

468-000-336 DETERMINATION OF INCAPACITY FOR EMPLOYMENT FIRST (EF)

Short-Term Exemption (up to three months): If a person has an illness or injury serious enough to temporarily prevent the individual from entering employment and participating in another EF component activity for up to three months, the case manager may make the determination based on medical information from the individual's attending Physician, Physician Assistant, Nurse Practitioner, Licensed Mental Health Professional, Clinical Psychologist or Psychiatrist. A complete and current Confidential Medical Report provided by the medical professional must include information specific to the individual's ability to participate in EF component activities. The medical professional is encouraged to include additional pertinent information including hospital admission/discharge summaries, lab reports, consultative reports/letters, psychological reports and testing, etc.

A referral to the Incapacity Review Team (IRT) for a determination of incapacity must be made as soon as the case manager anticipates that the illness or injury may exceed three months.

Long-Term Exemption (longer than three months): The Incapacity Review Team (IRT) will make the determination for long-term incapacity exemptions. The determination will be based on medical information from the individual's attending Physician, Physician Assistant, Nurse Practitioner, Licensed Mental Health Professional, Clinical Psychologist or Psychiatrist. A complete and current Confidential Medical Report provided by the medical professional must include information specific to the individual's ability to participate in EF component activities. The medical professional is encouraged to include additional pertinent information including hospital admission/discharge summaries, lab reports, consultative reports/letters, psychological reports and testing, etc. The Confidential Medical Report and Social Study for Incapacity Determination must be provided to the IRT by the case manager. Once a determination is made an Incapacity Determination Report will be provided to the case manager. If determined incapacitated for a long-term exemption the report will indicate the time period of the incapacity and if a review is needed in the future.

Referral to Vocational Rehabilitation: If the individual has an incapacity which is expected to exist for a continuous period exceeding three months and s/he does not have a job to return to, the case manager must make a referral to Vocational Rehabilitation using form IM-2. The case manager must also refer the individual to the Social Security Administration to apply for disability.