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## MEMORANDUM

**TO:** Exceptional Student Education Directors  
Exceptional Student Education Transition Contacts  
Disability Resource Center Directors  
DVR Area Directors  
DVR Area Supervisors

**FROM:** Bambi J. Lockman, Chief  
Bureau of Exceptional Education and Student Services

Bill Palmer, Director  
Division of Vocational Rehabilitation

Handwritten signature of Bill Palmer.

**DATE:** January 14, 2011

**SUBJECT:** Services Provided by Division of Vocational Rehabilitation (DVR)

The Bureau of Exceptional Education and Student Services (BEESS) and the Division of Vocational Rehabilitation are committed to increasing opportunities for students with disabilities to prepare for, enter, and succeed in the workforce. Therefore, it is essential to ensure that students with disabilities who enter postsecondary institutions have access to allowable accommodations.

Attached for your information is a document targeted to students with disabilities that explains the intake process and some services available for students with disabilities as they become clients of the Division of Vocational Rehabilitation. Please note that assessments conducted during the eligibility determination phase may include a psychological evaluation, which may meet the documentation requirements for students with disabilities to receive accommodations at a postsecondary institution.

We hope this information will assist in the transition of students with disabilities from secondary to postsecondary education settings.

For further information or assistance, please do not hesitate to contact Kirk Hall, DVR Transition Administrator, at (850) 245-3360 or [Kirk.Hall@vr.fldoe.org](mailto:Kirk.Hall@vr.fldoe.org).

Attachment

cc: Kirk Hall, DVR Transition Administrator  
Sheila Gritz, BEESS Program Specialist for Transition

## ATTACHMENT

The Division of Vocational Rehabilitation's (VR) School to Work Transition Program offers students with disabilities individualized services needed to achieve meaningful careers.

VR emphasizes obtaining paid employment while in high school and involvement with a volunteer agency (i.e., Volunteer Florida) to develop needed work and social skills. To apply for VR services, you will need to contact the local VR office and provide some basic information. You can find information on the VR office closest to you by going to [www.rehabworks.org](http://www.rehabworks.org) and clicking on the green VR Office Directory icon on the left-hand side of the page. You will be given an appointment with a VR counselor who will explain the program and obtain some additional information. The counselor will evaluate and determine your eligibility for services.

You and your VR counselor will work together to develop an appropriate vocational (employment) goal if eligible. Both of you will then develop an Individualized Plan for Employment (IPE) based on your unique strengths, resources, priorities, interests and needs. The services that are provided will be based on the employment goal that is selected. VR can only provide services needed to reach the employment goal. However, no services can be provided until you have an IPE in place. All VR services are individualized and are based on what a person needs to reach the employment goal in his or her IPE. Necessary services are identified during eligibility determination and IPE development, so no one can determine in advance what services you may receive.

Assessments may include:

- **A psychological evaluation** that may assess personality, interests, interpersonal skills, personal and social adjustments, intelligence and related functional capacities, psychiatric, psychological, educational, cultural, social, recreational, and environmental factors that affect the employment and rehabilitation needs.
- **A vocational evaluation** that may provide exploration of your abilities, capabilities, and capacity to perform in work situations. It may include an appraisal of your patterns of work behavior and services needed to acquire occupational skills, and to develop work attitudes, work habits, work tolerance, and social and behavior patterns necessary for successful job performance, including the use of work in real job situations to assess and develop the capacities to perform adequately in a work environment.
- **A medical evaluation** that may assess the medical diagnosis, prognosis and related functional capacities.
- **A rehabilitation technology and services evaluation** to assess and develop the capacities to perform in a work environment.

Services may include:

- Career Counseling and Guidance
- Work Experience while in high school
- Training and Education after high school
- Job-site Assessment and Accommodations
- Job Placement
- Job Coaching
- On-the-Job Training
- Supported Employment
- Assistive Technology and Devices
- Time-limited Medical and/or Psychological Treatment

Assessments and services may be purchased by VR, yourself, comparable benefits\*\*, or any combination thereof. VR will assist with the purchase of assessments needed by the VR counselor during the preliminary assessment or eligibility determination whenever comparable benefits do not exist and you are unable to pay for an assessment. The Operational Policies and Procedures for DVR Counselors (Counselor Policy Manual) describes VR policies and is available at <http://www.rehabworks.org/index.cfm?fuseaction=SubMain.CounPolManual>.

**\*\*comparable benefits are any other agency, provider, or program that may pay for needed services.**