



Policy No. 100	Subject: Status 00-0: Referral for Services
Section: Referral/Applicant	Revised: 12/2019
Signature: Brandy McOmber, Resource Manager	Version: FINAL

1. SCOPE OF SERVICES

Individuals with disabilities can self-refer, or be referred to IVRS by another individual or entity. Individuals who are referred to IVRS receive sufficient information concerning the scope of the VR program and opportunities for individuals with disabilities to pursue competitive integrated employment. This information enables individuals to make a fully informed choice regarding whether to pursue competitive integrated employment through the VR program.

2. AGENCY EXPECTATIONS

A referral for IVRS services can be accomplished by contacting an IVRS representative or by initiating the IVRS Application for Services (R-412). For students in transition, a referral may also be made by using the [Pre-Employment Transition Services Agreement](#). For information regarding Potentially Eligible students, please refer to the [Serving Students in Transition](#) policy. When a referral is received, IVRS staff will take the following actions:

- a. IVRS staff will contact the referral source to determine if the potential applicant has a legal guardian and if so, will obtain the contact information for them if it is not previously provided. IVRS staff will also encourage the referral source to notify the legal guardian of the importance of their participation in the IVRS appointment to discuss services and competitive integrated employment.

- b. If the potential applicant has a court-appointed guardian, then the court-appointed guardian’s participation is required to move forward with an application for services. IVRS staff must advise any court-appointed guardians that IVRS will require a copy of the letter of guardianship at application to ensure that the individual’s right to sign forms is upheld.



- c. IVRS staff will contact the referred individual and guardian, as appropriate, and extend an invitation to meet to discuss IVRS services and competitive integrated employment.

Within ten working days of receipt of the referral, IVRS will provide a group or individual orientation of IVRS services. The orientation will include the following:

- a. An overview of the IVRS purpose and mission with an emphasis on outcomes in competitive integrated employment;
- b. An explanation of the eligibility criteria for IVRS services and the waiting list categories;
- c. A description of the IVRS process including plan development, individualized services, placement, stabilization, and successful completion of the employment goal;
- d. An overview of the statewide workforce system and the importance of collaboration with other entities to meet the referred individual's needs; and
- e. If the referred individual is a student with a disability, a discussion regarding Pre-ETS will occur. The individual will also be informed that s/he may receive Pre-ETS as a Potentially Eligible individual and can apply for services when an intensive need is identified.

If the individual decides that IVRS services are necessary after receiving this information, the appointment may move directly into an intake; an intake appointment may also be scheduled on a later date.

If the referred individual does not appear for the orientation appointment, an attempt is made to contact the individual to reschedule. If the individual does not respond to phone calls, text messages, or emails, a pre-scheduled appointment letter is sent within one week of the original orientation appointment. If the individual does not appear for the pre-scheduled appointment, the referral source is contacted and informed of the outcome and the referral documents are placed in the office's referral log folder.



Please refer to the [Referral](#) section of the Office Procedures Manual for additional guidance regarding referrals.

3. TIMEFRAMES

- a. An orientation for services must be completed within ten working days of the referral being received.

- b. The intake must be completed within 30 days of receipt of the referral.

4. EXCEPTIONS

- a. None

5. APPLICABLE FORMS/DOCUMENTS

- a. [IVRS Application for Services \(R-412\)](#)
- b. [Pre-Employment Transition Services Agreement](#)
- c. [Status 02-0: Applicant](#)
- d. [Office Procedures Manual—Referral](#)

6. TRAINING

- a. [Status 00-0: Referral for Services Training](#)