

Off Waiting List Letter

Date

Address

# Example of Letter Sent by State Office

Dear:

Nebraska VR determined you were eligible for services and placed you on a waiting list because of VR's Order of Selection. Funding has become available and has allowed us to remove your name from the waiting list. At this time, we are able to begin working with you to determine what services and supports are needed to assist you in finding employment.

If you are still interested in services, please contact me within 30 calendar days of the date of this letter to schedule an appointment. If you do not schedule and keep an appointment with me, I will assume that you have decided to no longer work with Nebraska VR and I will proceed to close your case.

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

Sincerely,

VR Specialist  
Contact Information