



CRP Meeting Notes

July 15th, 2026, 2:00pm to 4:00pm

Purpose and frequency of the CRP meeting

To examine systemic and programmatic areas; an opportunity to share projects and initiatives and look at ways to improve processes.

CRP Meetings are held every odd number month on the 3rd Wednesday.

VR Topics

Internal Operations & VR Grant Updates- MiKayla Monaghan

The strategic leadership team will be traveling around the state in August to visit field offices. If you would like to meet with MiKayla while they are in your area, please reach out to her at MiKayla.Monaghan@vr.idaho.gov

- Administrator Update – the State Board of Education is the entity responsible for hiring this position and they are actively working on filling this position. Judy Taylor will remain as the Interim Administrator until the new Administrator is hired. . A final candidate has not yet been identified.
- Financial Update
 - IDVR is in the process of closing out State Fiscal Year 26 (SFY26) and are currently in State Fiscal Year 27 (SFY27)
 - Budget development is in in process for SFY28. Division of Financial Management has requested maintenance budget from all state agencies.
 - **Personnel Appropriation** subcategories consist of:
 - ✓ General Funds (received from the Legislature with tax dollars),
 - ✓ SSA Cost Reimbursement (Reimbursement from Social Security for those who are earning SGA)
 - ✓ Federal Fund Appropriation (funds from Federal Grant based on match-dollars available),
 - ✓ Miscellaneous Revenue (funds received through contracts)
 - ✓ 82% was spent from the total budget in the SFY, this is a reflection of austerity measures
 - IDVR spent all personnel dollars available to support matching the grant. **Operating Funds** have the same subcategories (miscellaneous and Social Security Funds) 76% was spent from the state appropriation across categories, the remaining general fund dollars were reverted back to the State Treasury.
 - **Capital Expenditures** is a subcategory of the larger operating budget but for expenditures that meet the state's definition of capital expenditure. 74% of the appropriation was spent with the remaining general fund dollars were reverted back to the State Treasury.
 - **Trustee and Benefits** is where participant case services payments are paid from. 34% was spent from all of the categories within the appropriation. While there is appropriation, it doesn't mean that grant dollars are available, which is

based on whether IDVR has matched the grant.

- ✓ General Fund dollars - 84% was spent, which was an improvement over the prior year. \$1.69 million was appropriated, with just under \$300,000 not being spent.

- **Federal Fiscal Year 25** – IDVR matched over \$2 million, (matching period has completed. Currently, in the carry forward year of the grant) \$7.6 million can be drawn from the grant, with \$4.3 million remaining to draw, which will be closed in just less than 3 months.
- **Federal Fiscal Year 26** – \$3.1 million has been matched as of 6/30/2026, with grant availability of \$11.5 million as of date. The ability to draw federal funds will increase as IDVR spends additional match expenses in the first quarter of the new SFY.

Note: for every \$1.00 matched, IDVR receives roughly \$3.69 from the federal grant.

Projections for planning for serving individuals on the waitlist, if IDVR were to serve everyone on the waiting list based on average case cost and potential applicants, there would be a \$5.4 million deficit projected currently in FFY27. That would leave approximately 1,600 that would need to remain on the waitlist.

The Department of Financial Management has indicated that a maintenance budget should be submitted during budget setting for SFY28. This would limit the ability for a supplemental request to increase state dollars for match in SFY28.

Question – How much would be needed to have supplemental match dollars for FFY27?

Answer - \$5.4 million of combined state/federal dollars is the estimate based on average case cost, number of people on the waitlist, and the average number of applicants per year.

- RSA Corrective Action Plan Update
 - ✓ April 30th CAP submission response has been received from RSA with approvals on:
 - Financial Participation Assessment Policy
 - Comparable Benefit Policy
 - Order of Selection Policy
 - IPE Policy
 - Subminimum Wage Policy
 - Pre-ETS Policy and Procedures
 - Approval for CRP Contracts, minus the CRP Manuals. The Manuals must be approved before IDVR can proceed with the CRP Contracts.
 - The Pre-ETS Manual was received back with a correction request and the final approval is pending. Once the Pre-ETS Manual is approved, the Employment Services Manual will be submitted and has 3 remaining comments to resolve. If a response is not returned from RSA due by July 30th, it will be resubmitted with a response to be received likely about 45

days later.

