**ACCES-VR**

**Adult Career and Continuing Education Services-Vocational Rehabilitation**

**For ACCES-VR Flyer:**

[**http://www.acces.nysed.gov/common/acces/files/vr/acces-brochure.pdf**](http://www.acces.nysed.gov/common/acces/files/vr/acces-brochure.pdf)

**Who is eligible?**

To be eligible for VR you must:

* have a disability that interferes with getting or keeping a job;
* be able to benefit from Vocational Rehabilitation (VR) services; and
* need VR services to get, keep or advance at your job.

Presumed Eligibility- If you provide proof you receive Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) that is based on SSA determination of your disability, ACCES-VR will assume you are eligible for VR services.

Eligibility for vocational rehabilitation services is made without regard to age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, genetic predisposition or carrier status, or sexual orientation, the service needed, cost of the service or the income level of the individual or family.

**How do I apply for Services?**

* Obtain an [Application for Services VR-04](http://www.acces.nysed.gov/vr/apply-vocational-rehabilitation-services#application) at Orientation, on-line or by contacting the closest District Office.  Applications are available in English, Spanish, Haitian-Creole, Italian, Russian and Chinese.
* Complete an Application for VR Services - You must include your name, address, date of birth, gender and disability.
* Sign your application.  Only signed applications will be accepted.  *Note:*Applications for individuals under the age of 18 must also include the signature of a parent or guardian.
* Submit your application to the District Office closest to you.
* Referrals- you may be referred by your school, doctor, Social Security Administration, family, etc.).  A referral must include your signed consent to verify that you agree to a referral to ACCES-VR.  *Note:*Consent forms included with a referral of individuals under the age of 18 must also include the signature of a parent or guardian.

**What documentation is needed for eligibility?**

Where possible you should provide documentation from your doctor, treatment program, school, etc. about your disability.  This information is used to determine the degree your disability interferes with getting or keeping a job.

If you do not have documentation your vocational rehabilitation counselor (VRC) may ask you for your written consent to request documentation.  The VRC will only request information that is necessary for determining your eligibility or service planning.

If you are referred by an agency, school, doctor etc. to ACCES-VR, the referring agency should provide information about your disability, functional limitations, and how it relates to your employment needs.

In some cases your VRC may need additional information and may request to participate in an assessment or evaluation.  ACCES-VR will purchase this service at no cost to you.

Confidentiality-  Requesting personal information about you carries with it the obligation for ACCES-VR to fully inform you about what information is gathered and how it will be used, and to safeguard against unnecessary or inappropriate dissemination. Your personal information includes all material that identifies you, including reports, evaluations, case histories, notes, photographs and directory information. ACCES-VR has an obligation to safeguard confidential information during its direct use of information and during the release of personal information to third parties, other individuals and agencies. Release of personal information also includes your access to your own personal information and records.

For a full list of District Locations:

<http://www.acces.nysed.gov/vr/district-offices>