<<Date>

Dear:

Thank you for your application to Nebraska VR. After a review of       (Trial Work Experience, school-based community experience documented with written reports, review of med/psych records, etc.) it has been determined you are not eligible for VR services at this time as your limitations are too significant to benefit from VR services in terms of an employment outcome. This decision has been discussed with      .

***Summary of Current Situation****:*

*Summarize observations and any available information provided from interviews with family/guardian, school or service provider staff, DD Service Coordinator, medical/psychological/behavioral limitations, work experiences, Trial Work Experience(s), etc. that impede competitive, integrated work at the present time.*

***Organize documentation within 3 main categories:***

1. Vocational Skills - in-depth information explaining Trial Work Experience(s), other community-based experiences (must have written reports- e.g. IEP, Summary of Performance, work experience report, Behavior and Safety Plan, ISP, etc.), volunteer positions, etc.
2. Interpersonal/Social Skills
3. Daily Living Skills

**Must** **include the following documentation**:

* 1. Interaction with and observation of the individual (in a community setting if possible)
  2. Discussion with parent/guardian
  3. Discussion with DD service coordinator
  4. Summary of exposure to community work experiences, if available.

***Refer to other federal, state, or local programs or service providers best suited to meet their rehabilitation needs.***

At this time, you are not eligible for VR services due to the severity of your disability, as you are unable to benefit from Vocational Rehabilitation services in terms of an employment outcome and your case will be closed. You will be contacted in 12 months to review your situation to determine if at that time, your situation has changed. Please contact       with any questions.

If you have any questions/concerns regarding this information you can contact the Client Assistance Program (CAP) to receive advice about your rights at 1-800-742-7594, email [cap@nebraska.gov](mailto:cap@nebraska.gov) or write to CAP at P.O. Box 94987, Lincoln, NE 68509.

If you want mediation of this decision, you may contact the Regional Mediation Center serving your county. You can ask Nebraska VR or CAP for a list. Both you and Nebraska VR must volunteer to take part in mediation. A qualified and impartial mediator who is trained in mediation techniques will do the mediation.

You may appeal this decision by filing a petition for an impartial review. An impartial hearing officer using the Nebraska Department of Education's Rule 71 (Title 92, Nebraska Administrative Code, Chapter 71) will conduct this review. You can ask Nebraska VR or CAP for a copy of this rule, or get a copy at <https://www.education.ne.gov/nderule/formal-review-of-vocational-rehabilitation-determinations/>. It contains a sample petition form. Your petition must tell the factual reasons why you want the review and concisely tell the solution you want. You must submit your petition within 30 calendar days of the date you receive this written decision. Send your petition with a copy of this written decision to:

Impartial Hearing Coordinator

Nebraska VR

PO Box 94987

Lincoln, NE 68509

Sincerely,

Nebraska VR Specialist

Office Director

cc DD Service Coordinator