

Idaho Division of Vocational Rehabilitation

Individualized Plan for Employment

Policy Document



Policy Name: Individualized Plan for Employment (IPE)

Effective Date: 08/01/2026

Revision Date:

Retirement Date:

Review Schedule: Annual

Revision Number:

1.0 POLICY STATEMENT

The Individualized Plan for Employment (IPE) is the primary document that determines the scope, duration, and provider(s) of services to support an employment goal. IPEs are developed in cooperation with eligible participants and, when applicable, a participant's guardian. For the purpose of this policy, "participant" refers to either the participant or guardian, whichever is applicable.

The purpose of this policy is to provide guidance on development, implementation, and review of IPEs for eligible Idaho Division of Vocational Rehabilitation (IDVR) participants and ensure equitable service delivery.

2.0 LEGAL AUTHORITY

[34 CFR §361.36](#), [34 CFR §361.45](#), [34 CFR §361.46](#), [34 CFR §361.48](#), [34 CFR §361.52](#), [34 CFR §361.53](#), [34 CFR §361.54](#)

3.0 SCOPE/APPLICABILITY

This policy applies to all IDVR employees and all eligible program participants.

4.0 STANDARD

4.1 General Terms and Requirements:

4.1.1 IDVR will not pay for IPE development services.

4.1.2 IPEs must be a written document that has been provided by IDVR.

4.1.3 All IPEs must be agreed upon and signed by the eligible participant and a Qualified Rehabilitation Professional (QRP) from IDVR.

4.1.4 IDVR will provide an approved copy of the IPE to the participant and additional copies on request after the IPE is finalized.

4.1.5 IPEs that are provided for students will be developed in consideration of the participant's Individualized Education Program (IEP) or 504 services.

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4.2 Options for Writing the IPE:

Eligible participants have the option to develop all or part of the IPE using the following methods:

4.2.1 With assistance from a QRP counselor from IDVR.

4.2.2 Without assistance from IDVR.

4.2.3 With assistance from a qualified rehabilitation counselor not employed by IDVR.

4.2.4 A disability advocacy organization; or

4.2.5 Resources other than those listed in this policy.

4.3 Informed Choice:

When developing an IPE, IDVR must assist participants in obtaining the information they need to make informed choices about the key components of their plan, including:

4.3.1 Selecting an appropriate employment goal consistent with the individual's strengths, interests, and goals.

4.3.2 Determining the services needed to achieve the chosen employment outcome.

4.3.3 Selecting services providers for the delivery of planned services.

4.3.4 Choosing the employment setting and the settings in which services will be delivered.

4.3.5 Understanding methods available for procuring services, including options for securing or purchasing planned services.

4.4 Timelines:

4.4.1 Initial IPEs will be completed no later than 90 days after an eligibility determination unless an extension is agreed to by the participant and IDVR.

4.4.2 When IDVR is operating under an Order of Selection (OOS), IPE development and finalization will be completed no later than 90 days after notification from IDVR that an eligible individual's disability priority category can be served and the individual can begin receiving IDVR services.

4.5 Mandatory Components:

4.5.1 There may only be one active IPE at any given time. The active IPE must contain all the following components:

4.5.1.1 A specific employment goal which meets the requirements of Competitive Integrated Employment (CIE);

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4.5.1.2 For eligible students and youth with disabilities, an exploratory employment goal may be used while career exploration activities are completed prior to development of a specific employment goal;

4.5.1.3 For eligible students and youth with disabilities, a description of the pre-employment transition services (pre-ETS) and supports required to achieve the employment outcome.

4.5.1.4 A description of the services necessary to achieve the established employment outcome, including the entities responsible for providing each service;

4.5.1.5 Services must be provided in the most integrated setting and be consistent with the participants' informed choice;

4.5.1.6 The extent of the participant's financial responsibility toward the cost of planned services;

4.5.1.7 Participant responsibilities related to applying for and securing comparable services and benefits;

4.5.1.8 Timelines for achieving the employment outcome, including the initiation of vocational rehabilitation services;

4.5.1.9 A description of the criteria used to measure progress toward achieving the employment outcome;

4.5.1.10 The terms and conditions of the IPE, including the responsibilities of IDVR, the participant, and, when applicable, other entities involved in providing comparable services and benefits;

4.5.1.11 Finalized IPEs must include signatures of the participant and QRP.

4.5.1.12 The IPE start date and expected plan end date.

4.6 IPE Review and Amendments:

4.6.1 A review of the IPE must be completed at least annually to assess the participant's progress toward the employment goal and to determine whether the IPE remains appropriate or requires modification. The participant must take part in the annual review. If the plan review is unable to be completed due to lack of participant engagement with IDVR, attempts to contact shall be documented in the case record. After multiple attempts to engage the participant have been made, services will be suspended until the review has been completed.

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4.6.2 The IPE amendment constitutes a formal review of the IPE. When an IPE amendment is developed and implemented, it fulfills the annual IPE review requirement and resets the review timeframe.

4.6.3 The IPE must be amended whenever necessary to support the participant's progress toward the employment goal, including when there is a change to the employment goal, the VR services, or a service provider.

4.6.4 Amendments must be developed in cooperation with participant.

4.6.5 An IPE does not take effect until signed by the participant and a start date is entered by the QRP.

5.0 EXCEPTIONS

An extended timeframe for the development of the IPE may be granted under the following conditions:

5.1 A supervisor must preapprove a one-time 30-day plan extension if agreed upon by the participant and counselor. The supervisor will then date the initial plan extension.

5.1.1 Plan extensions will not be granted due to participant's lack of engagement and/or inability to meet reasonable requirements established by IDVR during the plan development process.

5.2 Plan extensions shall include required participant and IDVR actions and timeframes to complete the IPE. The extension must be recorded in the Aware case management system.

5.3 Additional plan extensions require District Manager approval.

5.4 If a participant cannot meet reasonable requirements for completion of the IPE within established timeframes, case closure will follow.