To: Developmental Disabilities Coordinator

From: Nebraska VR Pre-employment Transition Services Coordinator

Date:

Re: <Student Name>

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Having reviewed all of the school records pertaining to pre-employment transition services activities over the past several school years as well as any activities completed by Nebraska VR, it has been determined that, at this time, this student is not in a position to benefit from a referral to an employment program. This student may benefit from additional pre-vocational services, which may help to prepare him/her for competitive, integrated employment. A referral to Nebraska VR for employment services may be appropriate in the future if the individual chooses to explore employment interests and options.

You can get in touch with the Client Assistance Program (CAP) if you would like to receive advice about your rights and responsibilities in your relationship with Nebraska VR. You may contact CAP by calling 1-800-742-7594 or write to CAP at P.O. Box 94987, Lincoln, NE 68509.

If you have any questions, please call me.

Sincerely,

<VR staff name>

CC: Student/Parent/Guardian