• Youth with a disability who meet eligibility criteria for employment and are interested in working should be referred to the local OVR office

• Referral can be made up to 2 years prior to graduation and can be made by anyone

• Initial Interview – Be prepared to:
  • Provide a medical history related to the youth’s disability (names and addresses of doctors and specialists, hospital admissions, names of medications)
  • Discuss how the youth’s disability may affect his or her ability to work
  • Provide an education history/Individualized Education Program (IEP) and job history
  • Bring copies of any vocational tests and reports that may be available

Unlike the entitlement services provided by special education, OVR is an eligibility program, which means a referred youth must meet the following criteria to qualify for services:

• Have a disability that is a physical, mental, or emotional impairment, which results in a substantial impediment to employment

• Expected to benefit in terms of an employment outcome from services provided

• Be prepared to enter, engage in, or retain competitive (20 hours per week, minimum wage, integrated community setting) employment

• Eligibility for services is determined within 60 days by a qualified VR counselor

If eligible, services will be provided based on severity of disability (federal law)

• An Individualized Plan for Employment (IPE) will be jointly developed by the individual and OVR counselor

• The goals of the IPE and IEP should support the youth’s employment outcome

• A financial needs test will determine what costs will be covered by OVR and what the youth or family may be required to contribute

• Diagnostic services, vocational evaluations, vocational counseling and guidance, and job placement services are always provided by OVR at no cost to the youth and/or family

What Types of Services may be Included in the IPE?

• Diagnostic and Vocational Evaluations

• Counseling, Guidance, and Placement Services

• Training Services and Supports

• Physical Restoration Services

• Assistive Technology Services
**Employment and Completion of the Program**

- OVR services will end when the youth achieves the IPE goals and is successfully employed for at least 90 days. The case will then be closed.
- If necessary, OVR post-employment services are available after the case is closed.

**Additional Programs Offered by OVR**

- Bureau of Blindness and Visual Services (specialized children services, orientation and mobility, rehabilitation teaching)
- Office for the Deaf and Hard of Hearing (information and referral, advocacy, interpreter database)
- Hiram G. Andrews Center (comprehensive vocational training program)

**For additional information, please contact:**

The Department of Labor & Industry, Office of Vocational Rehabilitation (OVR)
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General Information: 717-787-5279
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