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Description automatically generated**

***Missouri Division of Developmental Disabilities***

***Employment Services Toolkit***

**Tool # 9 – *Supported Employment:* Placement Checklist**

**Tool purpose:** The purpose of this tool is to ensure that all critical areas have been considered and addressed when an individual finds employment, in order to maximize employment success.

**Directions and guidance for tool use:** This tool is to be used once a job has been secured. Each item on the checklist should be reviewed, addressed, and documented, with clear documentation regarding how the item will be addressed, and who is responsible. This checklist should be updated as necessary. Most of these items can be documented on **Tool # 8 – *Job Development* - Placement Form**.

**Placement Checklist**

### INDIVIDUAL:

### DMH ID:

### EMPLOYMENT SUPPORT STAFF:

### AGENCY:

**Transportation: Job Placement**

* *When to address:* After job placement has been made.
* *Action:* Assist individual in making arrangements for transportation, and provide travel instruction as necessary. (Note: If individual is receiving residential services, in Missouri, residential services is responsible for transportation. However, additional options should be explored, in order to have alternatives, and increase individual’s transportation independence.) Resource: [MO Rides](https://morides.org/)
* *Staff responsible for assistance:*
* *Notes (including dates and individuals/organizations contacted):*

**Accommodations and Assistive Technology: Job Placement**

* *When to address:* During job placement and possibly post-placement.
* *Action:* Identify individual’s job support needs, and 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). Work with individual and employer to implement.
* *Staff responsible for assistance:*
* *Notes (including dates and individuals/organizations contacted):*

**Work Schedule: Job Placement**

* *When to address:* At time of job placement.
* *Action:* Determine individual’s work schedule, including flexibility of schedule and employer requirements regarding flexibility, variations in schedule (day-to-day, week-to-week), and how individual will be supported to meet employer scheduling needs. If schedule varies, identify how individual will be notified of weekly schedule. Determine if work schedule conflicts with other existing scheduled activities (medical appointments, scheduled community activities, etc.), work with individual on rearranging of non-work schedule as necessary.
* *Staff responsible for assistance:*
* *Notes (including dates and individuals/organizations contacted):*

**Disclosure – Placement**

* *When to address:* At time of placement.
* *Action:* Review previous discussions regarding disclosure. Discuss issues with job seeker and determine what information (if any) regarding the individual’s disability they need to or want to disclose to the employer, who they would like to disclose, and how. (See [Missouri DB 101](https://mo.db101.org/mo/situations/workandbenefits/supports/program2b.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):*

**Dress for work**

* *When to address:* When individual begins employment, and as necessary on ongoing basis.
* *Action:* Have individual check with employer regarding appropriate attire for work and uniform needs if necessary (with support of staff as necessary). If there is a cost, determine how this will be covered (individual, service provider, employer advance, use of Social Security Work Incentive – PASS, IRWE).
* *Staff responsible for assistance:*
* *Notes (including dates and individuals/organizations contacted):*

**Tool and Equipment**

* *When to address:* When individual begins employment, and as necessary on ongoing basis.
* *Action:* Have individual check with employer regarding tools and equipment required for position (with staff support as necessary). Determine how individual will be trained on use of tools and equipment, if needed. If there is an employee cost, determine how this will be covered (individual, service provider, employer advance, use of Social Security Work Incentive – PASS, IRWE).
* *Staff responsible for assistance:*
* *Notes (including dates and individuals/organizations contacted):*

**Confirm I-9 Documentation**

* *When to address:* Prior to job start
* 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):*

**Employment Orientation**

* *When to address:* When individual begins employment.
* *Action:* Determine how employer orientation will occur, schedule for orientation, and preparation requirements. Determine what type of support individual will need with orientation (if any), and how that will be provided.
* *Staff responsible for assistance:*
* *Notes (including dates and individuals/organizations contacted):*

**Benefits Management: Placement and Post-Placement**

* *When to address:* When individual begins employment, and as necessary on ongoing basis.
* *Action:* Ensure earnings are being reported to Social Security and Medicaid; provide guidance and support in use of Social Security work incentives (PASS, IRWE, etc.); address any benefit concerns; utilize benefit counseling resources as necessary ([Missouri DB 101](https://mo.db101.org/mo/situations/workandbenefits/supports/program2b.htm), [Work Incentives Planning and Assistance Program](https://www.ssa.gov/work/WIPA.html), service providers who provide benefits counseling funded by the Medicaid waiver).
* *Staff responsible for assistance:*
* *Notes (including dates and individuals/organizations contacted):*

**Job Coaching**

* *When to address:* When individual is preparing to begin position.
* *Action:* Ensure that arrangements have been made for job coaching, and that job coach has all necessary information such as schedule, where to meet on first day, learning styles, and individual/family contact info.
* *Staff responsible for assistance:*
* *Notes (including dates and individuals/organizations contacted):*

**Work Opportunity Tax Credit (WOTC)**

* *When to address:* At time of hire, before individual begins work.
* Action: At time of hiring, note to employer that individual is eligible for WOTC, and assist employer with any necessary WOTC documentation. [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):*