# Vocational Rehabilitation Services Manual C-100: Counseling and Guidance

Revised on February 3, 2020

## C-102: Individualized Plan for Employment Requirement

C&G is a core VR service and must be included in the customer's IPE as a specific service that is provided by TWS-VR. Only VR counselors or VR staff who are serving as a VR counselor (such as VR Supervisors, VR Managers, or program specialists) can provide C&G.

### C-102-1: Frequency of Counseling and Guidance

In addition to including counseling and guidance as a specific service on the IPE, the frequency of C&G is captured on the IPE and individualized to meet the customer’s needs. C&G frequency can change as needed throughout the life of the case. If C&G frequency changes from a lower number of days to a higher (less frequent) number of days, an IPE amendment is required. If C&G frequency changes from a higher number of days to a lower (more frequent) number of days, an IPE amendment is not required.

For example, if the frequency of C&G on the IPE is identified as 60 days, but the customer needs weekly C&G for a period of time, then C&G can be provided weekly and the IPE does not need to be changed since this is within the minimum threshold of the timeframe selected on the IPE.

The minimum frequency of C&G with the customer should be clearly stated on the customer's IPE.

C&G must be provided to each eligible customer at least every 180 days. Any exception to the 180-day C&G frequency requirement must be justified clearly by the VR counselor in ReHabWorks (RHW).

For information on documenting C&G, refer to [E-300: Case Note Requirements](https://twc.texas.gov/files/partners/vrsm-e-300.docx).

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