**6710 Employment Assistance**

Revision 20-2; Effective October 1, 2020

Employment assistance is assistance provided to help a member locate paid employment in the community and includes:

* identifying a member's employment preferences, job skills, and requirements for a work setting and work conditions;
* locating prospective employers offering employment compatible with a member's identified preferences, skills and requirements; and
* contacting a prospective employer on behalf of a member and negotiating the member's employment.

Documentation must be maintained in the member’s record that the service is not available to the member under a program funded under Section 110 of the Rehabilitation Act of 1973 or under a program funded by the Individuals with Disabilities Education Act (Title 20 U.S.C. §1401 et seq.). An employment assistance service provider's credentials must satisfy one of these options:

Option 1:

* a bachelor's degree in rehabilitation, business, marketing or a related human services field; and
* six months of documented experience providing services to people with disabilities in a professional or personal setting.

Option 2:

* an associate degree in rehabilitation, business, marketing or a related human services field; and
* one year of documented experience providing services to people with disabilities in a professional or personal setting.

Option 3:

* a high school diploma or general equivalency diploma (GED); and
* two years of documented experience providing services to people with disabilities in a professional or personal setting.