

COLLABORATING WITH VOCATIONAL REHABILITATION START OF SCHOOL YEAR CHECKLIST

HERE IS YOUR TRANSITION YOUTH TEAM (WITH CONTACT INFORMATION)

Transition Counselor (Point of Contact):

Youth Employment Specialist:

[ADD FOR SCHOOLS THAT HAVE LLC ENHANCED STUDENT TEAM]

Career Consultant:

LLC Youth Employment Specialist:

Assistive Technology Specialist:

PLAN WITH THE SCHOOL STAFF TO:

- Schedule students before visits
- Find students when team visits
- Connect to school WiFi
- Address any security protocols needed for Transition Youth Team
- Find/secure a consistent, confidential space to meet students

STUDENTS TO REFER TO TRANSITION COUNSELOR:

- On an IEP / 504
- In grades 9 – 12 (prioritize students closer to graduation and engaged)
- Interested in working with VR (VOLUNTARY SERVICE)
- Desire to work
- Family has been informed of referral to VR by school

DOCUMENTATION NEEDED FOR REFERRALS:

- IEP / 504
- Any evaluations related to determination (psych, neuropsych, educational, OT, etc.)
- Student information required to complete VR Referral Form (reviewed in meeting with Transition Counselor)

UPDATE TRANSITION COUNSELOR ABOUT:

- Work based learning activities considered / set up
- Dual enrollment, early college, intro to college and careers
- Career Assessments
- Public benefits (i.e., SSI or TANF)
- Changes in address, phone number, guardian contact, school case manager
- Projected graduation status / date
- Any changes in student's condition (medical issue, medication that impacts ability to work)

GENERAL REMINDERS:

- Employer engagement / scheduling, documentation, and parent consent dictate our process and timeline to provide services.
- When creating IEPs and Transition Plans, Transition Youth Team needs to approve any services or activities related to VR.
- Transition Youth Team members make every effort to attend School Transition and IEP meetings. When not available, an introductory packet about VR services is available or an update provided prior to meeting.
- Transition Youth Team members are serving many schools in the area - this impacts scheduling availability.
- Regular check-in meetings with Transition Youth Staff is important to ensure that everyone is updated on student progress.
- Students can reapply for VR services at any point, including after they graduate.