



MILESTONES

A PASS must show “milestones,” the interval steps an individual plans to take in order to achieve their occupational goal.

Part III of the SSA-545, “Your Plan,” advises the individual to “List the steps, in sequence”, and “**Be as specific as possible**”.

This part of the PASS application is very important in the initial evaluation of the PASS, and in monitoring an ongoing PASS. Detailed steps showing a logical progression toward the work goal indicate the individual has given the plan some thought and knows what course of action is needed to achieve his/her goal. This section should also show at what point the items required to achieve the goal are needed.

The first step, for example, can indicate what prompted the individual to decide on the chosen occupational goal (vocational evaluation, discussions with job coach or guidance counselor). The first step can vary a great deal, but should always show when the individual began to pursue their occupational goal, or the first step the individual needs to take toward achieving the goal.

The last step should *always* reflect achievement of the occupational goal.

The steps between the begin date and achievement of the occupational goal should show exactly what the individual needs to do and what items are needed in order to achieve the goal. Items that need to be purchased at specific points should be shown with the coinciding milestone.

Example: A PASS is written with the occupational goal of Practical Nurse. VESID is paying for nursing school, books, test & license. A PASS was written to help pay for uniforms, shoes, and a car. The milestones for a PASS with an occupational goal to be a practical nurse might look something like this:

Milestone (Step)	Begin	Complete
Complete VESID vocational evaluation-	12/99	03/00
Apply for admission to nursing school -	03/00	03/00
Complete PASS application and apply for financial aid-	03/00	03/00
Receive acceptance, register for classes, purchase uniforms and shoes for hospital training rounds	05/00	06/00
Attend nursing school -	09/00	06/02
Complete resume, purchase car and more uniforms, and begin applying for nursing jobs-	03/02	contg
Receive nursing school diploma – begin working as registered nurse	06/02	06/02