pay, you will need to provide financial information.

