**New Jersey Department of Human Services**

**Division of Developmental Disabilities**

**Employment Forms Instruction Guide – F3 & F6**

The Division of Developmental Disabilities (DDD) must maintain documentation showing that services provided by both DDD and the Vocational Rehabilitation Agency (Division of Vocational Rehabilitation Services or Commission for the Blind & Visually Impaired) – such as Career Planning, Day Habilitation, Prevocational Training, and Supported Employment (Individual or Group) – are not available through DVRS/CBVI prior to offering those services through DDD. As an Employment First State, the presumption is that every Individual of working age with a disability will be competitively employed in the general workforce. Employment related services/supports should be considered a priority. Therefore, either the “Employment Determination Form – (F3)” or the “Employment Non-Referral Form to Division of Vocational Rehabilitation Services (DVRS) or Commission for the Blind & Visually Impaired (CBVI) – (F6)” must be completed and maintained in the records of every Individual receiving services from DDD.

**When is the Employment Determination Form – (F3) completed?**

The Employment Determination Form - (F3) is completed when someone eligible for DDD and who is interested in working, is referred to DVRS or CBVI to determination eligibility for vocational rehabilitation services.

**Who completes the Employment Determination Form – (F3)?**

* The Support Coordinator/DDD Staff Member completes the first and last sections of the Employment Determination Form - (F3) **and** forwards the form to DVRS/CBVI at the time of the referral. These sections provide identifying information about the Individual seeking services and the Support Coordinator/DDD Staff Member’s contact information.
* The Vocational Rehabilitation (VR) Counselor completes the remainder of the Employment Determination Form - (F3) based on information gained from meeting with the Individual, and returns it to the Support Coordinator/DDD Staff Member. The Support Coordinator/DDD Staff Member uploads the completed form in iRecord.

**What information must be included on the Employment Determination Form – (F3)?**

If the Individual is determined eligible for DVRS/CBVI services, the VR Counselor must provide information about the services the Individual will be receiving. DDD services that are not available through DVRS/CBVI can be provided by DDD.

If the Individual is being evaluated further for DVRS/CBVI services (through a trial work experience, for example), the VR Counselor should include information about the evaluation process that the Individual will be experiencing.

If it has been determined that DVRS/CBVI services are not available to the Individual, the VR Counselor must provide the reason. Since DDD services can be utilized to supplement DVRS/CBVI services, a reason such as, “Seeking or being more appropriate for a DDD-funded day program (or other service),” is not an acceptable reason to be provided on the Employment Determination Form - (F3). The information needs to reflect specifically why the Individual cannot receive services from DVRS/CBVI at this time.

**When is the Employment Non-Referral Form – (F6) completed?**

The Employment Non-Referral Form – (F6) is completed whenever someone eligible for DDD will not be going to DVRS/CBVI to determine eligibility or access services.

**Who completes the Employment Non-Referral Form – (F6)?**

The Support Coordinator/DDD Staff Member completes the Employment Non-Referral Form – (F6) and uploads it in iRecord.

**What circumstances warrant a non-referral to DVRS/CBVI?**

The only circumstances when someone eligible for DDD should not be referred to DVRS/CBVI for services are as follows (as indicated by the check boxes on the Employment Non-Referral Form – (F6):

* The Individual is already competitively employed in the general workforce and does not need employment services at this time, or has moved into the Long-Term Follow-Along (LTFA) phase of Supported Employment and will receive LTFA supports through DDD (per the Memorandum of Understanding between DDD, DVRS, and CBVI).
* The Individual is of retirement age (65 or older).
* Medical condition or behavioral support need exceeds the supports or services available from DVRS/CBVI at this time (due to substantiated concerns about harm to self or others, which cannot be appropriately mitigated by supports/services).
* The individual/legal guardian understands that employment is the preferred post education outcome. The individual/LG is not interested in pursuing employment at this time.

**What Training is Available on Employment?**

Past trainings on employment referrals and services have been posted on the College of Direct Supports Website. Updated trainings will continue to be offered by the SCU Education and Training Team. Questions can be directed to this team through the training helpdesk: [SCUTrainingHelpdesk@dhs.nj.gov](mailto:SCUTrainingHelpdesk@dhs.nj.gov)

**Quick Reference Overview of the Employment Forms - F3 & F6**

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|  | **Employment Determination Form – (F3)** | **Employment Non-Referral Form (F6)** |
| Who completes the form? | * The SC/DDD Staff completes the first and last sections. * The VR Counselor completes the services section. | * The SC/DDD Staff completes this form following Planning Team discussion and recommendations. |
| Which form should be completed? | * The Employment Determination Form (F3) is completed when someone eligible for DDD and is interested in working, is referred to DVRS/CBVI to determination eligibility for vocational rehabilitation services. | * The Employment Non-Referral Form (F6) is completed when someone eligible for DDD will not be referred to DVRS/CBVI to determine eligibility because he/she meets one of the following criteria: * He/she is already competitively employed and does not need employment services, or is in the Long-Term Follow-Along (LTFA) phase of Supported Employment. * He/she is of retirement age (65 or older) * Medical condition or behavioral support need exceeds the supports or services available from DVRS/CBVI at this time. * The Individual and/or legal guardian is not interested in pursuing employment. |
| What information must be included on the form? | * The services the Individual will be receiving from DVRS/CBVI, or an indication that services are not available with the reason why. * The Employment Determination Form – (F3) should be updated to reflect changes in services, as needed. | * Explanation why the Individual is not pursuing DVRS/CBVI services/employment. |
| Where does the form go upon completion? | * The VR Counselor returns the completed form to the SC/DDD Staff. * The SC/DDD staff uploads the completed form in iRecord. | * The Support Coordinator/DDD Staff uploads the completed Employment Non-Referral Form – (F6) in iRecord. |