

How to Guide: Vocational Rehabilitation (VR)

How to Apply

- If you have a disability and are interested in getting a job, you should apply for services through Vocational Rehabilitation Services. If you are working with staff at an Assistive Technology Access Site, they may refer you to your local VR office if you are interested.
- You can download and complete the fillable Application for Vocational Rehabilitation Services and send it to your local VR office. The application form can be found here:
<https://www.dcf.ks.gov/services/RS/Documents/RS%20Forms/VR%20Application%20-%20fillable.pdf>.
- You can also set up an appointment with a VR counselor at your local VR office. The VR counselor assigned to your case can help you complete the Application for VR Services.
 - Find the contact information for your local VR office at <https://www.dcf.ks.gov/services/Pages/MapVR.aspx> or call the Customer Service line in Topeka (1-866-213-9079) for that information.
- A VR counselor will be assigned to your case once the application has been submitted or when an appointment is scheduled if you choose to call your local office.
- Kansas Rehabilitation Services (KRS) outlines the following steps in the VR process:
 - Referral and Application
 - Initial Interview
 - Evaluation/Assessment
 - Eligibility
 - Planning
 - Services
 - Employment
 - Successful Employment over time (Your Guide to Vocational Rehabilitation, KRS, DCF).

Information Needed

- Bring the following information to your interview to help your VR counselor determine what services you are eligible to receive from VR.
 - Medical reports regarding your disability.
 - Grades or transcript from high school or technical school.
 - If you have an Individualized Education Plan (IEP), bring a copy of it.
 - Reports from other professionals who have provided services to you.
 - A history of your work or a resume.
 - Information about your monthly income.
 - If you currently use any assistive technology, explain how it helps you.
- If you have job experience, it's helpful to explain how your disability prevents you from getting a job, doing tasks that are required at a job, and keeping a job.
- If your VR counselor is not familiar with an area of employment that interests you, you may need to provide additional information about it and explain how a specific piece of technology would help you work in that area.

Helpful Tips

- **Keep your appointments.** Go to all your meetings with your counselor. Tell them the best way to contact you. If your phone number, email, or address changes, let them know right away.
- **Share your interests and ask questions.** Tell your counselor about your goals, interests, and what you're good at. The more they know, the better they can help you. They might ask you to take a short test to learn more about your skills and interests.
- **Get services approved first.** *All services and assistive technology devices must be listed and authorized on your Individualized Plan for Employment (IPE) **before** they are provided. If not authorized, VR and KRS will not pay for them.*
- **Ask for an AT assessment.** Once you are eligible, ask your counselor to authorize an assistive technology assessment on your IPE. This lets you try assistive technology devices that could help with work, training, or education you need for the job you want.
- **Share your ideas.** If you know of an assistive technology device that might help you get or keep a job, tell your counselor. Be open to trying different devices to see what works best for you.

- **Learn to use your AT.** Ask for training so you know how to use and take care of new assistive technology devices. Training and technical assistance can be included on your IPE.
- **Cost and approval.** Assistive technology device that cost over \$1,999 will require your VR counselor to get approval from the Program Administrator or Central Office.
 - If the vendor for an assistive technology device is not on the State Contract list, you may need to get 3 bids for the device. The AT Specialist who did your AT Evaluation will help get the bids.
- **Vehicle modifications** may be authorized on your IPE. KRS does not pay for the vehicle but may pay for the modifications. Vendors are usually on the State Contract list, but local vendors may be used if bids are submitted.
- **Home modifications.** Home modifications can be approved if you can show they are necessary for you to work. For example, a bathroom modification that will allow you to independently get ready for work and get to work on time. Bids from 2 – 3 contractors are needed for consideration of home modification.