

Kentucky Office of Vocational Rehabilitation

IPE Extension Agreement

Instructions

The purpose of this letter is to request an extension of time to write the Individualized Plan for Employment (IPE). The counselor will send the letter to the consumer when the time to write the IPE is beyond 90 days. The consumer must sign and return it stating that they agree to the extension of time.

Case Number Enter case number of the consumer's case

Date/Consumer Name/Address Enter the date of the letter and under it enter the name and address of the consumer

Consumer Name Enter Consumer Name

Eligibility Date Enter the eligibility date of the consumer

Reason that the counselor will be unable to complete the IPE within 90 days Enter reason that the completion of the IPE must go beyond 90 days

Date the IPE will be completed Enter the new date that the IPE will be completed

Counselor Signature/Guardian Signature

Please use these instructions for DocuSign before sending the letter to the consumer and after uploading your signature to the letter.

Select Start for quick access to the most common eSignature actions.

1. Select Send an Envelope
2. Use the template of the IPE Extension Agreement Letter.
3. Enter the recipient's name(s), including the guardian (if applicable) and contact information.
 - a. As a sender, you will receive a copy of the completed Document.
Place the copy in the consumer file.

Please use these instructions if sending the letter by regular mail.

1. After entering the name and address for the consumer, sign the form and date it.
2. Contact the guardian if applicable to meet and have the guardian sign the form before sending to the consumer.

Counselor Information

Enter counselor information including name, full address, phone number, and email address