**Maine Department of Labor**

**Bureau of Rehabilitation Services**

**Community Rehabilitation Provider (CRP)**

**Case Flow for Job Development Activities**

**FAQs**

Transition from the Milestone Payment Process to Hourly

1. The transition to the hourly payment system is based on the date the client was referred to the CRP. This is defined as the date listed on the referral form, the date the referral form was emailed to the CRP or the date the referral was mailed to the CRP, whichever is the latest date.

Substantial Gainful Activity (SGA) Bonus Payment (SSI/SSDI Beneficiaries)

1. SGA earning levels are substantiated initially by the CRP and documentation is submitted to the VRC to confirm that the SGA earning level has been met for at least three months and that the CRP expects that earnings are to continue.
2. The VRC will issue a confirming authorization to a CRP for $1,000.00, if the SGA earnings level ($1,130 gross per month in 2016) is met for clients receiving SSI/SSDI benefits.

Bonus Paid at Successful Closure

1. Bonuses paid at Successful Closure are paid to the CRP when a case is eligible for successful closure. For someone in supported employment, this means 90 days after the transition to long term supports, assuming that all other successful closure criteria has been met.

Underserved Areas, Underserved Populations and Remote Area Travel

1. Underserved Populations
   1. The Central Office CRP Specialist will approve additional funding for individual employment specialists who has passed the ASL/Deaf Culture Assessment and has been identified to receive the additional funding in the CRP contract. The CRP agency will be eligible for the ASL-additional funding for job placement, job coaching and remote area travel for specifically approved employment specialists, as they work with individuals within that specific population.
   2. Employment Specialists or other approved providers may also receive additional funding as described above, for foreign language translation services.
2. Underserved Areas
   1. The Region Manager, in collaboration with the Case Work Supervisors, VR counselors and the CRP Specialist, will identify areas deemed as underserved and will authorize additional funding for CRPs that are willing to provide services in an identified, underserved area.
   2. By definition, an area is considered under-served if there are two or less CRP agencies providing employment-related services for DVR clients within that area.
   3. All CRPs are invited to apply for the additional hourly stipends.
   4. If the CRP is currently providing employment-related services to DVR clients in an identified, under-served area, they are not eligible for this additional fee for services.
   5. All CRPs interested in applying for this additional fee for Job Coaching or Job Development Service on a permanent basis must contact the CRP Specialist. Once an agency’s request has been approved, an amendment to their contract will be made. The amendment to the contract will identify those areas that have been mutually agreed upon and include a provision for the additional fees for services.
3. Remote Area Travel
   1. Reimbursement for remote travel is authorized at the rate of $35 per hour for Job Coaching Services and for Job Development Services provided in an identified underserved area.
   2. Reimbursement for remote travel is authorized at the rate of $35 per hour for Job Coaching Services and for Job Development Services provided in an identified underserved population.
   3. Travel time should be calculated from your agencies designated “home office”; where the job developer/ employment specialist/job coach that is providing the service is located. If a CRP does not have a “home office”, travel time should be calculated from the area which the CRP typically operates within.
   4. Travel time should be pre-authorized by the VR counselor at the time Job Coaching and Job Development Services are authorized.