



Working with Vocational Rehabilitation (VR) Services Information for Teachers about Student Referrals

What are VR Services?

The Vocational Rehabilitation Program assists individuals with disabilities to prepare, engage, seek, obtain, maintain and retain employment. In Tennessee the VR Program is located within the Department of Human Services, Division of Rehabilitation Services.

How may a student benefit from VR services?

The purpose of the VR program is to assess, plan, develop, and provide services to eligible individuals so that they can obtain, secure, maintain and retain employment.

How to refer a student to VR

A referral is the process of initiating VR services through contacting the VR counselor or local VR office. Contact information and how to find local office information is on the backside of this flyer.

Which students should a teacher refer to VR?

Teachers are welcome to refer any student they feel may benefit from VR services in order to obtain and/or maintain employment. It is not required that a student be receiving special educa-

tion services in order to be eligible for VR services.

When should a teacher refer a student to VR?

Students may be referred to VR as early as 14 years of age.

Is consent required for a VR referral?

Yes, written consent from legal guardians or students of legal age is required to initiate the referral process.

Please use your school district's own Individual's with Disabilities Education Act (IDEA) release that complies with Family Education Rights and Privacy Act (FERPA).

What information will VR need for a referral?

Teachers know their students well and can provide information that will be beneficial to the student and VR counselor. Documentation that assists the VR counselor with becoming familiar with the student is especially helpful. The more you are able to share with VR about the student, the better.

In order for VR to determine eligibility of a student for VR services, the following is needed, as VR services are highly individualized. This is an exhaustive list and not everything on the list is needed for every student:

- ⇒ **Medical, psychological, and specialty evaluations** (*provide evidence of diagnosis, original Special Education Services certification form, and functional limitations*)
 - *The three year re-evaluation provides the original special education services date.
 - *The information for functional limitations will be found in teacher observation forms in re-evaluation packet and in the current IEP.
- ⇒ **Current Individualized Education Plan (IEP) or 504 Education Plan**
- ⇒ **Current three year re-evaluation packet**
- ⇒ **Results of age-appropriate transition assessments** (Present levels of performance)
- ⇒ **Focused Plan of Study**
- ⇒ **Transcript to include TCAP scores, EOC Scores, ACT Plan Scores, Writing Assessment Scores, and Otis Lennon Scores**
- ⇒ **ACT Plan Program guide**
- ⇒ **Attendance records for last year and current year**
- ⇒ **Discipline Records for this year and previous year**
- ⇒ **Behavior Assessments** if completed in the last three years and current **Behavior Plan**
- ⇒ **Job history**, including volunteer and paid/unpaid work experience (*can be Work Based Learning reports*)

Individualized services cannot be provided until completion of the application and eligibility process and the Individualized Plan for Employment (IPE).

If you do not have all of this information, please proceed with initiating the referral and provide as much as you are able.

What happens after a referral is made?

1. VR will determine if a student is eligible for services within 60 days of receipt of all required documentation needed to complete a referral, unless unforeseen circumstances prevent the completion of the process within the 60 day timeframe.
2. Following determination of eligibility, VR will begin the Employment Needs Assessment process to determine what the individual's employment goals are and what services are needed to obtain those goals.
3. After a student is determined to be eligible and they are found to be in a priority category that is open, the Individual Plan for Employment (IPE) will be developed as early as possible.
4. The IPE should be coordinated with the IEP in regards to identified goals, objectives and services.

Resources to share with Students & Families:

- Getting a Head Start with VR
<http://www.thearctn.org/Assets/Docs/Getting-a-Head-Start-Voc-Rehab.pdf>
- Frequently asked Questions about RSA
<https://rsa.ed.gov/faqs.cfm>

Go to the VR webpage to find local office information at:

<http://www.tennessee.gov/humanservices/topic/vocational-rehabilitation>

Contact VR's central office at:

Vocational Rehabilitation Services
Citizens Plaza State Office Building, 12th floor
400 Deaderick Street,
Nashville, TN 37243-1403

Telephone: (615) 313-4891
TTY: (615) 313-5695 TTY
(Long Distance): 1-800-270-1349
FAX: (615) 741-6508

