

YOUR RESPONSIBILITIES

- Keep all appointments with your ACCES-VR counselor
- Let your counselor know if you change your address, phone number or email
- Follow medical and treatment recommendations
- Send your counselor your grades or progress reports
- Let your counselor know if you have any problems that will interfere with your plan
- Contact your counselor when you get a job!

Fill in this information at your first meeting with your VR counselor.

My counselor (VRC) is _____

Phone _____

Email address _____

Counselor's assistant (VRCA) is _____

Phone _____

Email address _____

THE ACCES-VR PROCESS

- Student makes an informed choice to apply for ACCES-VR
- Student completes application
- VR Counselor determines eligibility
- VR Counselor and student choose an appropriate employment goal
- VR Counselor and student develop an Individualized Plan for Employment (IPE)
- Student acquires skills and supports
- Student gets and keeps a job
- VR Counselor closes case as a **SUCCESS!**

KEEPING IN TOUCH WITH ACCES-VR

- **By telephone to your VRC or VRCA**
Listen to the message - it is often customized to let the caller know the person's schedule and activities
Leave a clear message - your name, your phone number, what you are calling about, and times to call you back
- **By mail** - note the counselor's name on the envelope
- **By text** - quickest form
- **By email** - sometimes the quickest
- **By appointment** - be responsible - arrive on time - call ahead to cancel if you can't make it

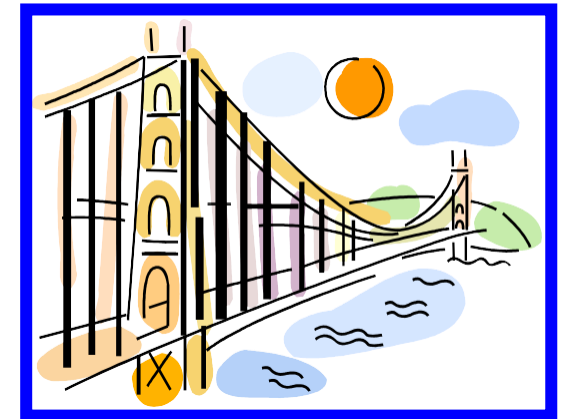
****BRING THIS TO YOUR 1ST MEETING WITH YOUR ACCES-VR COUNSELOR****

ACCES-VR Central Administration
Transition and Youth Services
NYS Education Building Annex
89 Washington Avenue room 560
Albany, NY 12234
(800) 222-JOBS (5627)

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USER-FRIENDLY GUIDE TO TRANSITION SERVICES FOR HIGH SCHOOL STUDENTS, PARENTS, TEACHERS, AND SCHOOL ADMINISTRATORS



A bridge to your future

The University of the State of New York
The State Education Department
Adult Career and Continuing Education Services
Vocational Rehabilitation
Albany, New York 12234
<http://www.acces.nysed.gov/vr>



APPLYING FOR ACCES-VR SERVICES

IEP/CSE planning or other school discussions prior to junior year should include the consideration of a referral to ACCES-VR so that you can make an **informed choice** about applying. You don't need to have an IEP or 504 to apply, as you may have another barrier to employment.

Transition staff at your school will help you decide when you should apply, help you complete forms, send forms home for your parent or guardian to complete/sign, and send the entire packet to ACCES-VR once it's complete.

ACCES-VR is **Voluntary**. You **choose** if you want to apply for services or not.

ELIGIBILITY FOR ACCES-VR SERVICES

There are four things student and counselor must establish to determine eligibility for ACCES-VR services.

- That the student has a *disability*
- That the disability creates a *barrier* to employment
- That the student can *benefit* from rehabilitation services
- That *vocational rehabilitation services are required* to achieve employment

Having an IEP or a 504 plan does not guarantee eligibility for ACCES-VR. All of the above criteria must be met according to federal vocational rehabilitation guidelines.

Important steps:

- When you are determined eligible or ineligible you will get a letter.
- If you are eligible, services will not begin until you have met with your counselor and developed a plan.

MEETING WITH YOUR ACCES-VR COUNSELOR

While you are still attending high school:

- You may meet at your school;
- Your parent or guardian will be invited; and
- A transition staff person at the high school will help schedule these meetings.

At the first meeting:

- Your ACCES-VR counselor will talk with you about your plans when you leave high school; and
- You will talk about your ideas about a job goal and the services you will need to become employed

Once you leave high school:

- Meetings will be at our district office or in a community location; and
- You will schedule these meetings directly with your ACCES-VR counselor.

DEVELOPMENT OF THE EMPLOYMENT GOAL

Everything ACCES-VR does is directed toward helping you to reach an employment goal.

You will meet with your ACCES-VR counselor as often as you need, to:

- Choose a realistic and achievable goal.
- Decide how you will gain the skills you will need to do the job.
- Decide what help you need to find a job.
- Figure out what supports you need to keep a job and who will be able to provide them.

SERVICES TO HELP YOU GET A JOB

All services are directed toward helping you to reach an **employment goal** and are based on your **individual** needs.

Examples of types of services include:

- Vocational counseling;
- Assessment for career planning;
- Assessment for assistive technology needs;
- Purchase of assistive technology (*);
- Funding toward the cost of education or training after high school (*);
- Assistance with some transportation costs (*);
- Funding for academic support services (note takers, tutors); and
- Job readiness and job placement services to help you get and keep a job (may include job coaching).

*means family income is considered

ACCES-VR is **MORE** than financial assistance.

- Yet some services ARE based on your family income (*) - see above
- You may need to provide your family tax return and records of expenses annually.

