

DEPARTMENT OF DEVELOPMENTAL SERVICES  
**JOB DEVELOPMENT**  
**VENDORIZATION/PROGRAM DESIGN ADDENDUM**

REGIONAL CENTER VENDORED SUPPORTED EMPLOYMENT PROGRAM INDIVIDUAL PLACEMENT PROVIDERS SHALL COMPLETE AND SUBMIT THIS FORM TO THE REGIONAL CENTER TO INITIATE THE PROVISION OF JOB DEVELOPMENT SERVICES PRIOR TO SUBMITTING CLAIMS FOR REIMBURSEMENT.

NAME OF PROVIDER: \_\_\_\_\_

VENDOR # \_\_\_\_\_ SERVICE CODE: 952 SUBCODE: 1D0  
*(use back side of form for additional vendor #s and service codes)*

Job Development is staff time to assist an individual with activities involved in preparing for and securing competitive integrated employment on a 1:1 basis.

- Working with an individual to identify interests, strengths, life experience, and preferred employment settings.
- Identifying individualized and relevant job opportunities and contacting the employer for information regarding qualifications and work site requirements.
- Working with the prospective employer to negotiate job duties, conduct work site analysis, or other accommodations as appropriate.
- Providing interview preparation and supports for the individual, including transportation coordination.
- Providing employer support upon placement, including providing materials and resources for employer training, communicate expectations regarding job coaching and fading of supports, and may act as the point of communication for the employer for any future questions or concerns.
- Providing individualized support with job orientation assistance upon placement, including review of job duties, performance expectations, name of immediate supervisor, wage payment practices, employer benefits, company policies and procedures, probation and evaluation procedures, union status, etc.
- Consult with the job coach on how to best support the individual at their job.

Job development is a short-term service to identify appropriate competitive integrated employment and allows for up to 120 hours within a 12-month period. A regional center Executive Director may provide exceptions in extenuating circumstances if a need is identified by the planning team to exceed the recommended hours. When extended, the planning team should re-evaluate the services and goals related to the individual's employment.

**Minimum Qualifications:**

Staff providing Job Development services must meet any of the following three options: certified in Association of Community Rehabilitation Educators (ACRE) Customized Employment or Basic Employment, or have a Certified Employment Support Professional (CESP) certification, or other similar certifications contingent upon Department approval. New staff must be certified within 12 months of hire.

HOURLY RATE: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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