

Discovery Booklet

Nebraska VR



Nebraska VR
Where your future begins

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OUR COMMITMENT TO YOU

Nebraska VR provides opportunities for people with disabilities to succeed. We will work with you to help you prepare for, obtain, and maintain employment.

You can expect VR staff to respect you while helping you identify the jobs that are consistent with your strengths. We will work closely with you to gain self-sufficiency and independence.



Where your future begins

Nebraska VR

Nebraska Department of Education
www.vr.nebraska.gov

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This Booklet is a Job Planning Guide

You Should Know:

This booklet will help you plan.

- It helps you plan for and successfully reach a job goal. Completing the activities will ensure the job goal you select and the services in your Employment Plan are consistent with your unique:
 - Strengths
 - Concerns
 - Career Interests
 - Resources
 - Abilities
 - Informed Choice
 - Priorities
 - Capabilities

You will be actively involved.

- This booklet is designed so you are actively involved in selecting a job goal and getting the resources you need.

VR staff will help you.

- If you like, VR staff will be happy to help you complete the booklet.

These activities are not a test.

- The activities in the booklet are not a test! There are no right or wrong answers! The activities give you a chance to identify your preferences for work.

*To discover
the job that
works for
you complete
the following*

4 Steps

STEP 1

Find Out About
You and Work

STEP 2

Pick the Job
You Want

STEP 3

Identify Factors & Get the
Resources You Need

STEP 4

Write Your Individualized
Plan for Employment

How will you discover the job that works for you?

Step 1: Find Out About You and Work

In **Step 1** you will complete *Discovery Activities* to help you plan for and successfully reach your job goal. Take as much time as you want or need to complete these activities. The amount of time you take will depend on your situation. Keep in mind the activities are not a test! There are no right or wrong answers. The activities will help you think about things you will need to consider to discover the job that works for you. These include your work interests, work values, work preferences, work considerations, training, accomplishments, job skills, work experiences, and family and support network. Remember, Nebraska VR staff will be available to help you complete these activities.

Step 2: Pick the Job You Want

In **Step 2** you will have an opportunity to complete activities that will help you identify some possible jobs. You will also be given an opportunity to get more information about these jobs. Remember, VR staff will be available to help you select a job goal.

Step 3: Identify Factors and Get the Resources You Need

In **Step 3** you will review and discuss the factors you need to consider in getting a job. You will also discuss the Community Resources and the Hotline for Disability Services.

Step 4: Write Your Individualized Plan for Employment

In **Step 4** you will write your *Individualized Plan for Employment (IPE)*. The plan will include information regarding the job goal you selected and the services you will need. Remember, VR staff or someone of your choosing will be available to help you write your IPE. You can write your IPE as soon as you choose a job goal. It is recommended your IPE is written within 90 days from the date you are made eligible with VR.

Step 1

Find Out About You And Work

To find out about you and the world of work you will consider information in the following areas:

- Work Interests
- Work Values
- Work Preferences
- Work Considerations
- Training
- Accomplishments
- Job Skills
- Work Experiences
- Family & Support Network

If you are receiving benefits and want to know how your benefits will be affected by going to work you can request a meeting for Benefit Planning. If you are currently receiving Title II or XVI of the Social Security Act on a basis of a disability, VR will provide to you benefit planning information on additional supports and assistance for you to enter the workforce.

Remember, the information you collect in Step 1 will be used later to develop your resume, complete job applications, prepare for job interviews, as well as other employment activities.



Discovery Activity 1

Work Interests

When you develop your *Individualized Plan for Employment* (IPE) you will select a specific job goal.

Have you previously explored your career interests? YES NO

If yes, what were the activities you completed to explore your interests?

- Completed interest assessment(s) online
- Completed a paper/pencil interest assessment(s)
- Explored careers by looking at occupations online or in books
- Have watched someone work in an occupation I am interested in working
- Talked to someone who is working in the occupation that I have an interest
- Other

If you completed any of the above activities what were the results?



CAREERS/JOBS

On the following pages there is a diagram of 6 Career Fields. They related to general career interest. These CAREER FIELDS are:

- Health Sciences
- Human Services & Education
- Business, Marketing, and Management
- Agriculture, Food, and Natural Resources
- Communication & Information Systems
- Skilled & Technical Sciences

Each Career Field has CAREER CLUSTERS. They match with more specific career interests. Each Career Cluster lists a few occupations. The list of occupations is a sampling, and certainly not a complete list.

It is important to complete the activity on the following two pages to help you consider what is important to you in a job. By finding a job in your interest area you will more likely to be satisfied with the work you do. If you have already decided on a job, this activity may support your work interest or suggest other options.



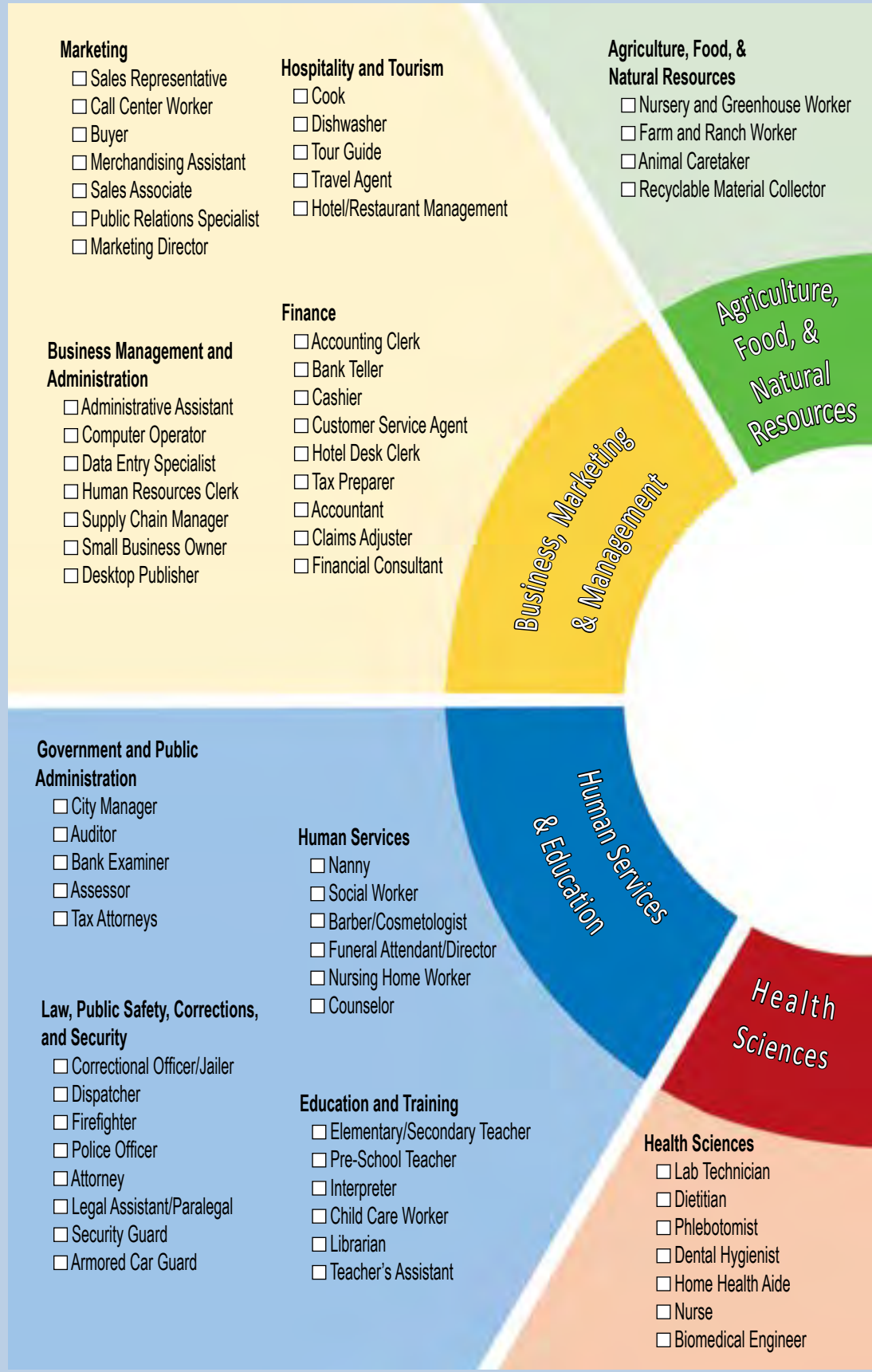
To find additional occupations for each career field, visit:

