

REFERRAL PROCESS

It is the responsibility of each student's Admissions and Release Committee to determine the most appropriate level of vocational programming. It is best to have a designated individual within each school or school district to facilitate the referrals between the ARCs and OVR. This person is usually the Special Education Coordinator/Facilitator, a vocational coordinator or a teacher. He or she will refer students expected to be eligible for the CBWTP to the OVR counselor assigned to the school district. The school district, with approval from students and their parents or guardians, should provide the appropriate student records to the OVR counselor in order to facilitate eligibility determinations. **The student employment coordinator should not be responsible for coordinating the referrals.**

Referral and Eligibility

OVR will need documentation that demonstrates the student's need for OVR services. Specific informational needs will vary from student to student. For the majority of students served in the CBWTP, the most recent psychological assessment is a primary component of eligibility determination. Depending on the student's medical condition, recent medical records may be needed as well. The school should send all psychological and medical information, as well as a copy of the student's IEP/transition plan, with the referral. It is important to obtain written permission from students and/or parents prior to releasing any information about them. If any further testing information is needed to determine eligibility OVR may arrange to purchase the services.

The IEP and transition plan is useful for the OVR counselor in the development of the student's Individual Plan for Employment (IPE) that the student, his or her parent/guardian, and the OVR Counselor will write after the evaluation is completed.

When determining eligibility for the CBWTP, the following factors need to be considered:

- *The CBWTP is for special education students who are in their final two years of high school.*
- *Students must be eligible for OVR services.*
- *Students must require a community-based vocational service in order to obtain and maintain employment.*
- *The student and family have expressed a desire for the student to get a job, and be in the program.*
- *There is equal access for students with the most significant disabilities. (“Most significant disabilities” is non-categorical.)*
- The student cannot benefit from other vocational training programs offered by the school district or vocational rehabilitation. (i.e., The CBWTP cannot supplant other suitable vocational programs.) Examples of students who should not be referred to the CBWTP include: (a) students planning on attending the Carl Perkins Vocational Rehabilitation Center, (b) students planning on attending community college, college, or other forms of postsecondary education/training, and (c) students entering the

military.

The OVR Counselor will schedule an initial intake interview with students soon after receipt of their records from the school. At this meeting, students will be informed of OVR's policies and procedures and will be asked to sign an application for OVR services stating their willingness to participate. The OVR Counselor will make a determination, based on available information (determining if the student is eligible for vocational rehabilitation services and if the CBWTP is the most appropriate program for the student) within 60 days of completing the intake interview. If the school records do not provide enough information for the counselor to make an eligibility determination, the counselor may order (and purchase) additional tests.