

**PROVIDER ADVISORY #2021-025**  
**APD EMPLOYMENT STABILITY PLAN UPDATE**

**ACTION REQUIRED**

**EFFECTIVE DATE: DECEMBER 13, 2021**

This advisory provides guidance to Supported Employment Providers on the use and completion of the Employment Stability Plan (ESP), revised on November 23, 2021.

With input from providers, the Agency for Persons with Disabilities (APD) updated the ESP to ensure that it captures all iBudget Handbook, Rule 59G-13.070, Florida Administrative Code (F.A.C.), requirements related to ESP plan documentation. The iBudget Handbook states in part:

*The Employment Stability Plan (ESP) must include the following information: client demographic information, current job information to onsite contact person at the job location, employment level of support needed and the plan for fading of the level of support as appropriate and periodic performance review information, identification of natural supports being used, social security benefits information and work incentives being used, and career interests of the individual for future planning. A model template can be accessed on the APD website at [apdcares.org](http://apdcares.org).*

A *Guide to the Employment Stability Plan* was also developed to ensure that providers have clear guidance on how to use the ESP.

The new ESP and guide are located under “Supported Employment Links” on APD’s website: <http://apdcares.org/providers/supported-employment/>.

If there are any questions about how to complete the ESP, Supported Employment Providers should contact an Employment Liaison at an APD Regional Office.