



AIVRTTAC

IPE AMENDMENT

Individualized Plan for Employment (IPE) amendment(s) may occur any time after the IPE has been signed by the participant, VR counselor, or other required individuals. Circumstances in which amendments may occur vary depending on individual circumstances of the participant, the community, and the AIVRS project. This may include changes in the following:

- the employment goal
- the VR services listed
- vendor(s) for an identified service
- extension in completion dates
- change and/or expenditure for services
- change in status of the case
- change in disability condition

In amending an IPE, the VR counselor must continue to provide opportunities for the participant to exercise informed choice and obtain appropriate approvals as required by VR project policy. Changes regarding additional and/or new services, or the extension of existing services, will be determined based on the changing needs of the participant, with a review of available comparable services and benefits. Amendments do not take effect until the IPE is agreed upon and signed by the participant and/or authorized representative, VR counselor, and required AIVRS project staff. Once signed, the VR counselor will complete the following steps:

- Provide a copy of the amended, signed IPE to the participant or authorized representative.
- Retain the original copy of the approved IPE Amendment to be placed in the case record.

VR counselors are required to develop an original IPE with a participant within 90 days in order to begin services as soon as possible. Although it is best practice to take one's time in developing this original IPE with the participant, ensuring that it is comprehensive and includes necessary services to address the participant's barriers to employment, any additional required services to satisfy rehabilitation needs may be added at a later date through an amendment. This is also the case when necessary services have been identified but their exact initiation date

may be uncertain. In such cases, VR counselors should use their best judgment in projecting an initiation date.

Any time there are changes to the original IPE, an amendment to the IPE is required. Any changes or additions to the IPE require the signatures of the participant and/or the participant's representative, the VR counselor, and the AIVRS project director (if applicable). The following changes are considered substantive and require a participant's signature:

- changes in the type of employment plan;
- changes to the job choice outside of the job family;
- the deletion of an IPE objective;
- any changes to a service, including adding, changing, or removing a service;
- any changes to a vendor providing a service, including adding, changing, or removing a vendor providing a service;
- the deletion of a support service;
- the deletion of a vendor providing a support service; and
- the addition or deletion of VR as a funding source for a service.

These changes should not take effect until the IPE amendment is agreed upon and signed by the participant (or the participant's representative) and the VR counselor and project director. Copies of all IPE amendments, once appropriately signed, will be given to the participant or participant's representative and original copies of the IPE amendments placed in the case file.