



Waiver Homes: Support of Employment First Policy

Date of Origin: 7/11/22

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I. Purpose

To outline the expectation that the agency will offer clients a choice of settings, including non-disability specific settings, for each Home and Community Based Service (HCBS) included in the plan.

II. Policy/Procedure

The agency will adapt supports to ensure clients are supported to successfully participate in Vocational Rehabilitation (VR) services by:

- Adjusting the schedule for personal care to ensure clients are ready to leave the home in time for any VR service meetings or appointments they may have.
- Assist clients to open and/or respond to mail and respond to phone calls or emails from VR personnel in a timely manner.
- Assist clients with transportation to ensure VR appointments are kept.
- Adapting supports to ensure clients are supported to participate in job search activities.
- Assisting clients care for interview clothes, help people remember which days interview clothes are necessary and assist the person to ensure these clothes are clean and ready to wear on these days.
- Assisting clients with transportation changes to enable participation in job search activities and interviews.
- Adapting supports to ensure clients are supported to maintain integrated competitive employment once secured (i.e. adjust schedule for personal care to ensure clients are ready for work and pack lunch if needed so that person gets to work on time every day)
- Assisting clients with care for clothes appropriate for work and assisting clients to ensure these clothes are clean and ready to wear on workdays.
- Advising clients of appropriate work clothes including any necessary PPE.



Scott Tash, CEO



Date