

STUDENT-PARENT TIMELINE FOR VOC-REHAB SERVICES

1. Student and parent sign Voc-Rehab (VR) referral form at student's IEP meeting within 18 months of high school graduation.
2. VR Counselor receives the referral and will send student-parent an introductory letter introducing themselves and explain in detail the services that VR may be able to provide.
3. If the student-parent is interested in APPLYING FOR VR SERVICES they will need to call the phone number provided at the bottom of the letter received from the VR Counselor.
4. Student-Parent will call the phone number and APPLY FOR SERVICES.
5. VR will send an application in the mail to the student.
6. Student will fill out the application and return it in the self-addressed, stamped envelope provided by the VR Counselor.
7. VR Counselor will call student-parent to make an appointment with student for an interview.
8. VR Counselor will come to the school and interview the student to make a determination if student qualifies for services under the current Voc-Rehab qualifying criteria.
9. Student will receive a determination letter from VR, stating that they either qualify for services or they do not.
10. If student qualifies for services, the VR Counselor will order vocational and academic testing for the student, and together they will write a PERSONAL EMPLOYMENT PLAN (PEP).
11. If student has any questions about their PEP they are encouraged to call their VR Counselor at any time.
12. Students are also encouraged to call and check in with their VR Counselor every three to four weeks to see how their PEP is progressing.