

Vocational Rehabilitation

An adult must be eligible for Vocational Rehabilitation (VR) Services by qualifying with a physical or mental impairment that substantially interferes with the ability to work, making services necessary to become employable.

How to Apply

1. Make the appointment
 - Parent/guardian and/or school staff can assist student with contacting the nearest VR office by the fall of the exiting year.
 - **Complete VR application** – At appointment
1. Go to the appointment prepared with:
 - Social Security number
 - Copy of IEP
 - Medical information
 - Names, addresses and phone numbers of all physicians, therapists and mental health professionals
 - Medication information
 - Treatment information i.e. therapies, mental health and occupational/physical therapy
 - History of previous school and work experience
 - All diagnostic testing
2. Student is found eligible or ineligible --- must be determined within 60 days
 - If found eligible, VR counselor will help ID services that reach student's vocational goal.
 - If found ineligible, you have the right to appeal. (You have 15 days from receiving notice.)
3. Student meets with or through a phone call talks with and chooses Provider Agencies for services.
4. The chosen agency helps the student seek employment and work toward employment success.

List of Services

- job placement assistance and follow-up (including supported employment)
- Training for a job, including assistance with vocational school, college, university or on the job training
- vocational counseling and guidance;
- rehabilitation technology (assistive devices and services)

To obtain contact information for your local office call:

Toll Free: 1-877-847-9894 or

<http://www.in.gov/fssa/disability/services/vr/offices.html>

Work One Services/Workforce Development

Assists people with or without disabilities with employment and training services.

Services available at local Work One including One-Stop Centers may include:

- Career Counseling on education, training, jobs and local employers
- Information on colleges/universities, financial aid and scholarships
- Free workshops on resume writing, job search methods and interviewing skills
- Referrals to job openings that match interests and skills

Steps to Employment search

- Assess your skills - Take a skills inventory by making a list of your strengths and experience. Remember to include volunteer opportunities and in school work experience.
- Identify Jobs - Once you have an idea of your skills, you can start to create a list of potential jobs or employers.
- Resume and Cover letter - The best resume is the one that quickly summarizes your work history and skills.
- Approach Employers - Now that you have a resume in hand, you're closer to your real goal - a successful interview.

- Interview Process - The best way to be prepared for the actual job interview is to plan ahead for questions and practice your answers
- Follow through for success - Never underestimate the power of a “thank you” letter after an interview.
- Continue to build skills - In today's global economy, it is important to sharpen your skills and advance your career.

For information regarding Work One site or Employment information visit the web site below.

Indiana Workforce Development

Phone: 1-800-891-6499

www.in.gov/dwd