<<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.

Since you are employed, 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.

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>>