



INDIVIDUALIZED PLAN FOR EMPLOYMENT – VOCATIONAL REHABILITATION

What is an Individualized Plan for Employment (IPE)?

A written IPE includes an individual’s employment goal and specific services needed to reach that goal. It includes a comprehensive assessment, as necessary, to determine employment outcomes, objectives, nature, and the scope of VR services. It may include referral for rehabilitation/assistive technology services, to assess and develop the capacities of the individual to perform in a work environment.

Informed Choice

All implemented activities must be consistent with the principles of respect for individual dignity, personal responsibility, self-determination, and pursuit of meaningful careers, based on the informed choice of individuals with disabilities. Congress believed informed choice was necessary to be a consumer-driven program effective in getting people jobs.

IPE Must Include

- An employment outcome
- Services to be provided
- A timeline
- An entity to provide services
- Criteria for evaluating progress
- Responsibilities of VR, individuals, or other agencies (if applicable)
- Must be signed by the counselor and the individual receiving services

IPE Review

- Must be reviewed at least annually
- Must be amended if necessary due to changes in
 - Employment outcome
 - VR services
 - VR service providers

Changes will not take place until agreed to by the individual and the VR counselor

Please contact Protection & Advocacy for an alternative format of this handout.

(October 2022)



Closing Record of Services

This occurs when the individual achieves and maintains the employment outcome for at least 90 days. A record is closed when the individual and VR agree that the outcome is satisfactory, and the individual is performing well. VR must notify the individual of the possibility of post-employment services, even after the record is closed.

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