

1. Driver's license
2. Pay stub
3. Most recent eye report
4. Insurance card
5. BPQY-they can request it if on SSI/SSDI
6. SS card

Things to give at application:

1. Copy of Your Rights
2. Voter Registration Card
3. Signature on application
4. Signature on release/consent forms  
(5050 and 5061)

**OBTAIN A BENEFITS PLANNING QUERY  
(PBOY) FOR EACH NEW APPLICANT!!!**

**COMPLETE DARS 1390 SIGNIFICANCE OF DISABILITY!!!**

- **CRITERION 1: THE INDIVIDUAL HAS A VISUAL IMPAIRMENT.**
- **CRITERIA 1:**
  - WHAT IS YOUR VISUAL DISABILITY?
  - WHEN WERE YOU DIAGNOSED?
  - HOW DID YOU SUSTAIN YOUR DISABILITY?
  - DO YOU HAVE ANY OTHER DISABILITIES?
- **CRITERION 2: THE VISUAL IMPAIRMENT CONSTITUTES OR RESULTS IN A SUBSTANTIAL IMPEDIMENT TO EMPLOYMENT.** (A substantial impediment to employment exists when a visual impairment significantly: limits the opportunity for suitable employment, limits preparation for suitable employment, causes loss of employment, causes the individual to require special assistance in securing suitable employment or in performing job tasks, or threatens current employment.)
- **CRITERIA 2:**
  - HOW DOES YOUR VISION INTERFERE WITH YOUR ABILITY TO COMPLETE YOUR JOB/COLLEGE DUTIES?
  - HOW DOES YOUR VISION INTERFERE WITH YOUR ABILITY TO COMPLETE YOUR DAILY LIVING TASKS?
  - WHAT ARE IS YOUR PERCEPTION OF PROBLEMS OR ISSUES RESULTING FROM YOUR VISUAL LOSS AND THE NEED FOR SERVICES?
  - HOW DO YOU FEEL THAT YOUR VISUAL DISABILITY LIMITS YOUR PREPARATION FOR SUITABLE EMPLOYMENT?
  - WHAT ARE SOME SERVICES THAT YOU FEEL WILL BE REQUIRED IN ORDER FOR YOU TO SECURE SUITABLE EMPLOYMENT AND COMPLETE THE REQUIRED JOB TASKS AFTER GRADUATION?
- **CRITERION 3: THE INDIVIDUAL REQUIRES VR SERVICES TO PREPARE FOR, ENTER, ENGAGE IN, OR RETAIN EMPLOYMENT CONSISTENT WITH THE INDIVIDUAL'S STRENGTHS, RESOURCES, PRIORITIES, CONCERNS, ABILITIES, CAPABILITIES, INTERESTS, AND INFORMED CHOICE.**
- **CRITERIA 3:**
  - WHY DO YOU FEEL THAT YOU NEED DBS SERVICES TO RETAIN YOUR CURRENT JOB OR OBTAIN EMPLOYMENT?
  - WHAT SERVICES DO YOU FEEL ARE NEEDED FOR YOU TO OBTAIN/MAINTAIN EMPLOYMENT?
  - WHAT ARE YOUR EXPECTATIONS FOR YOURSELF AND FOR DARS IN OBTAINING YOUR VOCATIONAL OUTCOME?
- **CRITERION 4: THERE IS A PRESUMPTION THAT THE INDIVIDUAL IS CAPABLE OF ACHIEVING AN EMPLOYMENT OUTCOME, UNLESS THERE IS A DEMONSTRATION BY CLEAR AND CONVINCING EVIDENCE IN EXTENDED EVALUATION/TRIAL WORK THAT THE INDIVIDUAL IS INCAPABLE OF ACHIEVING AN EMPLOYMENT OUTCOME DUE TO THE SEVERITY OF THE INDIVIDUAL'S DISABILITY.**
- **CRITERIA 4:**
  - WHAT DO FEEL COULD BE THE OUTCOME IF DBS DOES NOT PROVIDE SERVICES TO YOU WITH RELATION TO YOUR CURRENT JOB OR OBTAINING EMPLOYMENT?
- ❖ TELL ME WHAT ARE SOME SERVICES THAT YOU ARE RECEIVING FROM OTHER AGENCIES OR ENTITIES THAT COULD PROVIDE FUNDS FOR REQUESTED SERVICES/EXPECTATIONS?
- ❖ DISCUSS THE VR PROCESS IN ITS ENTIRETY

The Transition program is a vocational rehabilitation program that assists young people who are blind or visually impaired make an effective transition from secondary school (high school) to adult life and the world of work. The Transition Program is a collaborative process with the student/family and the Transition Counselor. It is student centered and student driven. It involves the student, the family, educational system and anyone else that the student/family feels can assist you with meeting your goals.

As a consumer you are provided with:

- Career Exploration activities/opportunities
- Volunteer opportunities
- Job Shadowing experiences
- Opportunities to gain work experience while in High school
- Feedback about your current academic, vocational independent living skills
- Training in the areas that are needed to achieve your goal
- Assistive/adaptive tools needed to achieve your goals
- Mentoring opportunities

The VR Process:

The first step is that we will complete the application. Once the application is completed than I will review the eye report from your doctor and determine eligibility for the program. Eligibility is based on your visual impairment (guidelines here), the fact that your visual impairment results in a substantial impediment to employment, that you requires VR services to prepare for, enter, engage in, or retain employment consistent with your strengths and abilities and that you are capable of achieving employment. I have 60 days from the time that your mom/dad signs the application to make an eligibility decision.

Next, once I determine eligibility then I will request records from your school, schedule any assessments with you that we feel is needed to plan for your services. I have 90 days to gather all the records from school and any assessments that DBS will pay for to develop your Individualized Plan for Employment (IPE).

We will review your IPE at least once a year.

**MAKE SURE YOU HAVE PROVIDED A COPY OF "YOUR RIGHTS," TRANSITION FOLDER OF RESOURCES AND IT'S STILL A GOOD IDEA!!!!!!!**