<<Date>>

<<Address>>

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

Congratulations on your job! This letter is notification that your VR case has been successfully closed as of **(date).** Nebraska VR has an interest in your continued success. Should you have any questions or concerns regarding your employment, please contact me immediately. Nebraska VR will be contacting you within the next few months to conduct a satisfaction survey about the services you received. We value your opinion, so please respond, as we strive to continually improve our services based on your feedback.

<<Include the information applicable for the person (Option 1—your ticket was unassigned at closure; Option 2—Your ticket was never assigned to VR). Delete the highlighted instructions and the option that does not apply.>>

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; 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.**

 **<<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: 1-866-968-7842 to determine the status of your ticket.

**<<…>>**

In addition, the Client Assistance Program is also available if you have any questions/concerns. 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, you may contact the Regional Mediation Center serving your county. You can ask Nebraska VR or CAP for a list. Both you and Nebraska VR must volunteer to take part in mediation. A qualified and impartial mediator who is trained in mediation techniques will do 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

Congratulations again and thank you for your time.

Sincerely,

<< name>>