

SERVING ALL OF DELAWARE

Division of Vocational Rehabilitation STATEWIDE OFFICE LOCATIONS

For more information or to obtain Vocational Rehabilitation services, call the office location in your area (TTY or voice):

NEW CASTLE COUNTY

Wilmington (302) 761-8300

New Castle (302) 326-8930

Newark (302) 368-6980

Middletown (302) 378-5779

KENT COUNTY

Dover (302) 739-5478

SUSSEX COUNTY

Georgetown (302) 856-5730

PARENTS & EDUCATORS

HELPFUL HINTS for REFERRING STUDENTS
to the Delaware Division of Vocational Rehabilitation (DVR)

Who should be referred?

The student who meets the following guidelines should be referred:

- A student with a disability who may need assistance with transition to employment.
- A student with a disability who may need additional skills development after high school to succeed in the work force.

A referral may be the result of a transition team's planning. This is evident when:

- The student is receiving special education services and the referral is indicated in the Individual Education Plan (IEP).
- The student is being served through a 504 plan and the plan reflects desired vocational outcomes, which include transition planning and services.
- The student is being served through an individualized health plan and that plan reflects desired vocational outcomes, which include transition planning and services.

When should the referral be made?

Referrals to DVR should be made when any of the following occur:

- The student will exit high school within two years.
- The school, parent(s), or legal guardian(s) believe that the student's disability will interfere with working within the community and that DVR services are required for the student to successfully achieve employment.
- The vocational rehabilitation services that the student requires are not available through programs and services mandated for the schools to provide.
- The student is judged to be at risk of dropping out of school.

When referring students to DVR please include the following information:

- Referral form
- Signed release of Information form
- Social Security number
- Psychological evaluation - current within two years at the time of referral
- Academic achievement test data
- Substantiating medical information on students with mental or physical disabilities
- Vocational evaluation(s)
- Transition Planning worksheet(s)
- Copy of the IEP, inclusive of the ITP
- Copy of vocational training/work experience records
- Copy of high school transcript
- Individual health plan
- Certificate of eligibility for special education

Miscellaneous helpful information:

- A recommendation that adult rehabilitation services are necessary to assist the student with achieving employment is helpful as evidenced in an individualized transition plan (ITP).
- Appropriate referring source should complete referral form and attach the above required information before contacting DVR. This will ensure that the DVR counselor receives a complete referral packet, and therefore expediting the referral process.

PREPARING for the FUTURE

a guide to Vocational
Rehabilitation
Services
in Delaware

SCHOOL to CAREER TRANSITION SERVICES

Division of Vocational Rehabilitation
Delaware Department of Labor

when students leave high school, are they planning to enter a career?

what about college or trade schools?

The Delaware Division of Vocational Rehabilitation (DVR), Department of Labor, may be able to help them reach their goals.

DVR provides the following services to eligible applicants:

- Evaluation to determine skills and interests
- Personalized career counseling
- Potential funding for postsecondary training in preparation for employment
- Help in finding, getting, and keeping a job
- Assistive technology devices such as hearing aids, communication tools, wheelchairs, etc.

who should be contacted for more information?

- School guidance counselor, nurse, teacher, principal, or DVR counselor
- Your nearest DVR office listed on the back of this brochure

GENERAL INFORMATION

What is the Delaware Division of Vocational Rehabilitation (DVR) and what do they do?

The Delaware Division of Vocational Rehabilitation (DVR) helps individuals with disabilities by providing services to prepare for, obtain, and maintain jobs.

Who can benefit from the DVR's School-To-Work Transition Services?

Many students benefit from the services provided by DVR. Individuals will benefit from the School-To-Work Transition Services if they are someone with a disability...

- who may need assistance with transition to employment.
- who may need additional skill development after high school to succeed in the workforce.
- who may be receiving special education services, whose Individual Education Plan (IEP) indicates a referral to DVR.
- who is being served through a 504 plan that includes transition planning and services.
- who is being served through an individualized health plan, which includes transition planning and services.

How can the DVR counselor help?

The DVR counselor can act as an advocate/case manager for the student and his/her family in helping to plan for employment and adult life.

- Every high school has a DVR counselor assigned to it. The student's Individual Education Plan (IEP) team, 504 team, guidance counselor, nurse, or teacher will know the name of DVR counselor and be able to assist the student in contacting him/her.
- As the student transitions from school into a work or a postsecondary training setting, a DVR counselor will begin to work closely with him/her to develop training and/or

employment opportunities suited just for him/her.

When will the student meet with the DVR counselor and begin planning for his/her future?

Whatever the student hopes, dreams, and future goals are, early planning can help make them a reality.

- The year before students finish high school, the DVR counselor will meet with them in their school to begin explaining services and answering questions. The DVR counselor will also attend career fairs, or the informational sessions for parents held at the schools.
- Anyone interested in applying for services, the DVR counselor will then meet with that person individually the year he/she will leave high school and transition from school to work or a postsecondary training setting.

Who is eligible for DVR services?

A student is determined eligible for the DVR services when he/she...

- has a physical or mental impairment that interferes with the ability to obtain or maintain employment, and
- requires DVR services to become employed.

Examples of disabilities for DVR services include, but are not limited to: Attention Deficit Disorder (ADD), Attention Deficit Hyperactive Disorder (ADHD), diabetes, heart problems, respiratory problems, orthopedic disabilities, learning disabilities, neurological impairments, chronic gastrointestinal problems and health care issues (such as Crohn's disease, sickle cell anemia), substance abuse, mental illness, and hearing loss.

How do students apply for services from DVR?

Students should contact their school guidance counselor, nurse, 504 coordinator or teacher for a referral form. They can also call the DVR office nearest them to schedule an appointment with a

DVR counselor. Their eligibility will be determined within 60 days of application, unless there are exceptional circumstances.

How will working affect any Supplemental Security Income (SSI) benefits?

Supplemental Security Income (SSI) programs encourage recipients to work through a number of allowances and work incentives. Generally, Supplemental Security Income (SSI) recipients only lose one dollar for every two they earn and are allowed to include \$85 of earned and unearned income and any Impairment Related Work Expenses (IRWE). This means the student will not necessarily be earning less by working ... in fact, he/she may be earning more!

What DVR services are available?

The DVR counselor assists students and their school to arrange or provide services that may include:

- Vocational assessment/evaluation
- Counseling and guidance
- Training to teach job skills
- Job development and placement
- Follow-up services
- Independent living services
- Assistive technology services

Is there a cost for DVR services?

Most services through DVR are free. However, students may have to assist with partial payment of some services. The student's DVR counselor will work with him/her to develop a plan that best suits an individual's unique financial situation.