IDVR will then reach out to ask what timeframe will be needed to review and train CRP team members to support developing an implementation timeline.

Employment Services Program Update – District Managers

- On June 8th a Differentiated Practice Model was implemented
 - New Structure:
 - ✓ Heather is the District 1 Manager for Coeur d' Alene, Lewiston and Nampa.
 - ✓ Alan Aamodt is the District 2 Manager for the Boise office and the Statewide Processes Unit, which consists of Intake Coordinators, Financial VRAs, Technical Records Specialists, and Eligibility Counselors.
 - ✓ Matt Jensen is the District 3 Manager for Magic Valley and Eastern Idaho areas.
 - ✓ Tia Amundson is the District 4 Manager for the Pre-ETS team.
 - Team approach – Qualified Rehabilitation Professionals (VR Counselor), VR Coordinators (formerly VR Specialists and VR Assistants) anticipate being able to serve more individuals under this model.
 - Teams work together on caseloads. A Team Roster showing the individual teams will be sent out to the CRPs by the district managers for that geographic area. When one team member is out, another team member will be available to provide assistance with requests and communication.
 - Statewide Program Processes Unit
 - ✓ Eligibility Team makes all eligibility determinations
 - ✓ Intake Coordinators conducts all intakes
 - ✓ Fiscal VRAs process the payments

The smaller teams will help processes to be completed in a consistent manner.

- Waitlist Status & Order of Selection – Heather Haugen
 - As of last week, 1,129 cases were pulled from the waitlist since IDVR began to serve from the waitlist in October 2025.
 - 3,209 individuals are currently on the waitlist.
 - 489 individuals closed their cases after they were released from the waitlist and prior to development of an Individualized Plan for Employment.
 - The disability priority category is determined by an eligibility counselor.
 - IDVR is only serving from the Most Significant Disabilities (MSD) priority category off the waitlist currently
 - It is unknown when other categories will be able to be served based on projections noted previously
 - Each week additional cases are moved from the waitlist to begin Plan development.

- Budget Outlook – Alan Aamodt
 - As individuals are being served, it is unknown how much money the case will require. Because the services are based on individualized needs, in order to serve an additional disability priority category outside of MSD, IDVR would have to be able to serve all individuals in the MSD category as well as those that are applying for services that would also be MSD prior to having the resources available to serve from the SD disability priority category.
 - Staff capacity also has to be considered as cases are being moved from the waitlist.
- Referral Activity – Matt Jensen
 - CRP Referrals since the waitlist was opened up: (does not include those that were receiving services prior to the waitlists were implemented)
 - ✓ Boise – 20
 - ✓ Coeur d' Alene – 22
 - ✓ Idaho Falls – 10
 - ✓ Lewiston – 1
 - ✓ Nampa – 17
 - ✓ Pocatello – 5
 - ✓ Twin Falls – 19

Note: There are 357 participants that are not currently in plan yet that have been removed from the waitlist already that may require CRP services.

It is difficult to identify trends as each case is based on individual needs. If the same person reapplied for services, they may need different services than what was needed in the first case. It is based on services needed to attain their identified and agreed upon vocational goal so it makes it challenging to project the number of referrals for CRP services.

- Invoicing – Matt Jensen
 - Ensure documentation on invoices is only reflecting the services that are billable under the service category authorized by IDVR.
 - Activities must align with the Job Services Support Agreement and must meet the federal definition of competitive integrated employment (CIE) to be billable to IDVR.
 - Information not related to the services authorized should not be included in the billing. If extra notes are included it must be on it's own line and indicated as **no charge** for those additional notes.
 - Questions for billing or supporting documentation, contact the supervisor or district manager.

