<<Date>>

<<Address>>

Dear <<salutation>> <<last name>>:

As a follow-up to our previous discussion, this letter serves as notification that your case with Nebraska VR was closed on (date). (Explain the reasons why you made this decision.)

<<Include the information applicable for the person (Option 1—your ticket was unassigned at closure; Option 2—Your ticket was not assigned to VR. Delete the highlighted instructions and the option that does not apply.) **Option 3—Termination occurred prior to IPE—Delete all references to the Ticket to Work, leaving remaining information about CAP.**

When VR closed your case your Ticket to Work was unassigned. You can request to “assign” your Ticket to Work to an Employment Network (EN).\* Depending on your earnings, assignment of your Ticket to Work to an EN within 90 days after Nebraska VR closure may provide you protection from Continuing Disability Reviews (CDR.)

Below are the websites and contact phone numbers for Employment Networks in Nebraska:

Easterseals of Nebraska <http://www.easterseals.com/ne/our-programs/> Phone: 1-800-471-6425

Community Options <http://www.conebraska.com> Phone: 402-658-6468

Goodwill Industries of Greater Nebraska <https://www.goodwillne.org>; Phone: 308-384-7896

American Job Center (Lancaster and Saunders County, only) [RUher@lincoln.ne.gov](mailto:RUher@lincoln.ne.gov); Phone 402-441-3021

**\*Note: Each agency determines whether it will accept a beneficiary’s Ticket to Work, so you will want to discuss your circumstances with the Employment Network. Discuss whether reassignment of your ticket will provide protection from Continuing Disability Reviews (CDR).**

**<<OR>>**

Your Ticket to Work was not assigned to Nebraska VR, so VR closure does not affect your status with regard to Continuing Eligibility Reviews (CDR). You can contact Cognosante at: 1-866-968-7842 to determine the status of your ticket.

**<<…>>**

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

Sincerely,

<< name>>

Section 6