



The New Jersey Division of Vocational Rehabilitation Services (DVRS) works with students with disabilities including those with an IEP (Individualized Education Program), who will need help in planning for, getting and keeping a job.

The goal of DVRS is to make your transition (next steps) from school to work an easy one. DVRS can help you by giving you the services you need to find the right job!

### STEPS IN THE DVRS PROCESS

- 1. Referral: As a student, you may be referred to DVRS up to two years before leaving high school. It is usually a staff person from your school like a teacher or someone on your child study team who will refer you to DVRS, but your parent or another adult can as well. You may also refer yourself.
- 2. Application and Intake Appointment: After you have been referred to DVRS, the next step will be for you to come to one of the local DVRS offices for an Intake Appointment. This is called a "Survey Interview." At this interview you will meet in person with a DVRS counselor. The DVRS counselor will talk to you about DVRS and explain the services that you may need to get the right job and be successful!
- Services: A "service" means the different kinds of help you may need with getting and keeping a job. This will include "vocational counseling and guidance." This is when the DVRS counselor helps you decide what job skills you have, what type of job you want to do, and then helps you find the right job when you graduate.

Some people working with DVRS may need other kinds of "services" such as having a person called a "job coach" who can come to your workplace to help you learn your job. Services could also mean some kind of training or schooling that will help you learn how to do your job or prepare for your career.

- What to know before coming to the Survey Interview: You may have a parent or another adult that knows you well come with you to this appointment, but may choose to talk with the counselor by yourself at least for part of the appointment time. It is important for you to know that what is talked about in this interview is private and that you (if you are 18 or over) or your parent or guardian will need to give written permission to the DVRS counselor to share your information with others, including your school.
  - The DVRS counselor may also request that you bring personal information with you to the Survey Interview such as your Social Security Card, your student ID, paperwork from your doctor and school records that may have not already been sent to DVRS.
  - During this interview you will be asked questions about yourself. Examples of questions that the DVRS counselor may ask you can be found in the next section called the "SURVEY INTERVIEW GUIDE." You may also be asked to add to what is listed or may decide that there is more information that you want to share with your counselor.

## SURVEY INTERVIEW GUIDE

1. Personal Information: What is your name, date of birth, Social Security number, phone number and address? With whom do you live? Are you a U.S. Citizen? What language(s) do you speak? In what languages do you read and write and how well?
2. Disability History: Who is the name of your doctor(s) or clinic? Are you being treated for any medical or mental health conditions? (This could include special education classifications listed on your IEP.) Do you take any medications? (If you answered yes, do you know the name of your medicine(s) and how it helps you?)
3. Education: What grade have you completed? Do you have an IEP or a 504 plan? If Yes, what services do you receive at school and why? (This could mean things like getting extra time when you take a test, or having a tutor who gives you extra help with your school work.) Do you have any difficulties with your classes? If yes, which classes? What are your favorite classes and why?
4. Employment: Do you have a work history? If so, what types of jobs have you had and when? Do you have any volunteer experience? Do you have a vocational goal? What type of career would you like when you leave school?
5. Program Expectations: A) What kind of assistance or services would you like to get from DVRS? B) How do you see your disability as interfering with your ability to work?

- Deciding to Apply for Services: DVRS is a voluntary service. This means that the DVRS counselor will ask you at the end of the Survey interview if you would like to take the next step in working with DVRS. If you do then you will sign the application form. Then, the next step will be for the DVRS counselor to decide if you are eligible to receive DVRS services.
- 3. Eligibility Determination: Your DVRS counselor will review your school and medical records and with your permission may talk to your school, doctor or other adults in order to figure out if you would be eligible for DVRS. This information is also needed to know what supports and services you will need for a job. If you are eligible for DVRS this means that you will need some type of service to help you with getting and keeping a job. You will get a letter in the mail letting you know if you are eligible and asking you to make an appointment with your DVRS counselor.
- 4. IPE (Individualized Plan for Employment): Once you have been "determined eligible" for DVRS the next step is to work with your DVRS counselor in developing your IPE. Your IPE includes your vocational goal (the type of work you will be doing) and the services you will receive in order to meet this goal.

**DIVISION OF VOCATIONAL REHABILITATION SERVICES**

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Attached to the student's completed referral form please provide the following information:

1. Child Study Team work-up (preferably within 3 years)
  - a. Most recent IEP including specific services, transition plan, and activities
  - b. Educational Assessment
  - c. Psychological Evaluation (including subtests) and Learning Evaluation, if available
  - d. Social Assessment
  - e. Functional Assessment, if available
  - f. Vocational Profile
2. Any other specialty examination pertaining to the classification of the student:
  - a. Psychiatric Examination
  - b. Neurological Examination
  - c. Orthopedic Examination
3. Classification Statement

The above information is necessary to determine DVRS eligibility and to assist students in developing their plan for employment.

All information given to the New Jersey Division of Vocational Rehabilitation Services will be considered confidential.