- If invoices contains unallowable activities or errors, the timeline for payment of 60 days does not start until a complete and correct invoice is received.
- Job support agreements authorize the CRP to provide placement services in conjunction with a current Authorization for Payment for services specified in the initial referral form to assist the participant within the vocational goal regarding specific positions of interest agreed upon.
 - ✓ Any services outside of what was agreed upon must be discussed and approved by the VR Counselor (QRP) in writing prior to providing the service.
 - ✓ The participant understands that if they request support outside of position that were agreed upon they must discuss those changes with their QRP at IDVR first.
 - ✓ Support outside of the vocational goal is not authorized and the CRP shall only provide services within the scope of the agreement and service category authorized.
 - ✓ It is the CRP's responsibility to request additional hours. No work should be completed without an Authorization and be billable to IDVR.
 - ✓ If an obligation is not in place when the service is provided, it is considered unallowable under the Federal Grant, which is why IDVR will not backdate authorizations and cannot pay for those services that occurred without an authorization in place at the time the services occurred.
- Competitive Integrated Employment
 - ✓ Earnings and wages must be comparable to the customary rate paid by the employer to employees without disabilities in comparable positions with similar skills, experience, and training.
 - ✓ The employee should receive the same benefits comparable to other employees without disabilities in similar positions.
 - ✓ Integrated settings are those positions found within the community with primary consideration of integration is that the level of interpersonal interaction within a work unit should be similar as those employees without disabilities.
 - ✓ Same advancement opportunities must be available as they are for other employees without disabilities.

If there is question whether the position meets CIE, IDVR is required to make the final determination under federal regulations whether the position meets CIE requirements and can be supported with grant funds or not. IDVR can communicate with the

employer to make the determination. Contact the VR team as well as a supervisor or manager to verify whether the job is CIE if there are any questions prior to discussing the position with a participant or applying.

Question: Is job carving considered CIE?

Answer: In those situations, consult with the VR team because it may or may not be CIE depending on the situation.

It was asked if examples could be provided at the next meeting.

Question: Will there be a position dedicated to supporting CRPs?

Answer: There is not a dedicated full-time position, but the district managers will serve as the liaisons and any support needs would escalate up to Darrell, Lauren and MiKayla.

- Pre-ETS Program Update – Tia Amundson
 - Budget Outlook for Pre-ETS – Legislative intent language had a CAP of 17% for FFY24. IDVR was below that amount at 11.8% of expenditures going toward Pre-ETS for the FFY24 grant.
 - SRC recommended budget expenditures of no more than 19.5% for Pre-ETS expenditures for the FFY25 Grant. We continue to provide Pre-ETS through primarily staff-provided service provision.
- New Electronic Pre-ETS Request Form will be a more efficient way for students to request services.

Question: A) What will be the results from not hitting the 15% requirement? B) Do you have expenditures figures for the FFY25 Grant?

Answer: A) ICBVI expenditures are also considered within the state 15% requirement, so both IDVR and ICBVI remain under a Corrective Action Plan (CAP).

B) Pre-ETS spending for the FFY25 Grant is still in process.

ICBVI and IDVR continue to collaborate to ensure that there is constant communication to achieve the Pre-ETS 15% requirement.

It was explained that the reduction in spending is due to discontinuation of providing unallowable services under the federal grant and removing disallowed Pre-ETS costs from the 15% reservation calculation for FFY24.

Submitted CRP Questions

No questions were submitted within the deadline

Process to Submit CRP Questions for September Meeting

- Submit CRP questions/agenda items two (2) weeks prior to the CRP Meeting
 - Question submission link:
<https://www.surveymonkey.com/r/FRYMRQ6>
 - CRP questions – Association questions vs. individual CRP
 - Associations: Please identify CRP(s) (as well as regions affected, if applicable)
 - Provide specific information (*not regarding individual cases)
 - Promptly respond to IDVR requests for clarifying information
 - Review CRP submitted questions.

Next CRP Meeting

- Every odd number month- 3rd Wednesday
- September 16th, 2026, 2pm- 4pm
- Submit meeting topics or questions no later than COB Wednesday September 2nd, 2026, for consideration

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