

# APPLYING TO DVRS

The New Jersey Division of Vocational Rehabilitation Services (DVRS) works with students who have disabilities to succeed in competitive employment.

## Step 1: Referral Process

As a student, you may be referred to DVRS at age 14. The person who refers you may be a staff person from your school like a teacher or someone on your Child Study Team, but your parent or another adult can refer you to DVRS as well. You may also refer yourself by using the form below.

<https://forms.office.com/pages/responsepage.aspx?id=0cN2UAI4n0uzauCkG9ZCpzVnFpBuuFNArhLYruJEYsRUM0FOTfk1UTNVOVIEOTBZT000Tk5HWkI5TCQIQCN0PWcu>

## Step 2: Application and Intake Appointment

After you have been referred to DVRS, you will come to a local DVRS office for an intake appointment or participate in a virtual interview. A DVRS counselor will talk to you about DVRS and explain the services you may need, to get a good job and be successful. As a student, you can receive Pre-ETS services which will assist with developing skills.

- During this interview the counselor will ask you questions about yourself. You can see examples of these questions in the [Survey Interview Guide](#). You may be asked to add to the list, or you may want to share more information with your counselor.
- DVRS is a voluntary service. At the end of the survey interview, the DVRS counselor will ask you if you would like to take the next step in working with DVRS. If you do, you will sign the application form. If you are under the age of 18, your parent or guardian will co-sign the form. The next step will be for the DVRS counselor to determine if you are eligible to receive DVRS services.

## Step 3: Eligibility Determination

Your DVRS counselor will review your school and medical records. The counselor may talk to your school, doctor, or other adults to determine if you are eligible for DVRS assistance. This information also helps a counselor determine which supports and services you will need for a job. Being eligible for DVRS means that you need some type of service to help you obtain and maintain a job.

You will get a letter in the mail letting you know if you are eligible. If you are eligible, we will ask you to make an appointment with your DVRS counselor.

**\*\*Eligibility is not needed for Pre-Employment Transition Services**

## Step 4: Individualized Plan for Employment (IPE)

If you are determined eligible for DVRS, the next step is to work with your DVRS counselor to develop your Individual Plan for Employment (IPE). Your IPE includes your vocational goals (the type of work you will be doing) and the services you will receive in order to meet those goals.

Your DVRS counselor and you will decide together what your vocational goals will be and what services you will receive. Your IPE is your plan to help you get the job you want. It is also about getting a job that matches your interests, abilities, strengths, limitations, and skills.

An IPE is not needed for Pre-Employment Transition Services.

## Step 5: Case Closure

You will continue working with DVRS until you have been employed for at least 90 days and you are no longer receiving services. Once you have reached 90 days of employment, your case with DVRS will be closed under rehabilitated status. If your case is closed while receiving supported employment (SE) services, you may also be eligible for Long Term Follow Along (LTFA) services. You can always come back and apply to DVRS again if your job situation changes.