<http://www.education.ne.gov/nce/CareerClustersResources.html>

Career Clusters

*Please review the list of jobs and place a check in the box by the job(s) you are interested in.

It is not important if you have the skills or training for the specific job. You are just indicating if you have an interest in that type of work.



* VR Staff required data fields

- Butcher and Meat Cutter
- Tree Trimmer
- Agricultural Loan Officer
- Landscape Architect
- Fish and Game Officer
- Hazardous Material Handler

Agriculture, Food, & Natural Resources

Communication Systems & Information Systems

Arts, A/V Technology, & Communications

- Ticket Taker
- Photographer
- Journalist and Reporter
- Fashion Designer
- Graphic Designer
- Camera Operator
- Electrical or Mechanical Engineer
- Web Page Designer

Information Technology

- Help Desk Assistant
- Network Administrator
- Multimedia Producer
- Security Administrator
- Cable Installer

Health Sciences

Skilled & Technical Sciences

Science, Technology, Engineering, & Mathematics

- Drafter
- Technical Writer
- Biologist
- Science Teacher
- Biotechnology Engineer

Architecture & Construction

- Carpenter
- Electrician
- Iron/Metalworker
- Architect
- Landscape Designer
- Surveyor
- Boilermaker
- Equipment Operator
- Masonry
- Welder

Transportation, Distribution, & Logistics

- Taxi Driver
- Shipping and Receiving Clerk
- Cashier
- Truck Driver
- Air Traffic Controller
- Forklift Driver
- Flight Attendant
- Warehouse Worker

Manufacturing

- Dispatcher
- Computer Installer/Repairer
- Assembler
- Lab Technicians
- Safety Engineer

- Admitting Clerk
- Medical Technologist
- Radiologic Technologist
- Medical Transcriptionist
- Certified Nursing Assistant
- Hospital Food Service Worker

List the Career Fields or Cluster you are interested in exploring further:

List any occupations you would like to explore:

Discovery Activity 2

Work Values

* It is important to complete the following activity to help consider what is important to you in a job. By knowing what you value on a job you will be more likely to be satisfied with your job.

- **Review the statements below.**
- **Place check marks beside the four statements that are most important to you on a job.**

On my ideal job it is important that I:

ACHIEVEMENT

- Have a feeling of accomplishment** — A feeling of success from a job well done.
- Make use of my abilities** — Use my skills and abilities.

RELATIONSHIPS

- Do things for other people** — Help others.
- Find it easy to get along with co-workers** — Work with people that I like.
- Never be pressured to do things that go against my sense of right/wrong** — Be the type of person I want to be.

INDEPENDENCE

- Make decisions on my own** — Do my work the way I want to.
- Plan my work with little supervision** — Don't need the boss to tell me what to do.
- Try out my own ideas** — Come up with new ways to do things.

WORKING CONDITIONS

- Be busy all the time** — Have plenty of work to do.
- Do something different every day** — Have many different tasks to do.
- Have good working conditions** — Work in a good place (clean, warm, safe, etc.)
- Have steady employment** — Not seasonal or few hours.
- Receive pay that would compare well to that of other workers** — Good wages.
- Work alone** — In an area without others.

SUPPORT

- Be treated fairly by the company** — Treated with respect regardless of rank, age, race, etc.
- Have supervisors who would back up their workers with management** — Supervisor will stick up for you.
- Have supervisors who train their workers well** — Able to ask questions and get help.

RECOGNITION

- Be provided an opportunity for advancement** — Chances for promotion and raises.
- Give directions and instructions to others** — Supervise and train others.
- Receive recognition for the work I do** — Get a bonus or award.

* VR Staff required data fields

Discovery Activity 3

Work Preferences

If you know the work tasks and conditions you like, you can pick a job with similar work tasks and conditions. By doing this you are more likely to be satisfied with your job. Use the following Work Preference Scale to determine the work tasks and conditions you like to do. Do not base your answers on whether or not you can do the task.

Answer the statement based on whether you would like to do the task on the job.

WORK PREFERENCE SCALE

Like / No Preference / Dislike

WORK TASKS

Do the same type of work over and over each day.				
Do physical work. This requires using your muscles. You may do heavy labor or do jobs where a special skill is needed.				
Work with machines, tools, equipment and materials.				
Work with numbers.				
Work with words, doing such things as writing and reading.				
Work with plants and animals.				
Work with people most of the workday to teach them and/or help them. These are individuals other than co-workers.				
Work with people most of the workday to sell them something.				
Work with information or ideas to do a job.				
Perform clerical tasks such as proofreading, copying, filing, sorting, etc.				
Be able to do something using your own ideas.				

CONTACT WITH PEOPLE

Work with many co-workers.				
Work with one or two co-workers.				
Work alone.				
Work in a small group.				

Like / No Preference / Dislike

	Like	No Preference	Dislike
Work at the same building or location each day.			
Work at several different buildings or locations during your day or week.			
Travel out of town.			
Be gone overnight.			

CONDITIONS

Have some control over when and how your work should be done.			
Have input in planning and making new policies on the job.			
Be supervised by someone who is available to answer your questions.			
Know clearly what is expected of you on the job.			
Have the option to change or adjust to situations or problems on the job.			
Be expected to meet goals and to reach standards.			

VARIETY

Have many different tasks to perform on a job.			
Have only a few tasks to perform on a job.			
Have different work hours each day.			
Have the same work hours each day.			
Own my own business and work for myself.			

NOTE: If you have more than 5 work preferences in the "Like" column, review the items in that column and circle your top 5 choices.

Are there any other tasks or conditions you would like to include?

Discovery Activity 4

Work Considerations

Answering the following questions will help you consider issues regarding critical issues for choosing a job.

PERSONAL HEALTH

Do you have a health problem or disability (i.e. learning, physical, mental health, etc.)? YES NO

If yes, please explain:

Do you take medication? YES NO

If yes, what kind and why?

RESTRICTIONS

Do you have restrictions? YES NO

(Examples: Do you have restrictions in lifting, sitting, working in cold/hot environments, communicating, working with people, dealing with stress, learning job duties, etc.?)

