

Employment Services

Indiana Adult Vocational Rehabilitation Process

Your Opportunity

Service Denial Appeals

If you are denied, a VR counselor might refer you to other services; you also have 20 calendar days to file a written appeal, which will trigger an administrative hearing for which you can choose your representation. You also have the right to have your service denial re-examined if your circumstances change.

Basic Adult Eligibility Requirements

1. You must have a physical or mental impairment that substantially interferes with employment
2. VR services will help you become employable

Apply for Services

Eligibility based on functional capabilities categories should be decided within 60 days of application date

Functional Capabilities Categories

1. Communication
2. Mobility
3. Self-care
4. Interpersonal skills
5. Self-direction
6. Work tolerance
7. Work skills

Order of Selection

Indiana prioritizes VR-eligible individuals (as of August 1, 2017) in process known as Order of Selection

Level 1 — Most Significant Disabilities (3 or more functional deficits)

Level 2 — Significant Disabilities (2 functional deficits)

Level 3 — Non Significant Disabilities (1 functional deficit)

Level 1 individuals receive service priority; levels 2 and 3 are placed on waiting list

Approval

When approved to begin receiving VR services (based on Order of Selection criteria), you will work with VR counselor to create Individualized Plan for Employment

Select Provider

After approval, you can select Carey Services as your choice from the list of approved Community Employment Providers; Carey Services provides employment services in 11 Indiana counties

Authorization

When you select Carey Services as your provider, your VR counselor creates a written authorization that directs Carey Services to work with you; after we receive the authorization, we will schedule a time to review the IPE you created with your VR counselor and begin getting to know each other

Discovery Process/Job Development

VR uses the Discovery Process to guide your journey through the job development and job placement work with your provider; your Carey Services employment specialist will work with you and refer to the IPE you created to determine your interests and abilities as they tie to your employment goals and then set up opportunities for you to explore your goals in more detail — all with obtaining a job as the outcome

Job Search/Placement

Carey Services employment specialists will help you create a résumé and practice your interviewing skills as part of the process to obtain a job placement in a field that matches your desired employment goal

Milestone 1

You achieve Milestone 1 after holding your job 1 week

Support & Retention Plan/Milestone 2

A Carey Services job coach will help you work on training for specific job tasks in cooperation with your employer; an Employment Support and Retention Plan will be created to submit to your VR counselor; after 4 weeks of employment, you will achieve Milestone 2

Ongoing Support

Your Carey Services job coach will help you be successful in your new job by providing necessary job support as determined in meetings with you and your employer; as changes occur, your Employment Support and Retention Plan will be updated and you might also be determined to be eligible for Supported Employment assistance for an extended period of time

Stabilization

Stabilization is the term VR uses to designate that you have reached your highest level of job independence

Retention/Milestone 3

You achieve Retention/Milestone 3 after holding your job for 90 days *after* reaching stabilization

Your Brighter Future



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