



VERIFICATION THAT JOB MEETS SEMP CRITERIA

Instructions: As listed in the OPWDD SEMP regulations, billing for OPWDD Supported Employment (SEMP) services, when a person has a job is contingent on the criteria listed below. OPWDD recommends completing this form to document that the job meets the required SEMP criteria and maintain the completed form in the individual's records, available upon audit.

- 1. The employee is paid minimum wage or higher (or meets applicable labor laws).
2. The job is integrated in the community.
3. There is documentation on file that Intensive SEMP services were not available through another funding source, were previously accessed, or are not required.
4. The supports/services at this job site are determined to be either individual or group (no more than 8 individuals) services. The services and job placement are individualized to person.

Agency Name: _____

Agency Address: _____

Name of Individual Employed: _____ TABS ID #: _____

Address: _____

Telephone Number: _____ Date Enrolled in SEMP (as listed in CHOICES): _____

Name of Business Where Individual is Employed: _____

Phone Number: _____ Date Starting this Job: _____

Business Address: _____

Title of Job Position: _____

1. WAGE VERIFICATION

Hourly Wage: _____ Does this job pay at least NYS minimum wage? [] Yes [] No

If No, which Department of Labor compensation standard does the job wage meet?

- [] Out of state [] Tipped staff [] Federal minimum wage [] Self-employment*

*If self-employed, compensation meets all applicable regulations including DOL & IRS [] Yes [] No

Type of wage/compensation verification documentation obtained by provider:

- [] Pay Stub [] Appointment Letter [] Other (List): _____

2. WORKSITE INTEGRATION

OPWDD SEMP regulations require that individuals in supported employment, work at a job/employment experience that is integrated in the community, working alongside of workers without disabilities in the same manner that employees without OPWDD services would in the same/similar job. Every job/employment experience is different and may meet integration standards in different ways.

Is this job integrated in the community? [] Yes [] No (if No, do not bill SEMP for services)

The job meets integration standards because the individual working at this job (list specific examples and check all that apply):

- Interacts and takes direction from a supervisor at the business (not paid by SEMP).
Describe: _____
- Interacts with coworkers without disabilities.
Describe: _____
- Meets/greets/serves customers in the broader community.
Describe: _____
- Attends trainings with coworkers without disabilities.
Describe: _____
- Has access to break/lunch facilities, the same as coworkers without disabilities.
Describe: _____
- Has access to public/community transportation options in the general community.
Describe: _____
- Has access to the greater community.
Describe: _____
- Attends staff meetings and company activities/events with coworkers without disabilities.
Describe: _____
- Job position is open and advertised to the general public.
Describe: _____
- Has access to job resources, workplace materials, paychecks, etc. the same as coworkers without disabilities. Describe: _____

3. INITIAL INTENSIVE SERVICES FUNDING

The service provider must maintain documentation that funding is not available or required by ACCESS-VR. Which of the following applies? (check all that apply)

- The individual received ACCES-VR funding **for this job** and documentation is on file.
ACCES-VR Stabilization Date: _____ ACCES-VR Closure Date: _____
Date OPWDD SEMP billing started (91 days after Stabilization or 1 day after Closure): _____
- The individual previously participated in ACCES-VR for Intensive SEMP and documentation is on file. ACCES-VR Closure Date (If known): _____
- The individual previously participated in OPWDD's Employment Training Program (ETP), has documentation of participation, and the ACCES-VR and the OPWDD Letter of Agreement is on file.
- The individual secured this job and does not require Intensive SEMP services from ACCES-VR or OPWDD. Services will be funded by OPWDD Extended SEMP, when the individual starts job.
- Other: _____

**See SEMP Administrative memorandum for additional details.*

4. TYPE OF PLACEMENT

The supported employment provider agency designates whether this is a group or individual job placement. Generally, a group placement means that the supported employment services are provided to between two and eight individuals during the same/similar time periods and the individuals are working together as a group. SEMP services for this employee, while at this job site will be billed as:

Individual:

If Individual, and multiple individuals supported through SEMP services are working at the business at the same time, are the employees allowed to work without the job coach present?

Yes No NA

If Individual, and multiple individuals supported through SEMP services are working at the same business, are the employees scheduled for different hours? Yes No NA

Group:

If Group, there will be 8 or fewer individuals funded by OPWDD SEMP at this work placement at the same time? Yes No

If Group, the business will supervise the employees and job coach will provide SEMP services?

Yes No

If Group, how are the services and job placement individualized to the their person-centered plan?

PERSON COMPLETING FORM:

Name: _____

Title: _____

Signature: _____

Date: _____

Email Address: _____