If yes, please explain:

ACCOMMODATIONS

Do you have or have you ever had an IEP or 504 Plan? YES NO

What accommodations did you have on your IEP/504 plan that might help you in training and/or employment? *(Examples: Extended test/task time, specified seating, breaks, etc.)*

FAMILY AND DAILY LIVING ACTIVITIES

Do you have any family or daily living activities keeping you from going to work? YES NO

(Examples: Is your housing inadequate? Do you have family members who have issues keeping you from going to work? Do you have childcare needs?)

If yes, please explain:

*JOB LOCATION

Check the areas you are willing to work in Nebraska.

- | | | | |
|---------------------------------------|-----------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Beatrice | <input type="checkbox"/> Hastings | <input type="checkbox"/> Norfolk | <input type="checkbox"/> Sidney |
| <input type="checkbox"/> Columbus | <input type="checkbox"/> Kearney | <input type="checkbox"/> North Platte | <input type="checkbox"/> York |
| <input type="checkbox"/> Fremont | <input type="checkbox"/> Lincoln | <input type="checkbox"/> Omaha | <input type="checkbox"/> Any Nebraska Location |
| <input type="checkbox"/> Grand Island | <input type="checkbox"/> McCook | <input type="checkbox"/> Scottsbluff | |
| <input type="checkbox"/> Other: | | | |
-

*TRANSPORTATION

- Do you have a driver's license? YES NO
- Do you have restrictions on your driver's license? YES NO
- Do you have a license to drive other vehicles such as CDL, motorcycle, bus etc.? YES NO
- If yes, what type of license? _____ Do you have reliable transportation available? YES NO
- If yes, what kind? Bus Car (Family/Friends Drive) Car (I Drive) Handivan/Para Transit

BACKGROUND CHECKS

- Can you pass a drug screening? YES NO
- Do you have criminal convictions (other than traffic violations)? YES NO
- If yes, please describe the type of offense, location where the offense took place, the conviction date, and if it was a felony or misdemeanor:

Were you seen in Juvenile or Adult court?

- Do you have any motor vehicle convictions? (Example: DUI, DWI or reckless driving?) YES NO

If yes, please explain:

- Have you ever been incarcerated? YES NO
- Are you currently listed on the Adult or Child Abuse/Neglect Registry? YES NO
- If you are male and 18, are you registered for the Selective Service?
(Website: www.sss.gov) N/A YES NO

* VR Staff required data fields

Discovery Activity 5

Education and Training

This activity will help you review your education, licenses, certificates and specialized training. It will allow you to record your training so you can customize an application or resume, and also explain your training to an employer in a job interview.

Please circle the last grade completed: 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 +

Name of High School	Location	From	To	Date of
		Month/Year	Month/Year	Diploma/GED

University, College, Business, Correspondence, Trade, Technical or Dual Credit Courses								
Name of School	From	To	Date of Graduation			Field of Study	# of Hours	Total Semester/Quarter Hours
	Month/Year	Month/Year	Month	Year	Degree			
						Major		
Location						Minor		
Name of School						Major		
Location						Minor		

List below any Certificates or Licenses that you have received and the year earned.

I LEARN BEST WHEN?

VISUAL	AUDITORY	TACTILE
<input type="checkbox"/> I read books and information from a computer.	<input type="checkbox"/> Someone tells me how to do something.	<input type="checkbox"/> Someone shows me what to do.
<input type="checkbox"/> I see pictures in books and on the computer.	<input type="checkbox"/> I can tell people information rather than write it.	<input type="checkbox"/> I make projects to show what I can do.
<input type="checkbox"/> I make written reports to show what I know.	<input type="checkbox"/> I listen to people talk about something.	<input type="checkbox"/> I work with my hands.

What type of training would be most effective?

- | | |
|--|---|
| <input type="checkbox"/> Apprenticeship | <input type="checkbox"/> Two-Year Academic Program |
| <input type="checkbox"/> Certification Training (i.e. CNA/Truck Driving) | <input type="checkbox"/> Four-Year Academic Program |
| <input type="checkbox"/> On-the-Job Training | |

Discovery Activity 6

Accomplishments

SCHOOL ACTIVITIES

List the school activities you are currently involved in or have previously participated in (if you are a recent graduate).

ACTIVITY	YEAR	ACTIVITY	YEAR
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

COMMUNITY ACTIVITIES

List your community/church/club/volunteer activities you are currently involved in or have previously participated in.

ACTIVITY	YEAR	ACTIVITY	YEAR
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AWARDS & HONORS

List your Awards/Honors earned in school, community, church, or work and the year earned.

AWARD/HONOR	YEAR	AWARD/HONOR	YEAR
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Discovery Activity 7

Job Skills

It is important to know your job skills. This activity will help you list the skills you have and may want to use on your job. Job skills can be acquired from work, school, volunteer or nonpaid experiences, hobbies, or life experiences. Skills are not specific to a job and can be used on a variety of jobs. The skills you identify on these pages can be used when completing resumes, applications, and for interviewing.

Review the list of skills and place a check mark by those skills you have.

ACCOUNTING SKILLS

- | | | |
|--|--|--|
| <input type="checkbox"/> Using Calculator | <input type="checkbox"/> Budgeting | <input type="checkbox"/> Bookkeeping |
| <input type="checkbox"/> 10-Key Adding Machine | <input type="checkbox"/> Balancing Checkbook | <input type="checkbox"/> Computerized System |
| <input type="checkbox"/> Counting Money | <input type="checkbox"/> Record Keeping | <input type="checkbox"/> Paper System |

Other: _____

ANIMAL CARE

- | | | |
|----------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Feeding | <input type="checkbox"/> Training | <input type="checkbox"/> Giving Shots/Medications |
| <input type="checkbox"/> Bathing | <input type="checkbox"/> Sales | <input type="checkbox"/> Preparing for Pet Shows |
| <input type="checkbox"/> Walking | <input type="checkbox"/> Grooming | |

Other: _____

ARTISTIC

- | | | |
|--|---|---|
| <input type="checkbox"/> Print Making | <input type="checkbox"/> Photographing People/Things | <input type="checkbox"/> Using Computer to Create Layouts |
| <input type="checkbox"/> Operating Computer Aided Drafting (CAD) Equipment | <input type="checkbox"/> Drafting Plans & Detailed Drawings | <input type="checkbox"/> Painting |
| | <input type="checkbox"/> Drawing | <input type="checkbox"/> Sculpting |

Other: _____

BARBER/HAIR DESIGN SKILLS

- | | | |
|---|--|--|
| <input type="checkbox"/> Cutting Hair | <input type="checkbox"/> Manicures | <input type="checkbox"/> Styling/Shampooing Hair |
| <input type="checkbox"/> Giving Permanents/Body Waves | <input type="checkbox"/> Facials | <input type="checkbox"/> Cosmetics |
| <input type="checkbox"/> Waxing | <input type="checkbox"/> Hair Lightening | |

Other: _____

CARPENTRY SKILLS

- | | | |
|--|---|---|
| <input type="checkbox"/> Sanding | <input type="checkbox"/> House Painting | <input type="checkbox"/> Cabinet Building |
| <input type="checkbox"/> Ornamental Woodwork | <input type="checkbox"/> Building Additions | <input type="checkbox"/> House Framing |
| <input type="checkbox"/> Paneling | <input type="checkbox"/> Furniture Making/Refinishing | <input type="checkbox"/> Insulation |

