



Vocational Rehabilitation

Steps in Working with VR:

1. **Apply for Services**
2. **Determine Eligibility**
3. **Develop Employment Goal and Plan**
4. **Implement Employment Goal**
5. **Attain Employment**

What is ACCESS

ACCESS is an enhancement of services that integrates VR into school settings. VR Counselors are assigned to high schools where they spend a portion of their time working in classroom settings, providing one-on-one and small group supports, and developing relationships with students, teachers, and other school staff.

What is VR?

We work with individuals with disabilities who have barriers to getting or maintaining employment. We assist individuals in getting and keeping a job that matches their skills, interests and abilities. VR staff works in partnership with the community and businesses to develop employment opportunities for people with disabilities. Below are the steps a student goes through as they work with VR.

In working with VR, there are 5 basic steps that students will follow.

1. *Apply for Services:* Meet with a VR counselor to determine whether VR services are appropriate. If the counselor determines that services are appropriate, a signed application is taken.
2. *Determine Eligibility:* After the application is signed, eligibility is determined within 60 days. To make this determination, the VR counselor must document (1) the presence of a disability, and (2) functional limitations or barriers that impede successful employment. When determining eligibility, the VR counselor may need school records, medical records, psychological records, SSI records, and/or any other records that document the presence of a disability, and/or how the disability impedes employment-related activities.
3. *Develop Employment Goal and Plan:* Once eligibility is determined, an employment goal is developed with each client taking into consideration the individual's interests, skills, and job market conditions. This goal forms the foundation of the individualized employment plan (IPE) which identifies the specific steps, services, supports, and activities needed to achieve employment.
4. *Implement Employment Goal and Plan:* VR counselors assist individuals in implementing their IPE's. Examples of the types of services that may be provided include evaluation, counseling and guidance, employment services, assistance finding and keeping a job, On the Job Training (OJT), apprenticeships, and non-paid work experiences, and Post-secondary training at a college, vocational, technical or business school.
5. *Attain Employment:* The final step in the process is employment! Once employment has been achieved, a 90-day follow-up is conducted to ensure that employment is stable. If individuals experience disability-related problems on the job, they can contact VR for post-employment services.