

# Getting started

Vocational Rehabilitation is a voluntary program. If you choose to take part, you will help your counselor determine whether you are eligible for services. If you are eligible, your counselor will help you make informed choices about the services you receive.



## Eligibility\*

You may be determined eligible for vocational rehabilitation services if:

- You receive Social Security Disability or Supplemental Security income and you want to go to work;
- You have a disability;
- You have a barrier to employment because of your disability; and
- You need help from OVRs to get or keep a job.

*\*If OVRs is in an Order of Selection, you may be waitlisted before you can receive services. Your counselor will tell you if you will be placed on a waitlist.*

## Planning

You will be involved in setting a job goal, choosing the services you need to reach that goal, and selecting the providers of the services. You can also choose how your plan is developed. You may choose to:

- Work with your counselor to develop your plan;
- Get technical help from your counselor for all or part of your plan;
- Write your own plan using the forms available at your local OVRs office.

Your plan will begin when approved and signed by you and your counselor. You and your counselor will review the plan at least once a year. Any changes in the plan will be agreed upon in writing by both you and your counselor.

## Your responsibilities

In your partnership with OVRs, you will be responsible for:

- Actively participating and performing to the best of your ability;
- Keeping all scheduled appointments;
- Notifying OVRs of changes in your situation;
- Applying for and using all available sources of funding to help pay for your rehabilitation;
- Following medical advice and treatment plans; and
- Obtaining prior approval from OVRs for any service you expect OVRs to pay for.

## Resolving problems

If at any point you are not satisfied with a decision or action concerning your services, you have a right to a review of that decision. Your counselor is available to assist you with any of the following:

- Discussing the issue(s) with your counselor and/or his or her supervisor;
- Requesting a mediator to work with you and your counselor to resolve the issue; and/or
- Requesting a due process hearing, within 60 days of the decision or action, in which an impartial hearings officer will listen to evidence and make a ruling on the issue.

If you want outside help to resolve problems, the Oregon Client Assistance Program (CAP) at Disability Rights Oregon can help.

(Voice) 503-243-2081  
800-452-1694

(TTY) 503-323-9161  
(VP) 866-863-7179

(FAX) 503-243-1738



 **DHS**  
Oregon Department  
of Human Services

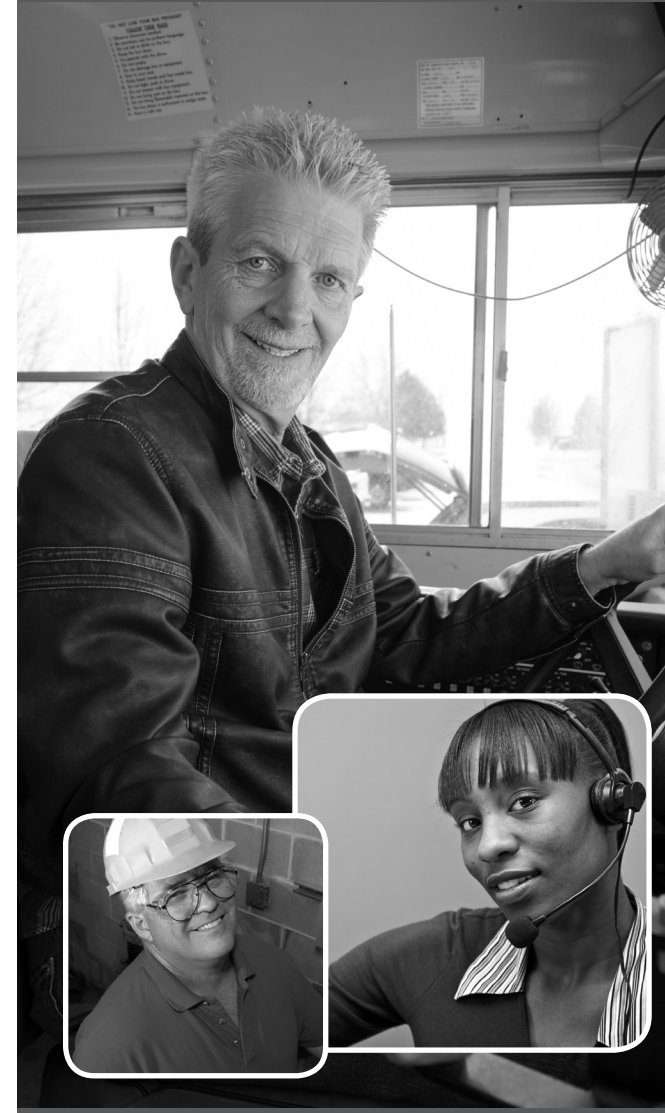
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Available formats are: large print, Braille, audio tape recording, electronic format and oral presentation.

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OFFICE OF VOCATIONAL REHABILITATION SERVICES

# What you need to know



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