Other: _____

CHILDCARE SKILLS

- | | | |
|---|--|--|
| <input type="checkbox"/> Caring for Infants | <input type="checkbox"/> Providing Appropriate Supervision | <input type="checkbox"/> Bathing |
| <input type="checkbox"/> Caring for Toddlers | <input type="checkbox"/> Disciplining Without Extreme Measures | <input type="checkbox"/> Changing Diapers |
| <input type="checkbox"/> Caring for School Age Children | <input type="checkbox"/> Selecting Age Appropriate Toys/Activities | <input type="checkbox"/> Preparing Meals or Snacks |

Other: _____

CLERICAL SKILLS

- Typing/Keyboarding
WPM _____
- Filing
- Proofreading

- Answering Phones
- Preparing Mailings
- Processing Orders
- Making Appointments

- Greeting/Calling/Directing Clients
- Sorting/Delivering Mail
- Operating Office Machines

Other: _____

COMPUTER SKILLS

- PC System
- Microsoft Excel
- Microsoft PowerPoint
- Adobe Photoshop
- Corel Presentations
- Lotus Notes

- Macintosh System
- Microsoft Office
- Email
- Desktop Publishing Software
- Microsoft Outlook
- Instant Messaging

- Microsoft Word
- Microsoft Access
- Quick Books
- Corel WordPerfect
- Internet
- Web Page Design

Other: _____

CONSTRUCTION SKILLS

- Concrete Work
- Heavy Equipment Operation
- Roofing
- Refrigeration Work

- Drywall
- Brick Laying
- Sheet-Metal Work
- Heating Installation

- Truck Driving
- Trenching
- Heavy Labor
- Tools/Machines

Other: _____

EDUCATIONAL SKILLS

- Research
- Writing Reports
- Work as Part of a Group
- Organizing Projects

- Test Taking
- Editing/Memorizing
- Good Study Habits

- Attending Classes
- Comprehension of Written/
Spoken Word

Other: _____

FACTORY SKILLS

- Soldering
- Unloading/Loading
- Quality Control
- Assemble Boxes
- Stockroom Work
- Inventory

- Packing
- Filling Orders
- Assembly Line Work
- Lifting/Carrying Objects 10-25#
- Lifting/Carrying Objects Over 50#

- OPERATING:
- Lathe
 - Welder
 - Drill Press
 - Grinder
 - Milling Machine

Other: _____

FARM/RANCH SKILLS

- Operating Equipment/Tractors
- Repairing Equipment
- Ordering/Purchasing Supplies
- Knowledge of Farm Methods

- Good Physical Condition to Work
Long Hours/Do Heavy Labor
- Have Good Space/Form Perception
- Installing/Repairing Fences

- Caring for Livestock
- Driving Farm Trucks
- Irrigation

Other: _____

FOOD SERVICE SKILLS

- Serving Food/Drinks/Large Groups
- Greeting and Seating Customers
- Suggesting Specialties
- Clearing Tables

- Cooking Meals
- Handling Money
- Assisting Cook
- Operating Cash Register

- Dishwashing
- Correctly Filling Orders
- Cleaning
- Setting Up Banquet

Other: _____

GARDENING SKILLS

- Lawn Care
- Greenhouse Work

- Flower Gardening
- Pruning/Trimming Trees

- Landscaping
- Spraying /Fertilizing

Other: _____

INDEPENDENT LIVING SKILLS

- Know Value of Coins and Currency
- Understand Buying on Credit
- Record Banking Transactions
- Make Withdrawals/Deposits
- Writing Checks
- Understand Payroll Deductions
- Know How to Read a Contract
- Understand the Consequences of Signing a Contract
- Know Personal Rights

- Know the Function of a Lawyer
- Know How to Register to Vote
- Use Kitchen Appliances
- Know Name/Use of Cooking Utensils
- Follow Instructions to Prepare Canned or Frozen Food
- Make a Grocery List/Shop for Groceries
- Prepare Recipes From a Cookbook
- Washing Dishes
- Sort and Machine Wash Clothes

- Ironing
- Sewing/Clothing Repair
- Know What to Do/Whom to Call in Emergency
- Can Call Doctor to Schedule Appointment
- Understand Medical Labels
- Care for Minor Health Problems
- Ask for Help
- Complete Standard Job Application

Other: _____

JANITORIAL SKILLS

- Dusting/Polishing Furniture
- Cleaning Rugs/Carpets

- Washing Windows
- Cleaning Bathrooms

- Sweeping/Washing/Buffering Floors
- Trash Removal

Other: _____

MAINTENANCE REPAIR SKILLS

- Plumbing
- Welding
- Electrical

- Wiring
- Wood
- Electronics

- Mechanically Inclined
- Servicing Machines
- Audio Equipment Installation/Repair

Other: _____

MECHANICAL SKILLS

- Car Tune-Up
- Auto Repairs
- Changing Tires

- Changing Oil/Fluids
- Diesel Engine Vehicles
- Washing Vehicles

- Auto Body Repairs
- Small Engines
- Interior Cleaning

Other: _____

MEDICAL SKILLS

- First Aid Training
- Good Listening Skills
- Physiology/Anatomy

- CPR:
- Infant
- Adult

- Handle Emergency Situations
- Certified Nurse Aide
- Biology

Other: _____

SALES SKILLS

- Greeting Customers
- Order Processing
- Delivering Goods
- Operating Cash Register

- Customer Service
- Displaying Samples
- Demonstrating Products

- Experience in the Art of Persuading
- Stocking Shelves
- Marketing

Other: _____

Discovery Activity 8

Work Experiences

WHAT IS YOUR PRESENT EMPLOYMENT STATUS?

- Employed: But Losing Job
- Employed: Competitive
- Extended Employment: (Sheltered Workshop)
- Employed: Self Employment
- Not Employed Student in High School
- Not Employed: All Other Students
- Not Employed: Trainee, Intern or Volunteer
- Not Employed: Other

IF YOU ARE WORKING:

Who are you working for?

What is your job?

How much do you earn in a typical week?

How many hours do you work?

When (date) did you start this job?

WORK EXPERIENCES (NON-PAID)

Are there any nonpaid work or volunteer experiences you feel will be helpful identifying your skills? If so, please list the organization/employer you worked for, your job title or examples of the work performed and the dates you worked.

Do not include paid work experiences below. They can be listed on the Application (page 21-22).

ORGANIZATION/EMPLOYER	JOB TITLE/TYPE OF WORK	DATES

Discovery Activity 9

Application for Employment

Complete the following sample job application. You have come to VR to help you get a job. Completing this application will help VR to understand your skills in this area. Remember to read and answer all of the questions to the best of your ability. Neatness counts!

We are an equal opportunity employer, and will not permit discrimination on the basis of race, color, sex, age, national origin, ancestry, religion, citizenship, veteran status, marital status, sexual orientation or disability. Employment related decisions, such as hiring, promotion, training, and discipline will be made for legitimate business reasons based upon qualifications and other non-discriminatory factors. We further comply with all federal, state, and local laws, rules and regulations pertaining to equal employment opportunity.

PLEASE PRINT

Today's Date: _____

Last Name: _____

First: _____

Middle: _____

Address: _____

Email Address: _____

City: _____

State: _____

ZIP Code: _____

Telephone: _____

Cell Phone Number: _____

Do you have a legal right to work in the US? Yes No

Have you been convicted of a crime other than a minor traffic violation? Yes No

If yes, please explain: _____

Are you willing to work? Mark all that apply.

