



Vocational Rehabilitation

Division of Vocational Rehabilitation
DVR

Email: dvr@dwd.wisconsin.gov Phone: (800) 442-3477
<https://dwd.wisconsin.gov/dvr/referral/>

DVR Mission

To assist individuals with disabilities in obtaining, maintaining,
or improving employment

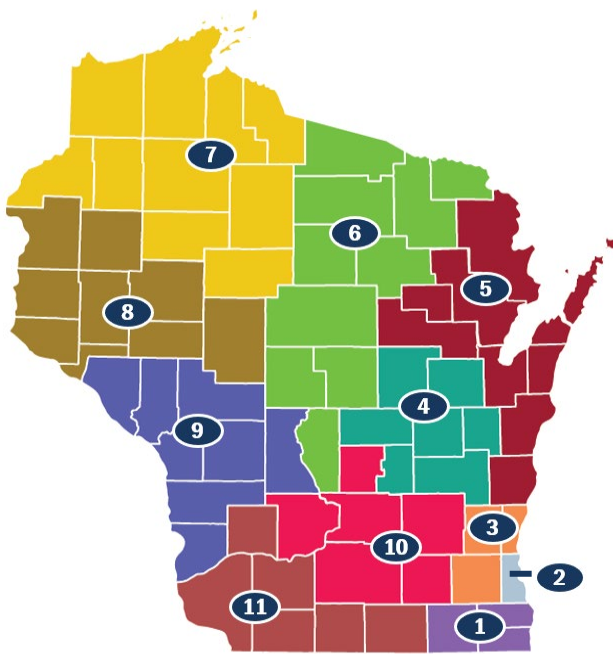
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What is DVR?

The Division of Vocational Rehabilitation (DVR) provides individualized services to eligible individuals with a disability who want to work. DVR is a state and federally funded program that helps individuals with disabilities find a job, keep a job, get a better job, and gain needed skills toward a job. DVR provides services to help individuals reach their job goal by working with them to develop their Individualized Plan for Employment (IPE) with their DVR Counselor. At any given time, DVR is actively engaged with nearly 16,000 job seekers and students with disabilities who are working towards an employment goal.

DVR services the entire state of Wisconsin with 11 Workforce Development Areas (WDAs)



1	Southeast
2	Milwaukee
3	WOW Counties
4	Fox Valley
5	Bay Area
6	North Central
7	Northwest
8	West Central
9	Western
10	South Central
11	Southwest

Who is Eligible?

An individual is eligible for DVR services if they have a disability diagnosis, documented by medical professional or other qualified personnel, and their disability diagnosis makes it hard for them to find or keep a job. Also, they need DVR services to help reach their employment goal.

To note:

- If an individual receives SSI/SSDI based on their own disability, they are presumed eligible for DVR services.
- DVR will request documentation of an individual's disability during the eligibility process; however, DVR can do assessments to create documentation when documentation is not otherwise available.
- If you are working with a student/individual and they have barriers related to learning/working, they should be referred to DVR. The intake process will gather information for eligibility.
- DVR **cannot** find individuals ineligible based solely on:
 - Duration of residency
 - Type of disability
 - Ages, sex, race, color, or national origin
 - Type of expected employment outcome
 - Source of referral
 - Particular service needs
 - Anticipated cost of services
 - Income level of applicant or family
 - Current or past employment status
 - Educational status or current educational credential

How to Refer?

Making a referral to DVR is easy. The referral form can be found online at <https://dwd.wisconsin.gov/dvr/referral/> or contact the local office to get a paper referral (see map below or click on the staff directory). A person may also call our main number **(800) 442-3477**, to request a referral. An individual can complete a referral over the phone. Only basic information is needed to complete the referral.

An individual should be referred to DVR services when:

- The individual has a disability or perceived barriers to employment.
- The individual is interested in gaining competitive and integrated employment.
- They have been informed of potential DVR services and are interested in applying for services.

DVR Staff Directory: <https://dwd.wisconsin.gov/dvr/about/staff-directory.pdf>

DVR Director Locations

Other DVR Locations

Ladysmith:
1104 Lake Ave. West

Wausau:
364 Grand Ave.

Eau Claire:
221 W. Madison St.

La Crosse:
2615 East Ave. South

Madison:
1801 Aberg Ave.

