# Vocational Rehabilitation Services Manual B-500: Individualized Plan for Employment

Revised October 1, 2020

## B-504: Content of the IPE

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### B-504-5: Planned Services

The IPE must include all substantial goods and services and any anticipated ancillary or supportive goods and services that are necessary for the customer to reach the identified employment goal. There must be a clear association between the identified good or service, the customer's disability, and the employment goal.

The VR counselor must review carefully the published policies and procedures for each good or service before including it on the customer's IPE.

If consultations or approvals are required for a specific good or service, these must be completed and documented by the consultant or approver in a RHW case note before the good or services is included in the customer's IPE. Refer to [E-200: Summary Table of Approvals, Consultations, and Notifications](https://twc.texas.gov/files/partners/vrsm-e-200.docx).

#### Types of Services

Enter the specific services the customer will receive to help the customer find employment.

The following vocational rehabilitation services are available to assist the individual with a disability in preparing for, securing, retaining, advancing in or regaining an employment outcome that is consistent with the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice:

* Assessment for determining eligibility and priority for services by qualified personnel, including, if appropriate, an assessment by personnel skilled in rehabilitation technology;
* Assessment for determining vocational rehabilitation needs by qualified personnel, including, if appropriate, an assessment by personnel skilled in rehabilitation technology.
* Vocational rehabilitation counseling and guidance, including information and support services to assist an individual in exercising informed choice;
* Referral and other services necessary to assist applicants and eligible individuals to secure needed services from other agencies and to advise those individuals about client assistance programs;
* Physical and mental restoration services;
* Vocational and other training services, including personal and vocational adjustment training, advanced training in, but not limited to, a field of science, technology, engineering, mathematics (including computer science), medicine, law, or business);
* Textbooks, tools, and other training materials;
* Maintenance;
* Transportation in connection with the provision of a VR service;
* Services to family members of VR customers if necessary to enable the applicant or eligible individual to achieve an employment outcome;
* Interpreter services;
* Reader services, rehabilitation teaching services, and orientation and mobility services for individuals who are blind;
* Job-related services, including job search and placement assistance, job retention services, follow-up services, and follow-along services;
* Supported employment services;
* Personal assistance services;
* Post-employment services;
* Occupational licenses, tools, equipment, initial stocks, and supplies;
* Rehabilitation and assistive technology services, including vehicle modification, telecommunications, sensory, and other technological aids and devices;
* Transition services for students and youth with disabilities or pre-employment transition services for students;
* Technical assistance and other consultation services to conduct market analyses, develop business plans, and otherwise provide resources, to the extent those resources are authorized to be provided through the statewide workforce development system, to eligible individuals who are pursuing self-employment or telecommuting or establishing a small business operation as an employment outcome;
* Customized employment; and
* Other goods and services determined necessary for the individual with a disability to achieve a competitive integrated employment outcome.

Authority: Sections 7(37), 12(c), 103(a), and 113 of the Rehabilitation Act of 1973, as amended; 29 U.S.C. 705(37), 709(c), 723(a), and 733.

#### Counseling and Guidance

Counseling and guidance must be included on every IPE as a planned service. For more information, refer to [C-100: Counseling and Guidance](https://twc.texas.gov/vr-services-manual/vrsm-c-100).

#### Substantial Goods and Services

A good or service is substantial when it helps the customer to achieve an employment outcome, regardless of the amount of time, effort, or funds expended, by

* correcting or significantly improving the disability;
* removing or significantly reducing the vocational impediment(s);
* providing the customer with informed choices of a
  + competitive integrated employment goal, and
  + plan to accomplish the goal;
* training the customer in the necessary work skills despite the disability and/or vocational impediment(s); and/or
* modifying the working conditions to be compatible with the disability and/or vocational impediment(s).

All substantial goods and services must be included on the customer's IPE. Any change to or addition of a substantial good or service must be documented in an IPE amendment. For more information on IPE amendments, refer to [B-505-2: IPE Amendment](https://twc.texas.gov/vr-services-manual/vrsm-b-500#b505-2).

#### Ancillary Goods and Services

Ancillary goods or services are those things that are an integral part of a substantial service. For example, a surgery that is performed by a specific physician at a specific facility is likely to require ancillary services such as anesthesia, pathology, radiology, and consultations.

Anticipated ancillary services, such as those that are included on the [VR3110, Surgery and Treatment Recommendation](https://twc.texas.gov/forms/index.html) or the VR3109, Eye Surgery and Treatment Recommendations form, must be included on the customer's IPE. If there is a change to the ancillary services after the IPE has been completed, but the substantial services, such as the physician and facility, remain the same, then a service justification case note can be used to document this change; an IPE amendment is not required.

For more information refer to [D-202-1: Documentation Requirements](https://twc.texas.gov/vr-services-manual/vrsm-d-200#d202-1) and [E-300: Case Notes Requirements](https://twc.texas.gov/files/partners/vrsm-e-300.docx).

If, during the provision of planned services, unanticipated ancillary services are necessary to complete the service, refer to [D-204-3: After-the-Fact Ancillary Service Authorizations](https://twc.texas.gov/vr-services-manual/vrsm-d-200#d204-3) for required processes and procedures.

#### Supportive Goods and Services

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