Full-time (40 or more hours each week)

Temporary

Evenings

Overnights

Split Shift

Part-time (Less than 40 hours each week)

Weekends

Holidays

Days

On-Call

What date are you available to start? _____

Mark the days and hours of availability:

Day Monday Tuesday Wednesday Thursday Friday Saturday Sunday

From _____

To _____

What hourly wage is acceptable? _____

What benefits do you expect? _____

Do you have any physical limitations that would prohibit you from performing any of the job functions with or without reasonable accommodations of the position(s) for which you are applying? Yes No

If yes, please specify: _____

Do you have any other names by which your records would be found? _____

EDUCATIONAL BACKGROUND:

School Name	Location	# of Years Completed	Degree/Diploma	Area of Study
High School				
College				
Other				

SKILLS AND QUALIFICATIONS:

EMPLOYMENT HISTORY: Please provide the following information for your past and current employers, assignments, and volunteer activities, starting with the most recent.

		Dates Employed	Work Performed
Employer		From	
Address		To	
Phone Number(s)	Hourly Rate or Salary		
Job Title		Starting \$	
Supervisor		Ending \$	
Reason for Leaving			Hours Worked per Week

		Dates Employed	Work Performed
Employer		From	
Address		To	
Phone Number(s)	Hourly Rate or Salary		
Job Title		Starting \$	
Supervisor		Ending \$	
Reason for Leaving			Hours Worked per Week

		Dates Employed	Work Performed
Employer		From	
Address		To	
Phone Number(s)	Hourly Rate or Salary		
Job Title		Starting \$	
Supervisor		Ending \$	
Reason for Leaving			Hours Worked per Week

REFERENCES: Other than friends or relatives, i.e. business associates.

Name	Address City, State & Zip	Phone	Occupation	Years Known

Discovery Activity 10

Family & Support Network

* Complete the following to identify the person who will always know your address and phone number and someone who has a different phone number than yours.

Name		Relationship
Street Address	Apt. #	Phone Number
City	State	ZIP Code
Email Address		

* Your support network includes individuals who know you well, care about you, and are involved in your life. It also includes people who can help you succeed in preparing for, getting and keeping a job. **Please list any additional individuals who have not already been identified as a family member who will support you.**

Name		Relationship	Phone Number
How will this person support you?	<input type="checkbox"/> Financially <input type="checkbox"/> Provide Job Leads	<input type="checkbox"/> Emotionally <input type="checkbox"/> Transportation	<input type="checkbox"/> Provide Job References <input type="checkbox"/> Other _____

Name		Relationship	Phone Number
How will this person support you?	<input type="checkbox"/> Financially <input type="checkbox"/> Provide Job Leads	<input type="checkbox"/> Emotionally <input type="checkbox"/> Transportation	<input type="checkbox"/> Provide Job References <input type="checkbox"/> Other _____

Name		Relationship	Phone Number
How will this person support you?	<input type="checkbox"/> Financially <input type="checkbox"/> Provide Job Leads	<input type="checkbox"/> Emotionally <input type="checkbox"/> Transportation	<input type="checkbox"/> Provide Job References <input type="checkbox"/> Other _____

Name		Relationship	Phone Number
How will this person support you?	<input type="checkbox"/> Financially <input type="checkbox"/> Provide Job Leads	<input type="checkbox"/> Emotionally <input type="checkbox"/> Transportation	<input type="checkbox"/> Provide Job References <input type="checkbox"/> Other _____

Name		Relationship	Phone Number
How will this person support you?	<input type="checkbox"/> Financially <input type="checkbox"/> Provide Job Leads	<input type="checkbox"/> Emotionally <input type="checkbox"/> Transportation	<input type="checkbox"/> Provide Job References <input type="checkbox"/> Other _____

Step 2

*Pick the Job
You Want*



Career Exploration

Career exploration activities allow you to consider your interests, strengths, transferable job skills, explore jobs, and get information about job requirements, wages and employment outlook for jobs.

Now that you have reviewed Step 1 activities, you will review the following list of activities with VR staff. This will help you decide which activities you want to complete in order to explore your career interests and identify a job goal. **Check the box or boxes of those activities. VR can assist you in completing these activities.**

- INTEREST ACTIVITY:** This paper/pencil or computer activity may identify jobs you would be interested in, but hadn't thought of.
- ASSESS SKILLS:** Activities will help you find where your skills are and if you have skills for a certain job. It may also help you decide if you will be successful in completing on the job training or post-secondary training.
- EXPLORE TRANSFERABLE JOB SKILLS:** O*NET Skill Search can be used to identify jobs that match your skills. The information can be found at <http://online.onetcenter.org>.
- NEBRASKA CAREER CONNECTION:** This is an excellent resource for assessing career information regarding occupations, schools, scholarships, job search information, etc. The website is: www.nebraskacareerconnections.org.
- JOB SHADOWING:** If you have an interest in a job you may want to job shadow. It allows you to watch someone working in that job. VR staff has copies of questions you may want to ask.
- INFORMATIONAL INTERVIEWS:** Someone working in the job you are interested in can tell you about the job and what he/she likes or doesn't like about the job. If you do not know someone to contact or need help contacting someone, VR staff can help you. VR staff has a list of questions you can ask in an informational interview.
- ON THE JOB EVALUATION/INTERNSHIP:** This allows you to try out a job in the community to help you decide if you like this kind of work or if you can do the work.
- CAREER VIDEOS:** You can watch videos of people working in various jobs. VR staff has a list of career videos for you to review.
- TOURS:** Company tours are a great way to introduce potential candidates to a business. A tour can provide a real-world understanding of the industry workplace, the skills needed to be successful and other important information.
- TALK TO NEBRASKA VR STAFF:** They know the employers and also have a list of employers and businesses that partner with VR.
- SCHOOLING:** VR staff has information about programs of study and colleges where you can get training. They also have information about selecting colleges and applying for financial aid.
- O*NET ONLINE:** O*NET OnLine website can provide you with a list of job tasks and work duties for the job(s) you select or want to explore further. The web site is <http://online.onetcenter.org>.
- BUSINESS FINDER:** Use the Business Finder to locate contact information about a specific employer or list of employers that have jobs in the area you want to work. The website is <https://www.careeronestop.org/Toolkit/Jobs/find-businesses.aspx>.
- VOLUNTEER WORK:** VR staff has information about volunteer opportunities in your community. You will want to choose a volunteer experience you are passionate about and matches your skills, abilities, interests, and schedule.
- MOCK INTERVIEWS:** VR staff can help you set up a mock interview with an employer or with VR staff to help you learn more about a certain occupation.
- EDUCATIONQUEST:** Provides free college planning services, outreach services, need-based scholarship programs, and college access grants. You can learn about their services and locations at their website: <https://www.educationquest.org>.

Assistive devices or adaptations are available to complete career exploration activities. Assistive devices or adaptations include adapted computers, keyboards, ergonomic aids, amplification devices, vision aids, and other adaptive work equipment. You can borrow these assistive devices and adaptations. Talk to your VR Staff person for more information on the uses of Assistive Technology.

