OES Facility Employment

VR Referral

In order to proceed with your interest in employment at *(YOUR WORKSHOP NAME)*, under the regulations of the Workforce Innovation Opportunity Act (WIOA) an applicant under the age of 25 must first follow these steps.

1. Sign release form for communication purposes.
2. Submit paperwork for Vocational Rehabilitation.
3. Meet with a CEE (Competitive Employment Evaluator) as part of Vocational Rehabilitation.
4. Be informed of and assessed in competitive employment opportunities.

At Vocational Rehabilitation, you will be determined “eligible” or “ineligible” for services.

If you are determined “eligible” for VR, you are **not** eligible for position at (YOUR WORKSHOP NAME) in our facility employment.

If you are determined “ineligible” for VR, you will be provided a Certification of Ineligibility for VR.

-The individual will then take this certificate to a workshop of their choice.

Required Documentation

* Applicant Information Form
* Guardian Information Form
* Release Form
* Residential Contact (if any)
* Agency/ Case Manager Contact (in any)
* Workshop Contact Information
* Medical/Educational/support plan records
* VR experience records/reports and documentation

We thank you for your interest in working at (YOUR WORKSHOP NAME). If you need any assistance in the VR process, please feel free to contact us.

Release of Information

(YOUR WORKSHOP NAME) keeps personal information confidential. In order to best serve you, communication is needed by specific entities. This form allows us to communicate, with your permission, to such entities.

Under the Federal Act, WIOA (Workforce Innovation Opportunity Act) imposed on July 22, 2016, applicants interested in Sheltered Workshops must first be educated and assessed through the Vocational Rehabilitation program on the opportunities available for competitive employment. Once assessed, the individual will be granted a certificate that allows them to or not to work at a Sheltered Workshop.

To begin the process for Vocational Rehabilitation an individual has specific paperwork needed that will steam line the process for their assessment. This includes demographic, general and proof of disability. This information may need to be gathered by outside agencies (high schools, doctor offices, case managers) and will be shared with Vocational Rehabilitation and (YOUR WORKSHOP NAME).

With your permission, the below authorizes a release of information to designated entities for **two years**.

1. Authorization to release and obtain information to/from School District; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employee/ Guardian Date

1. Authorization to release and obtain information to/from Doctors office; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employee/ Guardian Date

1. Authorization to release and obtain information to/from case manager; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employee/ Guardian Date

1. Authorization to release and obtain information to/from VR; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employee/ Guardian Date

This release is in regards to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_