<<Date>>

<< Name>>

<<Address>>

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

My name is << xx >>. I provide Pre-Employment Transition Services through Nebraska VR to students in << xx >>. I assist students with the transition from high school into the world of work. Nebraska VR has received a signed Pre-Employment Transition Services Consent and Information Release form. Services may include the following: Job Exploration, Work-Based Learning Experiences, Post-Secondary Education Counseling, Work Readiness Training, and Instruction in Self Advocacy. At this time, your student is not participating in services. If you have any questions regarding Pre-Employment Transition services, please contact Nebraska VR.

Being involved with Nebraska VR Pre-Employment Transition Services improves your student’s ability to reach their full potential and explore the world of work.

I am reaching out to you to see if your student wants to continue receiving Pre-Employment Transition Services.

If Nebraska VR does not hear from you by << 15 days >>, we will discontinue Pre-Employment Transition Services. If your student requires Pre-Employment Transition Services in the future, contact Nebraska VR.

If you have any questions/concerns regarding this information, you can also 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.

Sincerely,

<< Staff signature >>

<< Staff name and title >>

<< Phone number >>

<< Email address >>