Step 3

*Identify
Factors and
Get the
Resources
You Need*



Factors

I Need to Consider

Now that you have selected a job goal you and Nebraska VR staff will want to determine if there are factors that need to be considered prior to you preparing for, getting, and keeping this job. If there are factors that need to be considered, you and VR staff will determine what services and resources you will need to address these factors.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

DISABILITY RELATED FACTORS

Do you have medical/work restrictions that we need to consider as you prepare for, get, or keep the job you have selected?..... Yes No

FINANCIAL FACTORS

Can you financially support yourself while you complete the steps necessary to prepare for, and get the job you have selected?..... Yes No

DAILY LIVING FACTORS

Is there anything pertaining to your daily living that will affect you preparing for, obtaining, and maintaining this job? Yes No

- Getting in and out of your home, getting to all parts of your home
- Childcare
- Housing
- Dress or hygiene

AGENCY FACTORS

Are there other agencies or programs that could or will support you as you prepare for and look for the job you have selected?..... Yes No

WORK HISTORY FACTORS

As you pursue your job goal is there anything in your work history that will need to be explained to an employer in your resume or job interview? (i.e. termination, gaps in employment, disciplinary action, etc.)..... Yes No

JOB SEEKING FACTORS

Is there anything you can think of that might affect your getting the job you have selected? Yes No

- Knowing how to explain legal convictions
- Clothes to wear to work or an interview
- I-9 Documentation
- Phone/e-mail
- Knowing how to find a job
- Knowing how to write a resume or complete an application
- Knowing how to explain my disability in an interview
- Passing a drug screening
- Transportation (drivers license, insurance, vehicle, access to public transportation, etc.)

JOB KEEPING FACTORS

If there have been things on previous jobs that made it difficult for you to complete your job duties, or do your best work, will they affect your performance on the job you have selected? Yes No

Where do I Find the Resources I Need?

You and VR staff have discussed your job goal and factors you need to consider before getting and keeping a job.

You will next review the resources available to help you with the services you will need to obtain and maintain employment.

VR STAFF RESOURCES

VR staff can provide services directly to you. The services VR provides can be found on page 34.

ASSISTIVE TECHNOLOGY RESOURCES

Assistive Technology Partnership (ATP) is a program that can help you identify the types of assistive devices or adaptations you may need to live independently or be successfully employed.

FAMILY AND FRIENDS RESOURCES

You may have family and friends who can provide resources to you in preparing for, getting, and keeping your job.

COMMUNITY RESOURCES

VR staff can help you identify individuals or agencies within your community that have the services you need. Community Services can be found on page 35.

Hotline

for Disability Services/CAP

HOTLINE FOR DISABILITY SERVICES

The Hotline for Disability Services is a statewide information and referral service for anyone with a question or concern related to a disability. The Hotline maintains a resource directory with over 1,400 agencies or programs that provide services for people with disabilities. We can help determine the nature of concerns, identify specific problems and provide assistance on a variety of topics. For example, if an individual is needing assistance with locating support groups, legal help, accessibility needs, housing or transportation options they could contact the *Hotline for Disability Services*. They could also contact the Hotline if they need help locating resources to help pay for rent, utilities, certain medical services, dental needs or assistive devices. These are only a few examples, feel free to call the Hotline with any questions.

- Call the *Hotline for Disability Services* directly at **1.800.742.7594** or **402.471.3656**, or
- Go to the *Hotline for Disability Services* website at **www.cap.nebraska.gov** for more information, or
- Ask VR staff for assistance in contacting the Hotline.

CLIENT ASSISTANCE PROGRAM

The *Client Assistance Program* (CAP) offers clients a place to call with any questions or concerns related to Nebraska VR. CAP can help you:

- Understand Nebraska VR services
- Resolve your concerns if you disagree with a decision
- Request a review of an agency decision
- Know your rights and responsibilities
- Communicate concerns to your counselor

Call **1.800.742.7594** (toll free) or **402.471.3656**.

Step 4

*Write Your Individualized
Plan for Employment*



Understanding Your Individualized Plan for Employment

By now, you have determined what is important to you on a job and have identified a job goal. You and VR staff have verified this job goal is consistent with your strengths, resources, priorities, concerns, abilities, capabilities, career interests, and informed choice. You have identified services and resources to help you prepare for, get, and maintain the job. All this information will be considered as you write your *Individualized Plan for Employment*.

You have the right to receive help from a qualified VR staff member.

You have the right to do all or part of the IPE on your own. If you want, you can have a parent, family member, guardian, disability advocacy organization, advocate, or other person help you write your IPE. You can also have a qualified VR Counselor who is not employed with the state unit write your IPE.

The following will provide you with important information you will want to know before you write your *Individualized Plan for Employment*.

WHAT IS MY INDIVIDUALIZED PLAN FOR EMPLOYMENT?

Your *Individualized Plan for Employment* (IPE) is your plan for career success. Your IPE is a flexible, working plan. It tells you:

- Your job goal.
- When you will start working toward your goal.
- The help you need to reach your goal.
- Who will help you.
- Who will pay for the help you get.

WHEN CAN MY PLAN BEGIN?

Before your plan can begin, you must be in agreement with it and sign it. If you want, a parent, family member, guardian, or representative can agree to and sign it for you. VR staff must also be in agreement with it and sign it.

WHAT WILL NEBRASKA VR NEED TO KNOW BEFORE THEY AGREE TO MY PLAN?

You should know before a VR staff member can sign your IPE they must agree with it. A VR staff member can approve your plan if:

- There are reasonable chances you will get hired in your job goal in the location you are searching for work.
- Your plan includes all the steps and services you need to meet employer hiring requirements (education, experience, skill, or other requirements) and to be successful on the job.
- The job goal will give you the wages and benefits you need.
- Services are available so you can get the job you want.
- There are providers available for each service or support in your plan, either in your local area or a community where you are willing to move.

There are 3 parts to your IPE. They include:

- **Individualized Plan for Employment Job Goal:** This part identifies the job goal for your plan. If you need continuing help to do well on the job, it will list what help you need and who will provide it.
- **Individualized Plan for Employment Services and Supports:** This part lists the services and supports you will need. Additionally, it identifies who will provide and pay for these services and supports. Completing each service brings you closer to your job goal.
- **IPE Terms (Important Information for You):** This part explains what is in your IPE and outlines the terms for your IPE.

The 3 parts of the IPE are on the following pages.

You will complete the IPE Job Goal and the IPE Services and Supports and discuss with VR staff the information in the *Individual Plan for Employment - Important Information for You*.

After completing your IPE you and VR staff will sign the IPE. A copy of the *IPE Job Goal*, *IPE Services*, and *Supports*, and the *Individual Plan for Employment - Important Information for You* will be given to you.

Now it's time to *Write Your Plan*



Individualized Plan for Employment

NAME: _____

Individualized Plan for Employment - IPE Job Goal

Original

Job Goal: State the job you want to have at the end of your plan.

Comments/Responsibilities:

I expect to be working by:

Weekly Work Hours: How many hours do you expect to work each week?

- 14 or less
- 15 to 19
- 20 to 31
- 32 or more

SUPPORTED EMPLOYMENT

- Individual Placement
- Customized Placement

Continuing Help: Check each type of continuing help you will need to do well on your job.

Meet with me:

- Where I work at least 2 times a month to find out how I am doing on the job and what help I need.
- OR
- Away from where I work at least 2 times a month to find out how I am doing on the job and what help I need.

- Talking to my boss and co-workers where I work about how to help me do well on my job.
- Training me where I work in the skills I need to do well on my job.
- Training me where I work in getting along with people.
- Get continuing help to do well on my job.
- Other help I will need to do well on my job (Describe) _____

Provider: Check who will give you or pay for the continuing help you need. (At least one box must be checked.)

