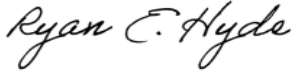


	BULLETIN COMMONWEALTH OF PENNSYLVANIA Department of Human Services Department of Labor and Industry		
	DATE OF ISSUE October 19, 2026	EFFECTIVE DATE January 1, 2027	NUMBER 00-26-05
	SUBJECT: Expectations for Coordination of OVR and ODP Employment-Related Services		
BY:  Kristin Ahrens Deputy Secretary for the Office of Developmental Programs		BY:  Ryan Hyde Executive Director for the Office of Vocational Rehabilitation	

SCOPE:

Individuals and Families
 County Intellectual Disability (ID) Programs/Administrative Entities (AE)
 Supports Coordination Organizations (SCOs)
 Providers of Employment-Related Services funded through the Consolidated,
 Person/Family Directed Support, Community Living, and Adult Autism Waivers as well as
 base-funding
 Office of Vocational Rehabilitation District Offices

PURPOSE:

The purpose of this bulletin is to identify the Office of Developmental Programs' (ODP) and the Office of Vocational Rehabilitation's (OVR) expectations of collaboration between ODP's SCOs and OVR's District Offices. This bulletin also clarifies the roles of ODP Supports Coordinators and County ID Programs/AEs and provides updated guidance for when individuals must be referred to OVR prior to receiving ODP funded employment services.

BACKGROUND:

In accordance with the Employment First Act (62 P.S. §§ 3401-3409), competitive integrated employment is the first consideration and preferred outcome for individuals receiving services through OVR or ODP. Competitive integrated employment is

employment that is fully integrated with coworkers without disabilities for which an individual with a disability receives minimum wage or higher and with wages and benefits similar to those received by coworkers without disabilities that perform the same work. A competitive integrated employment outcome¹ includes entering, advancing in, or retaining full-time or part-time competitive integrated employment (including self-employment) that is consistent with an individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. The employment recommendation in ODP's *Everyday Lives: Values in Action* reads, "Employment is a centerpiece of adulthood and must be available for every person. The benefits of employment for people with disabilities are significant and are the same as for people without disabilities." These benefits include economic self-sufficiency, self-confidence, contribution to the community, building a network of social relationships, and learning new skills. ODP and OVR have been working closely together to ensure that all individuals have access to experiences and services that will enable them to obtain an employment outcome and receive the benefits that come from being employed.

The guidance provided in this bulletin is driven by the following:

- 1. OVR is the primary organization within state government with the mission and expertise in supporting individuals with disabilities to achieve their employment outcome.** Each individual who is determined to be eligible for OVR services receives Vocational Counseling and Guidance. These services assist an individual from the time the individual is determined to be eligible for OVR services through the time that the individual obtains and maintains a satisfying career. Vocational Counseling and Guidance is delivered by specially trained Vocational Rehabilitation Counselors (VRCs). In addition, OVR provides services to community businesses to promote the employment of individuals with disabilities. Vocational Counseling and Guidance and Business Services are not available as discrete services through ODP and therefore, it is important that individuals seeking employment are referred to OVR to benefit from these unique services.
- 2. 42 CFR § 433 Subpart D (related to third party liability).** This is a federal regulation that prohibits Medicaid funds from being used for services when another entity, such as another federal or state program, is legally liable and responsible for the provision and payment of the service. The Medicaid program functions as the "payer of last resort." As this requirement applies to ODP's waiver services, waiver funding cannot be used to provide services when the services are available, through OVR and the individual is determined eligible for the services.
- 3. Section 511 of the Rehabilitation Act of 1973 (amended by the Workforce Innovation and Opportunity Act of 2014 [WIOA]).** This is federal law pertaining to subminimum wage that requires:

¹ The term "employment outcome" was amended by WIOA for purposes of describing the goal or end result of OVR's services for people with disabilities. Employment Outcome is defined in 34 CFR § 361.5(c)(15).

- Individuals **under the age of 25** to apply for OVR services to improve their access to competitive integrated employment **before they are employed at subminimum wage**; and
- Individuals **of any age who are employed at subminimum wage** to receive career counseling and information and to be referred to other services and support designed to support the individual in obtaining competitive integrated employment. This must occur every six months during the first year of subminimum wage employment and annually thereafter.

4. Mental Health and Intellectual Disability Act of 1966 (50 P.S. §§ 4101-4704).

Under this Act, County ID Programs are not obligated to use their funds until the individual's OVR-funded job supports have concluded.

DISCUSSION:

OVR has experience in assisting Pennsylvanians with disabilities in obtaining employment, including providing employment services to individuals with intellectual disabilities or autism. When individuals require support and help to access OVR's services, Supports Coordinators are responsible for making referrals to OVR. An individual should be referred to OVR **as soon as that individual indicates any interest in seeking competitive integrated employment or requests an employment-related service**. A Supports Coordinator can also refer an individual to OVR when an individual experiences a significant life change that may impact the individual's employment or options for employment.

Once an individual is referred to OVR, OVR will determine if the individual is eligible for services. According to federal Vocational Rehabilitation regulations (34 CFR § 361.42), an individual may be determined eligible for OVR services if the individual:

- Has a physical or mental impairment that constitutes or results in a substantial impediment to employment; and
- Requires vocational rehabilitation services to prepare for, secure, retain, advance in, or regain employment consistent with the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice; and
- Can benefit from services in terms of an employment outcome.

