

Example of Letter Sent by State Office

Retention Letter

Date

Address

Dear

Nebraska VR is currently under an Order of Selection due to a lack of funding. During an Order of Selection, individuals with the **most** significant disabilities are served first (Priority Group 1), significant disabilities, second (Priority Group 2) and all other eligible individuals with a disability, third (Priority Group 3). All VR clients are assigned a priority group based on the impact of their disability in terms of employment.

You are eligible for Nebraska VR services and have been placed in Priority Group _____. There is one exception to receiving services if your priority group is closed. Since you are employed and at immediate risk of losing your current job and only require specific services or equipment to maintain this employment, Nebraska VR can begin working with you.

You can only be provided specific services or equipment to maintain your current employment. After VR provides these services and you are in need of additional services not related to maintaining your employment, you will be placed on a waiting list. Should funding improve for Nebraska VR and your priority group could be opened, you will be notified by letter you are coming off the waiting list. Since you will be notified by letter, do not hesitate to contact us with any changes in your address.

I will be contacting you to follow-up on services needed to maintain your current employment.

Looking forward to working with you!

Sincerely,

VR Specialist
Contact Information