- | | |
|--|---|
| <input type="checkbox"/> DD Service Coordination | <input type="checkbox"/> Coworker |
| <input type="checkbox"/> Community Mental Health Program | <input type="checkbox"/> Employer |
| <input type="checkbox"/> DD Service Provider | <input type="checkbox"/> Community Support Worker |
| <input type="checkbox"/> Mental Health Clubhouse | <input type="checkbox"/> Family Member _____ |
| <input type="checkbox"/> Advocacy/Support Group _____ | <input type="checkbox"/> Other _____ |

Agreement and Approval: My plan will take effect when Nebraska VR approves it. I agree the job goal is in line with my strengths, priorities, concerns, abilities, capabilities, career interests, resources, and informed choices. I have been given a copy of the IPE Terms (Important Information for You). I agree with them. I agree with the job goal, services, payment sources, and timelines described.

If I receive SSDI or SSI benefits based on my disability, I understand that by signing this Individualized Plan for Employment Job Goal, the Social Security Administration will consider me as "using my Ticket." While my Ticket is considered to be "in use" no continuing disability reviews (CDR) will be initiated as long as I make timely progress toward my goal.

Your Signature Date

Nebraska VR Contact

Authorized Representative Date

_____ Nebraska VR Approval	_____ Date
-------------------------------	---------------

Individualized Plan for Employment - IPE

VR Provided Services

SERVICES	WHO WILL PROVIDE?	SERVICE START & END DATE
Disability Awareness/ Personal Adjustment <input type="checkbox"/> Find out how my disability affects my life and work. <input type="checkbox"/> Find out how to manage personal crisis. <input type="checkbox"/> Find out how to make better decisions. <input type="checkbox"/> Find out how to solve personal problems. <input type="checkbox"/> Receive assistance to follow through with VR and community services .		
Employment Services <input type="checkbox"/> Get leads on job openings. <input type="checkbox"/> Find a job that best matches my skills and needs.		
Employment Success Skills <input type="checkbox"/> Learn what behaviors employers want. <input type="checkbox"/> Learn to think highly of myself. <input type="checkbox"/> Learn to handle job pressures.		
Independent Living Exploration and Skills <input type="checkbox"/> Learn to live by myself. <input type="checkbox"/> Learn how to save energy and manage my time doing housework. <input type="checkbox"/> Learn how to dress for job success. <input type="checkbox"/> Learn how to budget and manage my money. <input type="checkbox"/> Learn how to use a bus.		
Independent Living Personal Management Skills <input type="checkbox"/> Learn how to solve personal problems. <input type="checkbox"/> Learn how to study. <input type="checkbox"/> Learn how to make decisions. <input type="checkbox"/> Learn how to set goals.		
Job Keeping <input type="checkbox"/> Do my new job the best I can. <input type="checkbox"/> Get used to the demands of my new job. <input type="checkbox"/> Get used to my supervisors and co-workers. <input type="checkbox"/> Get the help I need to keep my job.		
Job Seeking Skills <input type="checkbox"/> Learn the best ways to look for a job, write a resume and cover letter, fill out job applications, and successfully interview for a job.		
VR Provided Skill Building (Miscellaneous Training) <input type="checkbox"/> Acquire skills in a Nebraska VR skill-building program. <input type="checkbox"/> Skill building to operate basic technology (iphone, ipad).		

Comments/Responsibilities:

Individualized Plan for Employment - IPE

Community Services

SERVICES	WHERE WILL I GET THEM?	WHO WILL PAY FOR THEM?	SERVICES START & END DATES
Treatment <input type="checkbox"/> Get treatments to improve my ability to work. <input type="checkbox"/> Get prescribed medications.		<input type="checkbox"/> VR <input type="checkbox"/> Consumer <input type="checkbox"/> Other -----	
Post Secondary Training (Program of study approved to offer federal financial aid) <input type="checkbox"/> Obtain an associate degree, diploma, licensure, or certificate degree necessary for my job goal. <input type="checkbox"/> Obtain a bachelor's degree needed for certification, licensure, or hire in my job goal. <input type="checkbox"/> Obtain a master's, doctorate, or specialist degree needed for certification, licensure, or hire in my job goal.		<input type="checkbox"/> VR <input type="checkbox"/> Consumer <input type="checkbox"/> Other -----	
Occupational or Vocational Training (Program of study not approved to offer federal financial aid) <input type="checkbox"/> Obtain a certificate or diploma needed for certification, licensure, or hire in my job goal. <input type="checkbox"/> Obtain training in my job goal through a Certificate Program.		<input type="checkbox"/> VR <input type="checkbox"/> Consumer <input type="checkbox"/> Other -----	
Miscellaneous Training <input type="checkbox"/> Learn English. <input type="checkbox"/> Receive adult basic education. <input type="checkbox"/> Obtain a GED. <input type="checkbox"/> Learn a specific skill (such as how to drive, keyboarding, Excel, sign language, etc). <input type="checkbox"/> Complete an apprenticeship program. <input type="checkbox"/> Complete disability related skill training (Bionic Brain Book, Sign Language, driver's training to operate modified vehicles). <input type="checkbox"/> Understand how different options for going to work will affect my federal and state benefits. <input type="checkbox"/> Understand how to use work incentives to help me go to work. <input type="checkbox"/> Learn to operate and use assistive devices.		<input type="checkbox"/> VR <input type="checkbox"/> Consumer <input type="checkbox"/> Other -----	
On The Job Training <input type="checkbox"/> Learn specific job skills from my employer. <input type="checkbox"/> Learn specific job skills from a skilled job coach.		<input type="checkbox"/> VR <input type="checkbox"/> Consumer <input type="checkbox"/> Other -----	
Job Readiness Training <input type="checkbox"/> Learn work habits I need in the world of work.		<input type="checkbox"/> VR <input type="checkbox"/> Consumer <input type="checkbox"/> Other -----	
Small Business <input type="checkbox"/> Receive help implementing a business plan. <input type="checkbox"/> Get needed permits and licenses. <input type="checkbox"/> Get needed tools, equipment, and stocks. <input type="checkbox"/> Get needed business vehicle. <input type="checkbox"/> Get help with initial operating costs.		<input type="checkbox"/> VR <input type="checkbox"/> Consumer <input type="checkbox"/> Other -----	
Rehabilitation Technology <input type="checkbox"/> Get help identifying modifications. <input type="checkbox"/> Modify my home. <input type="checkbox"/> Modify my vehicle. <input type="checkbox"/> Get help with wheelchairs, crutches, canes and other durable medical goods. <input type="checkbox"/> Obtain prosthetics or orthotics.		<input type="checkbox"/> VR <input type="checkbox"/> Consumer <input type="checkbox"/> Other -----	

