

Supported Employment Employment Agency Exception Review Recommendation

Date:

Client:

Referral Source:

Employment Specialist/Employment Agency:

Employer/Location:

Client's Scheduled Hours:

Client's Current Wage:

Client's Employment Benefits:

Progress Summary:

(Support hours have been used to maintain the following performance/discuss client's progress on the job detailing successes and limitations)

Employment Goals/Objectives:

(List client's goals and discuss the client progress on the goals)

Recommended Amount of Service/Level of Support:

The client has learned the position and the job tasks and is meeting the employer's expectations with the support of a job coach. From the Employment Specialist observation and evaluations made during this training period the following level of support is recommended:

The client is currently working ____ hours per week

The client will require ____ (full, moderate low) level of support for ____ hours per week of Supported Employment to maintain employment.

Examples:

- The client is currently working 20 hours per week and will require full support for 20 hours per week of Supported Employment to maintain employment.
- The client is currently working 20 hours per week and will require moderate level of support for 12 hours per week of Supported Employment to maintain employment.
- The client is currently working 20 hours per week and will require a low level of support for 8 hours per week of Supported Employment to maintain employment.

Rational:

(Discuss the rational to justify the number of hours recommending)

Transition Plan:

(Discuss plan to transition the client to fewer hours of Supported Employment or to a different level of support during the upcoming year. If the participant is unable to transition to fewer hours or level of support, discuss why a transition plan is not feasible.)

Thank you,

ES name
Employment Specialist