Janesville:
1900 Center Ave.



DVR Staff Directory:

<https://dwd.wisconsin.gov/dvr/about/staff-directory.pdf>

Green Bay:
301 N. Adams St.

Oshkosh:
219 Washington Ave.

Milwaukee:
2701 S. Chase Ave.

Racine:
1516 S. Green Bay Rd.

Waukesha:
2607 N. Grandview Blvd.

* 90% of DVR staff provide job-seeker and/or employer outreach/support service at the local level

DVR Process

Once the individual's referral has been completed and submitted to DVR, the individual will be contacted by DVR to review and sign their application. Information to determine eligibility is gathered through an intake and disability documentation. Once the individual is determined eligible, they will be notified. It is DVR's continued effort to make this process as smooth and quick as possible; however, DVR has up to 60 days to complete the process. After eligibility is completed, the individual will be working with DVR to complete the Individualized Plan for Employment (IPE) which includes determining job goal and DVR services required. See process below for further details.

THE VOCATIONAL REHABILITATION PROCESS AND CHOICES IN THE PROCESS

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Title 34 Code of Federal Regulation-Education 370.2 This document complies with Wis. Stat. §75

Eligibility and VR Waiting List:	Gather Information on Jobs & Disability	Plan for Employment (IPE)	Employment & Follow up	Closure - End VR Services (at this time)
<p><u>Eligibility:</u> You are eligible if your disability is stopping you from getting or keeping a job that uses your skills and abilities. AND You require VR services to deal with your disability limitations so you can reach your job goal.</p> <p><u>Waiting List:</u> When VR does not have enough funding, VR must use a waiting list process called Order of Selection. An eligible person will be placed on the waiting list and contacted by VR when VR can work with them. As people get jobs, VR contacts the next names on the waiting list.</p> <p><u>Choices:</u> Bring your disability information to VR or sign release forms so VR can get disability records. Ask VR to pay for a disability evaluation if you do not have complete or current disability information.</p> <p>Timeframe: 60 days</p>	<p><u>Questions to Answer:</u> Do you know what types of jobs match your skills? Do you know if those jobs are available where you plan to live and work? If you receive disability benefits: 1. Do you want a job that pays enough to replace some or all of your benefits? 2. Do you know how many hours and the rate of pay you can earn before it affects your benefits? How can the limitations caused by your disability or disabilities be addressed? Do you need your disability assessed by an expert who can answer those questions?</p> <p><u>Choices:</u> Find the answers to these questions and share them with your VR counselor. Work with your VR Counselor to find the answers. Select service providers who can help you find the answers.</p>	<p><u>The Plan Lists the Services You Will Receive from VR</u> When writing your employment plan, you and VR need to agree on the job goal and what you and VR need to do to reach goal.</p> <p><u>Questions to Answer:</u> What will you need to do address the limitations of your disability or disabilities? What will you do to learn the skills for your job goal? (Examples: schooling, work-experience, on-the-job training?) Do you need new assessments to answer these questions?</p> <p><u>Choices:</u> Write the Plan with VR help, by yourself, or with help from someone else. Work with your VR Counselor to find the answers. Select service providers who can help you find the answers</p> <p>Timeframe: 90 days</p>	<p><u>Seeking Employment:</u> You are ready to apply for jobs or change jobs if your current job is not suited to your skills. Do you know how to use Job Center resources to find jobs? What type of help do you need for your job search?</p> <p><u>Job Follow Up Activities:</u> When you are hired, keep in touch with VR to let your VR counselor know how it is going. If you find there are things you cannot do, contact your counselor right away.</p> <p>Follow along for at least 90 days.</p> <p><u>Choices:</u> You can extend the 90-day follow along if you are having problems on the job.</p>	<p><u>When Active VR Services Stop. Your VR File is Closed</u> VR should not close your case until you and your VR Counselor discuss it. If you cannot be reached, VR will close your case. This allows VR to serve people on the waiting list.</p> <p><u>Reasons to Close Your Case:</u> 1. You are working at a job related to your job goal 2. Your disability or personal matters are keeping you from working with VR at this time 3. You cannot risk losing your disability benefits such as your health care benefit. 4. You cannot get a job that replaces your benefits.</p> <p><u>Choices:</u> You can reapply to VR at any time. Your VR case will be closed when you are successfully employed or when you are not able to actively work on reaching your job goal.</p>

Updated 02/06/2020

Services

DVR can support necessary and appropriate services to assist an individual in reaching their employment goal. Services must be agreed on by the individual and DVR counselor, and included in an IPE before DVR can provide them. Remember, all services provided need to be necessary, reasonable, and appropriate to reach their job goal. DVR services are individualized and are based on the individual's disability, barriers, and job goal.

