

New Clients Eligibility/Priority Group 2 and 3 Letter (Waiting List)

Date

Address

Dear

# Example of Letter Sent by State Office

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. This determination is made based on documentation of your disability and the information that has been shared with your VR Specialist.

You are eligible for Nebraska VR services and have been placed in Priority Group \_.

At this time, Nebraska VR does not have the funding available to serve all clients in the closed Priority Groups 2 and 3 now or in the near future. At any time, the priority assignment can be re-evaluated should you provide us with new or additional information on how your disability has changed or worsened in terms of impact on employment.

If you are interested in being placed on a waiting list, please contact Nebraska VR within the next 30 calendar days from the date of this letter. If I do not hear from you within this time period, your case will be closed.

Should funding improve for Nebraska VR and VR can open your priority group, 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.

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.info@nebraska.gov](mailto:cap.info@nebraska.gov) or write to CAP at P.O. Box 94987, Lincoln, NE 68509.

If you would like mediation of this decision and you need help finding a Regional Mediation Center serving your county, contact CAP or Nebraska VR. Both you and Nebraska VR must volunteer to take part in mediation. A qualified and impartial mediator who is trained in mediation techniques will facilitate 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 <http://www.education.ne.gov/Legal/webrulespdf/RULE71.pdf>. 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

If you have any questions, please call me.

Sincerely,

Specialist's name

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