Comments/Responsibilities: _____

Individualized Plan for Employment - IPE

Supports

SERVICES	WHERE WILL I GET THEM?	WHO WILL PAY FOR THEM?	SERVICES START & END DATES
Transportation <input type="checkbox"/> Fix car to get back and forth to services or to look for work. <input type="checkbox"/> Help traveling back and forth to services or to look for work.		<input type="checkbox"/> VR <input type="checkbox"/> Consumer <input type="checkbox"/> Other -----	
Increased Costs Caused by Participating in Services (Maintenance) <input type="checkbox"/> Get clothing while I am looking for work. <input type="checkbox"/> Get meals and/or lodging while I am looking for work. (Example: overnight trip) <input type="checkbox"/> Meet increased living costs caused by participation in services. <input type="checkbox"/> Help in moving to start a job or to participate in services.		<input type="checkbox"/> VR <input type="checkbox"/> Consumer <input type="checkbox"/> Other -----	
Personal Assistance and Communication <input type="checkbox"/> Find an interpreter if deaf or hard of hearing. <input type="checkbox"/> Find a foreign language interpreter. <input type="checkbox"/> Find someone to read text and written materials. <input type="checkbox"/> Find someone to tutor. <input type="checkbox"/> Get needed assistance with self care and activities of daily living.		<input type="checkbox"/> VR <input type="checkbox"/> Consumer <input type="checkbox"/> Other -----	
Other Services <input type="checkbox"/> Obtain childcare while I am getting services or looking for work. <input type="checkbox"/> Obtain licenses, permits or certifications for work. <input type="checkbox"/> Get tools for on-the-job training or work. <input type="checkbox"/> _____ <input type="checkbox"/> _____		<input type="checkbox"/> VR <input type="checkbox"/> Consumer <input type="checkbox"/> Other -----	
Things I Need for Services and Work (Technology Support) <input type="checkbox"/> Help modifying my work setting. <input type="checkbox"/> Get eyeglasses. <input type="checkbox"/> Get hearing aids. <input type="checkbox"/> Obtain a computer. <input type="checkbox"/> Obtain assistive devices. <input type="checkbox"/> Repair items that help me function.		<input type="checkbox"/> VR <input type="checkbox"/> Consumer <input type="checkbox"/> Other -----	
Post Secondary Supports <input type="checkbox"/> Obtain tools for my associate's degree. <input type="checkbox"/> Obtain tools for my bachelor's degree. <input type="checkbox"/> Obtain tools for my master's, doctorate or specialist degree. <input type="checkbox"/> Get uniforms or work clothes. <input type="checkbox"/> Meet increased living costs caused by attending school. <input type="checkbox"/> Meet increased child care costs caused by attending school. <input type="checkbox"/> Help traveling back and forth to school.		<input type="checkbox"/> VR <input type="checkbox"/> Consumer <input type="checkbox"/> Other -----	

Comments/Responsibilities:

Individualized Plan

For Employment – IPE

Important Information for You

WHAT SERVICES, SUPPORTS, OR GOODS DO I NEED?

You and your VR staff member will research and have discussions about the required services, supports, or goods you need in order to reach your job goal.

You can find VR guidelines of services, supports, and goods and what VR will pay for, in Rule 72 (Title 92 Nebraska Administrative Code, Chapter 72). You may ask for a copy of this rule or you can view it, as well as, VR policies and procedures at:

<http://vris.vr.nebraska.gov/> under the heading *Rules and State Plans*.

FUNDING YOUR PLAN

WHO WILL PROVIDE OR WHERE WILL I GET THEM?

You can get some needed services from VR staff. You also can get services, supports, or goods from employers, schools, colleges, universities, agencies, or businesses in your community.

You can pick any qualified provider for the services, supports, or goods you need. If you pick someone or something costing more than VR allows, you will pay the extra cost.

WHO WILL PAY?

Services from VR staff will not cost you anything. If there is a cost for other needed services, supports, or goods, your IPE will indicate who will pay for them. VR may help you pay for the services, supports, and goods; however, there are limits:

- VR can only help with the cost of the goods or services listed on your approved IPE. You will pay for any goods or services you get that are not on your approved IPE.
- VR limits its help to the amounts in Rule 72.
- VR limits its help for post-secondary training up to 12 credit hours per semester or quarter and cannot exceed the amount of your unmet need reported by the Student Financial Aid Office at the school you attend.
- VR cannot use its money to replace money you can get from public programs (like Medicaid,

TANF, Developmental Disabilities, and Mental Health), personal insurance, or programs that have written agreements paid for by Nebraska VR.

- If a program can provide the services, supports, goods, or pay for what you need, you will need to apply for their help and benefits.
- If you can get their help and benefits, you will need to use them.
- If you do not use their help and benefits, you will pay the cost.
- VR cannot help you pay for services, supports, or goods if we do not have the money.

NEBRASKA VR COST SHARING

If VR shares in the cost of community services, supports, or goods you receive, you usually can choose one of the following three ways on how VR will help you pay:

Cash Advance

Reimbursement

Nebraska VR Purchase

FINANCIAL ACCOUNTABILITY

When VR funds are provided, you must use those funds only for the services or goods intended and agreed to in the IPE. If you do not, you are liable for the full repayment of those funds. Failure to repay misused funds could result in the discontinuation of VR services, use of collection procedures, referral to law enforcement, and/or reporting to credit agencies.

YOUR RIGHTS

Privacy: You have a right to your personal privacy. VR staff members share information about you with each other. They release it to other parties only according to federal and state laws and regulations.

Informed Choice: You have the right to take part in any decisions about your job goal, services, and service providers.

YOU CAN EXPECT VR STAFF TO:

Treat you with dignity and respect
Respond to your needs in a timely manner
Help you understand our services
Be honest with you
Provide and/or help you get the services and supports you need to become successfully employed

CLIENT ASSISTANCE PROGRAM

You can get in touch with the *Client Assistance Program* if you need information or help to:

- Understand vocational rehabilitation services.
- Get advice about services or benefits that may be available to you.
- Get advice about your rights and responsibilities.
- Deal with problems in your relationships with VR staff.
- Deal with problems with a program that is providing you with vocational rehabilitation services.
- Ask for mediation or a review of a VR decision:

Call 1.800.742.7594 (toll free)
471.3656 (Lincoln) TT Available
Write to PO Box 94987
Lincoln, Nebraska 68509

MEDIATION

If you want mediation of any decision about the vocational rehabilitation services you will get, you may contact the Regional Mediation Center serving your county. You can ask VR or the *Client Assistance Program* for a list.

Both you and VR must volunteer to take part in mediation. A qualified and impartial mediator who is trained in effective mediation techniques will do the mediation.

REVIEW OF DECISIONS

If you want a review of any decision about your vocational rehabilitation services, you may file 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 do this review. You can ask VR or the *Client Assistance Program* for a copy of this rule, or get a copy at: <http://vr.is.vr.nebraska.gov/>. It has 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 send in your petition within 30 calendar days of the date you receive the written decision. Send your petition with a copy of the written decision you want reviewed to:

Impartial Hearing Coordinator
Nebraska VR
PO Box 94987
Lincoln, Ne 68509

You can ask the *Client Assistance Program* for help.

POST-SECONDARY TRAINING

- To receive VR financial assistance for the initial term of training, you must have your *Individualized Plan for Employment* containing post-secondary training approved at least sixty (60) calendar days before the date the training will begin.
- You must complete the financial aid application to allow the school to provide VR with the required financial aid award information no later than 5 business days before the start of the first term of a new financial aid year.
- You must provide VR with a copy of your registration prior to each term no later than 5 business days before the start of the term.
- VR requires a copy of your grade report for the previous term as soon as it is available from the school.

TO CONTINUE VR FINANCIAL AID

- Keep your overall grade point average at "C" or better unless a higher GPA is required by your program of study.
- Finish at least 12 credit hours per semester or quarter unless a lower number of credit hours are in your IPE.
- For detailed post-secondary information ask your VR specialist for the "What You Should Know About Nebraska VR Financial Aid" document.

Congratulations!

You have discovered the job that works for you and developed your Individualized Plan for Employment. You are on your road to success!

Remember, when you are ready the information you have collected in this booklet can be used to:

- Develop your resume
- Complete job applications
- Prepare for job interviews
- Assist you with placement activities

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Nebraska VR
Nebraska Department of Education
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