
Maryland State Department of Education
Division of Rehabilitation Services
OFFICIAL DIRECTIVE 24 – 12

SUBJECT: Temporary Process for Behavioral Health Supported Employment Eligibility

REFERENCE: [RSM 2, Section 800](#)

APPROVED BY: Erik D. Bonner, Ed. D., Assistant State Superintendent of DORS 

Supported Employment (SE) providers serving individuals in the Public Behavioral Health System have historically completed and submitted an application for services with the Division of Rehabilitation Services (DORS) through the Administrative Services Organization (ASO).

However, because of technical challenges that are being addressed with the current ASO, Carelon, please follow the following guidelines to alleviate the delay and begin processing the referrals in your queue:

1. Check your queue to ensure the referrals are **"approved"** and not "pending."
2. Use the information provided to determine eligibility for DORS-funded services and supports. DORS and the eligible consumer will then develop and approve a DORS Individualized Plan for Employment. Move through eligibility and plan development as expeditiously as possible.
3. DORS will issue authorizations for Job Development (either 20-hour increments or Milestone 1) or Intensive Job Coaching (as per the Fading Schedule or Milestone 2), **based on the individual's employment status at the time the IPE is signed**. DORS will not issue authorizations retroactively.
 - For example, if a consumer is employed when the IPE is signed, DORS will issue a Milestone 2 or job coaching hours for maintaining employment according to the Fading Schedule.
 - Likewise, if a consumer is not working when their IPE is signed, DORS will issue a Milestone 1 or Job Coaching for Job Development in the standard 20-hour increments.

It is expected that DORS counselors will maintain communication with their providers to ensure a smooth process from referral to case closure.

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