

VERIFICATION THAT JOB MEETS OPWDD SEMP CRITERIA

On July 1, 2015, billing for OPWDD SEMP, when a person has a job is contingent on the criteria listed below. OPWDD recommends the use of this form to document that the job meets the required SEMP criteria:

1. The employee is **paid minimum wage** or higher. (or meets labor laws)
2. The job is **integrated** in the community.
3. Funding for Intensive SEMP was sought **before Medicaid** OPWDD Intensive SEMP funds were used OR services provided were covered in the OPWDD/ACCES-VR Letter of Agreement OR Intensive SEMP was NOT required as the individual had a job.
4. The supports/services at this job site are determined to be either **individual or group** (no more than 8 individuals) services.

Agency Name: _____

Agency Address: _____

Name of Individual Employed: _____ TABS ID # _____

Address: _____

Telephone Number: _____

Date Enrolled in SEMP: _____

Name of Business Where Individual is Employed: _____

Phone Number: _____ Date Starting this Job: _____

Business Address: _____

Title of Job Position: _____

1. WAGE VERIFICATION

Hourly Wage: _____ Does this meet minimum wage standards? Yes No

If no, what is the explanation (e.g. tipped wait staff) _____

Verification Document (should be attached):

Pay Stub Appointment Letter Other (List): _____

2. WORKSITE INTEGRATION

SEMP regulations require that each individual supported in employment, work at a job/employment experience that is integrated in the community, working alongside of workers without disabilities in the same manner that employees without OPWDD services would in the same/similar job. Every job/employment experience is different and may meet integration standards in different ways.

To meet community/integration standards, the individual will have some of the following opportunities: interact and take direction from a supervisor (not paid by Medicaid); interact with coworkers; meet/greet/serve customers and/or the broader community; attend trainings; have access to break/lunch rooms as other employees; access to public/community transportation; access to the greater community; staff meetings; and being hired for a position that is open to the general public.

Is this job integrated in the community? Yes No

Explain why this job is considered integrated using SPECIFIC examples as it relates to the job.

3. INITIAL INTENSIVE SERVICES FUNDING

Did the employee receive ACCES-VR funding for this job? Yes No

Did the employee receive ACCES-VR for a previous job and was still enrolled in SEMP Extended services when they lost the most recent job? Yes No

ACCES-VR Closure Date: _____

If the person did not receive ACCES-VR services, which of the following applies:

- The agency determined and documented that based on the person's higher level of support needs and/or limited job experience the OPWDD ACCES-VR Letter of Agreement allowed participation in OPWDD Employment Training Program (ETP).
- The agency has written documentation from ACCES-VR which states that the supported employment services required by this person would be best provided by OPWDD at this time.
- The person SECURED a job and does not require Intensive Supported Employment services from ACCES-VR, and Extended Services will be provided by OPWDD.

4. TYPE OF PLACEMENT

The supported employment provider agency designates whether this is a group or individual job placement. Generally, a group placement means that the supported employment services are provided to between two and eight individuals during the same/similar time periods and the individuals are working together as a group.

SEMP services for this employee, while at this job site will be billed as: Individual Group

There will be 8 or less individuals funded by OPWDD SEMP at this work placement?

Yes No

Are the employees allowed to work without the job coach present? Yes No

PERSON COMPLETING FORM:

Name: _____ Title: _____

Signature: _____ Date: _____

Email Address: _____