



# Clarifying Guidance on Competitive Integrated Employment (CIE) and Self-Employment in the SC Individual Monitoring Tool

## ODP Announcement 25-072

### AUDIENCE:

Intellectual Disability/Autism (ID/A) Supports Coordination Organizations (SCOs)

Adult Autism Waiver (AAW) SCOs

### PURPOSE:

To provide updated guidance for completing the SC Individual Monitoring Tool (IMT), specifically regarding when self-employment is considered Competitive Integrated Employment (CIE).

### DISCUSSION:

With the implementation of Performance-Based Contracting (PBC) for ID/A Residential Providers and SCOs, the Office of Developmental Programs (ODP) has reviewed how CIE data is collected and interpreted. Because CIE performance measures rely on information collected through the SC IMT, we are issuing updated guidance to clarify how SCs should apply CIE criteria—particularly in cases involving self-employment. While PBC is not being implemented for Residential Providers or SCOs enrolled in the AAW, the AAW is also updating its IMT guidance in alignment with the ID/A IMT guidance.

These updates do **not** change the monitoring tool questions themselves in either the ID/A or AAW IMT. The new guidance provides additional instructions to ensure consistent understanding and documentation.

### **Updated ID/A Guidance: CIE and Self-Employment in the IMT**

#### **1. Question 25: Is the individual working in a competitive integrated job?**

Interview individual, family/caregiver and/or staff to determine if the individual is engaged in competitive integrated employment.

Competitive Integrated employment is defined as earning minimum wage or better, working in a setting where a majority of workers don't have a disability, and having the same benefits and access to advancement opportunities as coworkers without disabilities. The individual is paid directly by the employer and not by the service provider. Employment through the Community Participation Support (CPS) service or Small Group Employment service is not considered competitive integrated employment. Self-employment is considered competitive integrated employment when the individual's net earnings from self-employment meet the Internal Revenue Service (IRS) requirements for filing taxes. In 2025 this amount is \$400 or more. Individuals who earn less than this amount would not be considered to be working in a competitive integrated job.

#### **2. Question 26: Is the individual self-employed?**

Interview individual, family/caregiver and/or staff to determine if the individual is self-employed.

Self-employed is defined as earning income directly from one's own business, trade or profession rather than as a specified salary or wages from an employer. This question should be answered yes regardless of the amount of income earned through self-employment. The earnings requirement in Question 25 only applies in determining whether self-employment meets the standard of competitive integrated employment.

**3. Question 27: How many jobs is the individual working that meet the definition of CIE?**

Interview individual, family/caregiver and/or staff to determine if individual has more than one job. If the individual is working more than one job, please verify that all jobs meet the definition of competitive integrated employment.

Competitive Integrated employment is defined as earning minimum wage or better, working in a setting where a majority of workers don't have a disability, and having the same benefits and access to advancement opportunities as coworkers without disabilities. The individual is paid directly by the employer and not by the service provider. Employment through the CPS service or Small Group Employment service is not considered competitive integrated employment. Self-employment is considered competitive integrated employment when the individual's net earnings from self-employment meet the Internal Revenue Service (IRS) requirements for filing taxes. In 2025 this amount is \$400 or more. Individuals who earn less than this amount would not be considered to be working in a competitive integrated job.

Example: If an individual is working 5 hours per week at Giant Food Stores as a stock clerk and 5 hours per week as a window washer in a mobile work crew, the answer

would be one (1) because small group employment in a mobile work crew is not competitive integrated employment.

Attachment #1: [ID/A Individual Support Plan Monitoring Tool – SC Guidance Document](#) can be accessed using the link or on [MyODP](#).

### **Updated AAW Guidance: CIE and Self-Employment in the IMT**

#### **Employment Information**

**1. Is the individual working in a competitive integrated job? Y/N?**

Note: The employment screen is configurable. When the SC first gets to the page questions 1 & 2 are all that is available. For questions 3-6 to populate, questions 1 or 2 must contain a “Yes” response.

#### **All Settings:**

Interview the participant, as well as the caregiver, if applicable, to determine whether the participant is working in a competitive integrated job.

Competitive integrated employment is defined as earning minimum wage or better, working in a setting where a majority of workers don’t have a disability, and having the same benefits and access to advancement opportunities as co-workers without disabilities. The individual is paid directly by the employer and not by the service provider. Employment through the Day Habilitation service or Small Group Employment service is not considered competitive integrated employment. Self-employment is considered competitive integrated employment when the individual’s net earnings from self-employment meet the Internal Revenue Service (IRS)

requirements for filing taxes. In 2025 this amount is \$400 or more. Individuals who earn less than this amount would not be considered to be working in a competitive integrated job.

**2. Is the individual self-employed? \* Y/N**

Note: The employment screen is configurable. When the SC first gets to the page questions 1 & 2 are all that is available. For questions 3-6 to populate, questions 1 or 2 must contain a “Yes” response.

**All Settings:**

Interview the participant, as well as the caregiver, if applicable, to determine if the participant is self-employed. To be considered “self-employed” an individual cannot be employed by government, by a private company, or by a nonprofit organization.

Self-employed is defined as earning income directly from one’s own business, trade, or profession rather than as a specified salary or wages from an employer. This question should be answered yes regardless of the amount of income earned through self-employment. The earnings requirement in Question 1 only applies in determining whether self-employment meets the standard of competitive integrated employment.

**3. How many jobs is the individual working that meet the definition of competitive integrated employment?**

**All Settings:**

Interview the participant, as well as the caregiver, to determine if the individual has more than one job. If the individual is working more than one job, please verify that all jobs meet the definition of competitive integrated employment.

Competitive integrated employment is defined as earning minimum wage or better, working in a setting where a majority of workers don't have a disability, and having the same benefits and access to advancement opportunities as co-workers without disabilities. The individual is paid directly by the employer and not by the service provider. Employment through Day Habilitation service or Small Group Employment service is not considered competitive integrated employment. Self-employment is considered competitive integrated employment when the individual's net earnings from self-employment meet the Internal Revenue Service (IRS) requirements for filing taxes. In 2025 this amount is \$400 or more. Individuals who earn less than this amount would not be considered to be working in a competitive integrated job.

Example: If an individual is working 5 hours per week at Giant Food Stores as a stock clerk and 5 hours per week as a window washer in a mobile work crew, the answer would be one (1) because small group employment in a mobile work crew is not competitive integrated employment.

Attachment #2: AAW SC *Individual Monitoring Guidance* can be accessed at AAW Supports Coordination Resources on [MyODP](#).

**CONTACT:**

Questions about this announcement should be directed to the appropriate ODP Regional

Program Office.

**ATTACHMENTS:**

- Attachment #1: *ID/A Individual Support Plan Monitoring Tool – SC Guidance Document – reissued 7/23/2025*
- Attachment #2: *AAW SC Individual Monitoring Guidance – reissued 7-2025*