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***Missouri Division of Developmental Disabilities***

***Employment Services Toolkit***

**Tool #2 - *Career Planning and Job Development:* Checklist**

**Tool purpose:** The purpose of this tool is to ensure all critical areas have been considered and addressed in the Career Planning process to maximize employment success. This checklist is not designed to be done first or all at once, but used as a guide while moving through Career Planning services and subsequently during Job Development services. There is a separate checklist (Tool #9: *Supported Employment:* Placement Checklist) to be used once a job is secured.

**Directions and guidance for tool use:** Use this tool during Career Planning and Job Development services. Review, address and document ~~each~~ items on the checklist as applicable, with clear documentation regarding how the item will be addressed, and who is responsible. Regularly review the individual’s checklist throughout Career Planning services and update as necessary.

***Career Planning*: Checklist**

### **JOB SEEKER:**

### **DMH ID**:

### **EMPLOYMENT SUPPORT STAFF:**

### **AGENCY**:

**[ ]  Transportation: Initial Exploration**

* *When to address:* During Career Planning to consider options and identify geographic area for job development.
* *Action:* Explore full array of transportation options with individual and support system, and via [MO RIDES](https://morides.org/) and other resources. Apply for transportation services as needed. Ensure job development staff is aware of geographic area for possible placement. Conduct general travel training as appropriate.
* *Staff responsible for assistance:*
* *Notes (including dates and individuals/organizations contacted):*

**[ ]  Scheduling**

* *When to address:* During Career Planning.
* *Action:* Identify individual’s current scheduling requirements/preferences (medical/therapy appointments, community activities, etc.) Determine which are flexible and which are not. Also consider impact of scheduling on individual’s behavior, etc. Ensure information is provided to job development staff for consideration during Job Development.
* *Staff responsible for assistance:*
* *Notes (including dates and individuals/organizations contacted):*

**[ ]  Disclosure**

* *When to address:* During Career Planning and Job Development.
* *Action:* Discuss issues of disclosure with job seeker and determine what information (if any) regarding the individual’s disability they are comfortable disclosing to a potential employer, the implications of disclosure, who they would like to disclose, and how. (See [Missouri DB 101](https://mo.db101.org/mo/situations/workandbenefits/supports/program2a.htm) for guidance on disclosure). If a disclosure authorization is required (which is highly recommended), ensure it is on file.
* *Staff responsible for assistance:*
* *Notes (including dates and individuals/organizations contacted):*

**[ ]  Referral to Vocational Rehabilitation**

* *When to address:* As appropriate, at commencement of Career Planning.
* *Action:* Determine if individual should be referred to Missouri Vocational Rehabilitation for employment assistance. If so, make referral, and provide ongoing facilitation of VR services in conjunction with other services. (Note: DMH waiver funds will not pay for vocational rehabilitation services which are otherwise available from Missouri Vocational Rehabilitation. See the [MoHealthNet Developmental Disabilities Manual](https://dmh.mo.gov/dev-disabilities/programs/waiver/manuals) for details).
* *Staff responsible for assistance:*

*Notes (including dates and individuals/organizations contacted):*

**[ ]  Benefits Management: Prior to Employment**

* *When to address:* Initially during Career Planning to determine if benefits are an issue or concern.
* *Action:* If benefits are a concern, use benefit counseling resources to address: [DB 101](https://mo.db101.org/), [Work Incentives Planning and Assistance Program](https://www.ssa.gov/work/WIPA.html), service providers who provide benefits counseling funded by the Medicaid waiver, etc.. Also consider use of PASS (Plans to Achieve Self-Support) to address training, equipment, etc. needs. See [DB 101](https://mo.db101.org/mo/situations/workandbenefits/assets/program2b.htm) for information on PASS.
* *Staff responsible for assistance:*
* *Notes (including dates and individuals/organizations contacted):*

**[ ]  Accommodations and Assistive Technology: Prior to Employment**

* *When to address:* During Career Planning to identify general accommodation and assistive technology needs.
* *Action:* Identify individual’s potential job support needs, and possible accommodations and assistive technology to address those needs. Consult with [Job Accommodation Network](https://askjan.org/), [Missouri Assistive Technology Project](https://at.mo.gov/), and other resources as needed, and review accommodation information on [Missouri DB 101](https://mo.db101.org/mo/situations/workandbenefits/supports/program2b.htm). Incorporate information generated into job development process.
* *Staff responsible for assistance:*
* *Notes (including dates and individuals/organizations contacted):*

**[ ]  Guardianship**

* *When to address:* At beginning of Career Planning, and ongoing as necessary.
* *Action:* Determine if individual has a legal guardian, and outreach to the guardian regarding the individual’s plans for career exploration and finding a job. Work with the guardian to support the individual’s employment goals, and address any issues or concerns the guardian may have. (See page 7 of the ICI publication “[*Employment and Employment Supports: A Guide to Ensuring Informed Choice for Individuals with Disabilities*](https://archive.communityinclusion.org/pdf/TO31_F.pdf)”, for information regarding guardians and employment.)
* *Staff responsible for assistance:*
* *Notes (including dates and individuals/organizations contacted):*

**[ ]  Confirm I-9 Documentation**

* *When to address:* Prior to Job Development
* Action: Ensure individual has documentation needed for the hiring process, and that individual and placement staff have access to these documents, as well as the individual’s Social Security number. Review list of [Acceptable I-9 Documents](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents) to ensure they comply and confirm any photo ID is current/unexpired. [My Social Security](https://www.ssa.gov/myaccount/) has information on obtaining new and replacement Social Security cards.
* *Staff responsible for assistance:*
* *Notes (including dates and individuals/organizations contacted):*

**[ ]  Health and Safety**

* *When to address:* During Career Planning and Job Development
* Action: Identify any health and safety concerns that need to be considered in terms of employment, via review of the ISP, discussion with the individual and their support team, observation, etc. Identify strategies to address these concerns so they are not a barrier to job success (e.g., types of jobs where these concerns won’t be an issue, or methods for addressing these issues).
* *Staff responsible for assistance:*
* *Notes (including dates and individuals/organizations contacted):*

**[ ]  Interview Strategies and Accommodations**

* *When to address:* During career planning, prior to job interviews.
* Action: Assess whether individual has capacity to be properly evaluated through typical hiring process of interviewing and other employer screening processes. If not, consider accommodations for interview and employer screening, including short-term job try out, modifications in testing, etc. Develop strategies regarding how to advocate with employer on accommodations.
* *Staff responsible for assistance:*
* *Notes (including dates and individuals/organizations contacted):*

**[ ]  Work Opportunity Tax Credit (WOTC)**

* *When to address:* During career planning as this relates to disclosure (if the WOTC is claimed, it will require some level of disclosure, and during job development
* Action: Determine if individual is eligible for WOTC. If so, during job development make employer aware that hiring individual may qualify them for a tax credit in way that respects the individual’s disclosure preferences. [USDOL information on WOTC](https://blog.dol.gov/2021/09/24/employers-you-should-know-about-this-hiring-incentive?_ga=2.130512330.415041307.1684944223-1693350038.1684944223)
* *Staff responsible for assistance:*
* *Notes (including dates and individuals/organizations contacted):*