

**Maryland State Department of Education
Division of Rehabilitation Services
DORS Job Placement Incentives Fact Sheet**

Introduction

The Maryland Division of Rehabilitation Services (DORS) recognizes the importance of assisting our consumers to reach a maximum level of independence by achieving the highest level of employment possible. DORS also acknowledges that, for many of our Community Rehabilitation Programs (CRPs), finding positions beyond the standard entry level jobs can be difficult and time consuming. To facilitate this process, DORS includes placement incentives in the fee schedule for CRPs working with consumers to obtain employment.

Incentive Availability

When job development is a service authorized by DORS, the CRP may request any or all of the placement incentives options listed below, when applicable. Placement incentives will be paid after the DORS consumer maintains employment stability in competitive integrated employment for at least 90 days. Employment stability usually does not begin with the first day of employment. A consumer is first considered to have achieved employment stability when each of the following conditions have been met:

- The consumer is satisfied with the position and number of hours worked per week.
- The consumer's need for benefits planning and worksite accommodations and employer concerns have been addressed.
- The consumer has a supported employment plan and has transitioned from intensive job coaching hours to extended services funding or to natural supports, or the consumer does not have a supported employment plan and no longer requires DORS funding for short-term job coaching to achieve employment stability.

The job placement must be related to the employment goal on the DORS Individualized Plan for Employment (IPE). A placement will not qualify for these incentives if the employment is not related to the employment goal on the IPE. For example, if a CRP assists a consumer to obtain employment as a cashier while involved in training to achieve an IPE goal to become a computer repair technician, the employment will not qualify for a placement incentive.

Incentive Options

1. Designated Population Incentives (\$250 each)

- **Ex-Offender Status** – A consumer who qualifies as an ex-offender has been subject to some stage of the criminal justice process, as a result: Employers running a background check against national data will find this individual has a history of arrest, charges, prosecution, and/or conviction, or anyone using the [Maryland Judiciary Case Search](#) will find criminal cases in which this individual was a defendant, or the Individual requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.
- **Specialized Disability Populations** – This include consumers whose primary disability is ABI, Autism, Blind, Deaf, or Deaf/Blind. The primary disability must be noted in the consumer's DORS file and the DORS [Employment Services Progress Report \(RS-7d\)](#).
- **Specialized Occupational Areas - S.T.E.M. Occupations** –The Code, Occupation, and the S.T.E.M. discipline will correspond with the O*Net Online listing of S.T.E.M. disciplines.

2. Rapid Placement Incentive (\$300):

A consumer is placed in a position and begins to work within 30 days from the date of the authorization.

3. 25% Above Minimum Wage Placement Incentive (\$400):

A consumer obtains a position in the area related to their Individualized Plan for Employment (IPE) and is paid 25% above the state or local minimum wage (whichever is higher). When a local minimum wage exceeds the state minimum wage, the local minimum wage will be the benchmark to measure the 25%. The wage that is the highest must be used to measure the 25%.

4. Ticket to Work Substantial Gainful Activity Incentive (\$400):

A Social Security disability beneficiary whose Ticket to Work is in use with DORS obtains a position earning over Substantial Gainful Activity (SGA) for blind or non-blind, as appropriate. (Reference: <https://www.ssa.gov/oact/cola/sqa.html>). Note: Before authorizing, the DORS counselor will review requests for this placement incentive with the DORS Social Security Programs Unit.

5. Supported Employment Natural Supports Incentive (\$450):

Available when an individual receives supported employment services and maintains stability in the job for 90 days after transitioning to extended services provided via natural supports. Not available when the individual has transitioned to extended services funded by a long-term funding provider (e.g. BHA or DDA) or when the individual is youth receiving DORS funding for extended services.

CRP Process

CRP Step 1. At job placement, the CRP will provide the [Employment Services Progress Report \(RS-7d\)](#), the [CRP Employment Verification and Placement Incentive Request \(RS-7g\)](#), or other documentation containing the following required information:

- Employment (start date, hourly wage, including tips, if applicable, average hours worked per week, position title or position description, and O*Net code)

CRP Step 2. At employment stability, the CRP will request an authorization for applicable incentives by providing the [Employment Services Progress Report \(RS-7d\)](#) or the [CRP Employment Verification and Placement Incentive Request \(RS-7g\)](#) verifying:

- The employment stable date and updated employment information regarding occupational title, hourly wage, including tips, and average hours worked per week.

CRP Step 3. 90 days after the stable date, the CRP will invoice the DORS counselor for the incentive(s) for which an authorization has been received, or for the fee for verification of employment stability at 90 days, if authorized when placement incentives do not apply.

- Include information supporting wage, hours worked, and occupational title (e.g. paystub, [DORS Employment Verification: Self-Report \(RS-8b\)](#), [Employment Services Progress Report \(RS-7d\)](#), or the [CRP Employment Verification and Placement Incentive Request \(RS-7g\)](#)).

Consumer signature or copy of pay stub for wages earned during the third month of employment stability is required for DORS to pay the CRP invoice for applicable placement incentives or employment stability verification at 90 days

DORS Process

Upon receipt of employment verification and request for an authorization for Incentive payment (CRP Step 2), the DORS counselor will:

- Ensure the position is related to the employment goal, wages, and number of hours per week on the Individualized Plan for Employment (IPE), and no further service is needed to stabilize the employment.
- Enter the stable date in the employment record that was created in AWARE after CRP Step 1.
- Attach verification of wage information in AWARE using attachment category: "Verification of Consumer Wages."
- Notify the DORS Social Security Programs Unit for verification that the Ticket to Work is assigned to DORS when a Ticket to Work Substantial Gainful Activity (SGA) Incentive is requested.
- Issue new authorization for applicable incentives.

Upon receipt of employment verification as required in CRP Step 3 above, DORS pays the CRP invoice for placement incentives after 90 days of employment stability.

Questions? Contact [Kate Drake](#) 410.554.9440 re: the Designated Population, Rapid Placement, 25% Above Minimum Wage Incentives, and Supported Employment Natural Supports Incentive
Contact [Eric Schmidt](#) 410.554.9295 re: the Ticket to Work SGA Incentive