

Example of Letter Sent by State Office

Pre-Employment Transition Services Eligibility/Priority Group Letter (New Students)

Date

Address:

Dear Parent/Guardian of _____:

Nebraska VR is currently under an Order of Selection. 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 disability and the information that has been shared with your VR Specialist.

You were assigned to Priority Group _____ when you were found eligible for Nebraska VR and have been placed on a wait list. Individuals come off the wait list based on assigned Priority Group and in order of date of application. When this happens, you will be notified by letter. At any time, please contact us with any changes in your address.

However, as a student between the ages of 14-21, we can continue to provide pre-employment transition services as long as you remain a student within this age range.

Pre-employment transition services include:

- Job Exploration Counseling
- Workplace Readiness Training
- Counseling on options for post-secondary training
- Self-advocacy
- Work Based Learning Experiences

Your Priority Group assignment can be re-evaluated at any time should you provide new or additional information on how your disability has changed or worsened in terms of impact on employment.

If you have questions about, or disagree with, your Priority Group assignment, please call your VR Specialist at the number listed below.

VR Specialist Name

VR Specialist Number

If you still have questions after contacting your VR specialist, or prefer not to contact your VR specialist, you can contact the Client Assistance Program (CAP) to receive advice about your rights at 1-800-742-7594, email 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.

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 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,

VR Service Specialist

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