

Employment Job-Aid for Supervisors

ACOM Employment Policy 447

MEMBER ENGAGEMENT

Employment discussions should be occurring with ALL members, not only those explicitly expressing interest in employment

Observe staff having employment-related conversations with members

How to observe:

- Mock session/role play
- Schedule time to join staff when they are meeting with members

Develop processes for staff to address employment in all conversations

Tips for discussing employment with members:

Be positive and reassuring

“Finding the right job is hard for everyone. I know you’re on the right track and that you can do it if you keep trying.”

Ask about goals, interests, and dream job

“If you could do anything in the world, what would you choose?”
 “What do you see yourself doing in a couple years?”

Bring up something motivational

“When you find a job and receive extra income, you could finally do that trip you’ve always talked about.”

If not looking for a job, ask why

“I heard you’re not looking for a job anymore. Can you tell me more about that?”

Use DB101 to dispel myths about benefits and working income

“Many people on Soc. Sec. are working and are much better off. Do you want to see what would happen to your benefits if you got a job?”

RSA/VR

General:

- Encourage staff to attend an RSA/VR Orientation
- Encourage staff to connect with local [RSA/VR office](#)

RSA/VR Specific

What is the [RSA/VR](#) program?

- State program that provides employment services and supports for individuals with disabilities.

Eligibility Criteria for VR

Documented Disability	Having a documented disability
Barrier to Work	Disability presents a barrier to employment
Can Benefit	Having the potential and desire to work
Requires VR Services	Needing services in order to work

Order of Selection (OOS) – Based on an individual’s functional capacity, individuals eligible for VR may be placed on a waitlist for services.

RSA/VR services include, but are not limited to, the following:

- Vocational Guidance and Counseling
- Career Exploration
- Vocational and Psychological Evaluation
- Job Training/Post-Secondary Education
- Job Development and Placement
- Work clothes, equipment, etc. in support of employment goal

Common VR Status Codes

00	Referral	10	Eligible	22	Employed
02	Application	12	IPE Signed	26	Successful Closure
04	Waitlist	13	IPE Implemented	28	Unsuccessful Closure
06	Trial Work	20	Ready to Work	32	Post-Employment Svcs

Members who decline the RSA/VR program, are placed on OOS, or the VR plan has not yet started, may receive Medicaid employment services and supports, referrals to employment Providers, and/or referrals to community resources.

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DB101

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<p>How can DB101 benefit individuals?</p> <p>DB101 is an online tool that educates people on how Social Security benefits are affected by employment income.</p> <p>DB101's Benefits and Work Estimator lets you enter data about yourself, such as your age, how much you make at work, and what benefits you get, and then see how your benefits might change over time, including whether you might gain or lose eligibility for different programs.</p> <p>RELIAS Training: New Employee Orientation training titled, "AHCCCS-NEO Employment Rehabilitation".</p>	<p>Create a DB101 user account:</p> <ol style="list-style-type: none"> 1. https://az.db101.org/ 2. Select/click on Register at the top right-hand side of webpage. 3. Enter the following Information and select/click Submit: <ol style="list-style-type: none"> a. Email b. Password c. Confirm Password d. Organization <p>Maintain a DB101 Account:</p> <ol style="list-style-type: none"> 1. https://az.db101.org/ 2. Once logged in, select/click My DB101 tab. 3. Use My DB101 to save favorite articles and tools, and to get access to saved Estimator sessions. 4. Use My Favorites to select favorite articles and tools while you browse the site. 	<p>DB101 Quick estimate:</p> <ol style="list-style-type: none"> 1. https://az.db101.org/ 2. In the Search field, type SSI quick estimate or SSDI quick estimate and press select/click. 3. Select/click the appropriate link option. 4. Select/click the TRY IT button. 5. Answer the questions to see how working might affect your total income. <p>DB101 full version estimate:</p> <ol style="list-style-type: none"> 1. https://az.db101.org/ 2. Select/click tab option "Programs". Select/click the TRY THE BENEFITS & WORK ESTIMATOR button. 3. Select/click GET STARTED. 4. Answer all questions that are applicable. If unsure, select/click the blue question mark icon for help. 	<p>AHCCCS: https://www.azahcccs.gov/</p> <p>Social Security: www.socialsecurity.gov For more information read SSA: A Snapshot</p> <p>Employer Work Incentives: Tax Benefits for Businesses Who Have Employees with Disabilities Work Opportunity Tax Credit Fact Sheet</p> <p>Additional Information: Ticket to Work Earned Income Tax Credit (EITC) AZ ABLE Individual Development Account (IDA) Seven Myths About Work and Benefits</p>	<p>AHCCCS and Social Security work incentives: AHCCCS Freedom to Work (DB101 website) AHCCCS Freedom to Work (AHCCCS website) SSI Work Incentives SSDI Work Incentives</p> <p>Competent staff supports Colleagues: Enables coworkers to grow and succeed through feedback, instruction, and encouragement.</p>