

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.ne.gov/> under the heading *Rules and State Plans*.

Funding Your Plan

Who will provide or where will I get them?

You can get some 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 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), or programs that have written agreements paid for by VR.

- If a public 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://vris.vr.ne.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.