Examples of DVR services:

- Vocational guidance and counseling
- Job search and job placement assistance
- Information and referral services
- Transition-to-work services for H.S. students
- Supported employment services
- Interpreter services
- Rehabilitation technology
- Vocational, post-secondary education and other training supports and grants
- Disability and employment assessment
- Occupational licenses, tools and other equipment
- Assistance in small-business plan development

Transition Services

DVR works with high school students with disabilities to assist them with transitioning from high school to their next steps in life. For a list of transition services go to:

<https://dwd.wisconsin.gov/dvr/job-seekers/transition/>

High School students with disabilities can speak with a DVR counselor right at their school to create their DVR plan. This can assist them with quickly engaging in supports such as learning new job skills, gaining work experience, and finding a job. To find your high school liaison, please visit:

<https://dwd.wisconsin.gov/dvr/job-seekers/transition/pdf/school-liaisons.pdf>

DVR partners with many Wisconsin state departments to assist students with a smooth transition from High School to the world of work and community services.

To learn more about DVR partners go to: <https://dwd.wisconsin.gov/dvr/>

Training Grant

A DVR training grant is the tool used to calculate funds for DVR students attending a Wisconsin financial aid eligible program. The funds are calculated individually for each student, with information from the school financial aid office.

The DVR training grant takes into account the financial aid eligibility and award made to each student using information from the Free Application for Federal Student Aid (FAFSA). The DVR training grant calculator form is completed by DVR and Financial Aid Offices from Wisconsin-based public and private schools affiliated with the University of Wisconsin System (UW System), the Wisconsin Association of Independent Colleges and Universities (WAICU) and the Wisconsin Technical College System (WTCS).

If an individual is a veteran connect them with their local County Veterans Service Office (CVSO) for more VA benefits information. Local CVSO contacts can be found at https://www.nacvso.org/directory/directory_5.aspx.

For a list of DVR Wisconsin Technical College Liaisons, visit <https://dwd.wisconsin.gov/dvr/job-seekers/transition/wtc-liaison-list.htm>

Individual's Responsibilities

It is the individual's responsibility to be open and honest while completing intake and eligibility. It is important they are willing to discuss their barriers with DVR to ensure successful progress towards their job goal. Individuals are expected to attend their DVR appointments or call ahead if they need to cancel or reschedule. DVR will be in contact with the individual a minimum of every 30 days. DVR may ask the individual to do some tasks in between meetings. These are important activities to help move towards successful employment.

For DVR to complete the training grant process, the individual is required to:

- Complete FAFSA every school year,
- Apply for and be admitted to their program,
- Sign training grant form/released to talk to school,

- Provide a copy of their final grades at end of each term,
- Supply DVR with their school schedule (school schedule must have listed: student name, credits per class, school name, term, and class names/schedule),
- DVR expects individuals will pass their classes with high enough grades to stay in their program and not get on academic or financial aid probation/suspension.

For more information about the DVR training grant and process, please visit our training grant website: <https://dwd.wisconsin.gov/dvr/job-seekers/training-grant/>

For more information on individual requirements for the DVR training grant, please visit our training grant checklist website: <https://dwd.wisconsin.gov/dvr/job-seekers/training-grant/checklist.htm>

Case Closure

DVR services end, and the case is closed successfully, when the individual has worked for 90 days and is stable in employment. We understand that life happens and sometimes, an individual may not be able to move forward toward their goal. In this case, their DVR counselor will talk with them about case closure and provide information about reapplying in the future, when things may be more manageable. Case closure is always discussed prior to it occurring, unless an individual is no longer in contact with DVR. DVR will use multiple methods and attempts to reconnect with the individual before closing the case. Coming back to DVR in the future is always an option, but the individual would have to reapply. Individuals may also request their file with DVR be closed at any time.

For more information about DVR, please visit our website at <https://dwd.wisconsin.gov/dvr/about/>