A. EXPECTATIONS FOR COORDINATION OF SERVICES

Although the name of the service is sometimes different, ODP and OVR offer many of the same services that support individuals to find and maintain competitive integrated employment. Services offered through ODP that are also offered through OVR are Supported Employment (Career Assessment, Job Finding or Development, and Job Coaching and Support)², Advanced Supported Employment (Discovery, Job Acquisition,

² Supported Employment is intended to encompass Career Planning in the Adult Autism Waiver.

and Job Retention), Benefits Counseling/Benefits Planning, and Education Support Services. As discussed above, due to the Medicaid payer of last resort requirement and MH/ID laws, ODP cannot fund these services if they are available through OVR.

A Supports Coordinator should not refer an individual to OVR solely to obtain documentation of ineligibility for OVR services or case closure so that the individual can receive employment-related services funded through ODP. Supports Coordinators should make referrals to OVR to allow individuals to benefit from OVR's expertise.

For coordination of ODP and OVR services to be most effective, there should be ongoing and regular communication between the individual, the individual's representative, the Supports Coordinator, OVR staff, and the provider(s) of any employment-related services funded through OVR or ODP. The Supports Coordinator and OVR staff should lead this effort by engaging in ongoing conversations from the time an individual is referred to OVR until the time an individual's case is closed with OVR.

Ongoing conversations between OVR staff and Supports Coordinators are beneficial for discussing topics such as:

- Whether additional information is needed by OVR staff to make an eligibility determination.
- If there have been any delays in the eligibility determination process. For example, if an individual has experienced a prolonged illness that has impacted OVR staff's ability to set up meetings and determine the individual's eligibility.
- Whether the Supports Coordinator can assist in the facilitation of the eligibility process. For example, if OVR staff are unable to get in touch with an individual or their family, the Supports Coordinator may reach out to someone on the individual's team and ask them to support the individual to contact OVR staff. Additionally, the Supports Coordinator may help the individual contact OVR during any routine contact with the individual, such as an Individual Support Plan (ISP) monitoring.
- Follow-up that may be needed after an individual earning subminimum wage has attended a Career Information and Referral Session conducted by OVR.
- The date that OVR staff expects to make an eligibility determination.
- Services and supports that OVR staff is exploring with the individual.
- Whether the individual has obtained competitive integrated employment.
- What barriers the individual is experiencing in obtaining competitive integrated employment and whether there are other services or unpaid support that could be put in place to assist in resolving those barriers.
- When OVR employment services will conclude and whether the individual will need employment services beyond what OVR is able to provide.

Communication will ensure that all involved parties are working as a team, making informed decisions, and appropriately planning to help the individual receive needed employment-related services and supports in a timely manner. Consistent communication will also help the Supports Coordinator ensure that the ISP contains the most up-to-date information.

B. SUPPORTED EMPLOYMENT AND ADVANCED SUPPORTED EMPLOYMENT

An individual who has never been referred to OVR must be referred to OVR by the Supports Coordinator when the individual expresses interest in employment and prior to receiving ODP-funded Supported Employment or Advanced Supported Employment services. Procedures for referring an individual to OVR are discussed in Section F of this bulletin. If an individual who must be referred to OVR refuses to be referred to OVR or to accept OVR services, the individual may not receive employment services funded through ODP.

Supported Employment or Advanced Supported Employment services may be funded by ODP waivers or base funding in the circumstances listed below. In all scenarios where an individual has been referred to OVR, the referral could have been made by any source (self-referral, family, caregiver, Supports Coordinator, school personnel, school transition coordinator, OVR 511 Specialist, etc.).

Documentation requirements for SCOs and County ID Programs/AEs³ for each of these scenarios can be found in Attachment 1, *ODP Employment, Education Support Services, and Community Participation Support Services Documentation Desk Reference*. All documentation must be maintained in the individual's record.

Circumstances in which Supported Employment or Advanced Supported Employment services may be authorized for and funded through ODP waivers or base funding:

1. An individual has been referred to OVR, and OVR has not made an eligibility determination within 120 days of the referral.

If the Supports Coordinator makes the referral to OVR, the date of referral is documented on the making a referral for OVR competitive integrated employment or post-secondary education services checklist (Attachment 2).

If the Supports Coordinator is not the person that made the referral to OVR, the 120 days begins when OVR moves the individual into "referral" or "00" status. To get this date, Supports Coordinators can contact the OVR ID/A Coordinator in the OVR District Office (a list of OVR's ID/A Coordinators may be found [here](#)). The Supports Coordinator must document this communication in a service note and document the referral date in the Educational/Vocational Information section of the ISP.

If OVR determines that the individual is eligible for OVR services more than 120 days after the referral to OVR, the individual can choose to receive services from OVR or continue to receive Advanced Supported Employment or Supported Employment services through ODP.

³ For individuals enrolled in the Adult Autism Waiver, documentation is submitted by the Supports Coordinator to the Bureau of Supports for Autism and Special Populations' Regional Office Representative.

2. An individual has been referred to OVR and determined to be ineligible for OVR services or the OVR case has been closed.

Individuals may require referral to OVR based on the date of OVR's most recent determination that the individual was ineligible for services or the date OVR closed the individual's case. Prior to 2017, OVR's assessment for services was not as thorough as it is today. For this reason, individuals with a documented OVR determination of ineligibility or case closure dated prior to January 1, 2017, must be re-referred to OVR prior to the initial authorization of Supported Employment or Advanced Supported Employment services on the individual's ISP⁴. Individuals with a documented ineligibility determination or case closure dated after January 1, 2017, may choose to either be re-referred to OVR for services or receive ODP funded Supported Employment or Advanced Supported Employment services without being re-referred. Under all circumstances, a determination that the individual is ineligible for services, or the individual's case has been closed, does not preclude the individual from applying for OVR services again. Supports Coordinators must make individuals aware that they have the choice to be re-referred to OVR at any time and should document in a service note that the individual was notified of this choice.

An individual's OVR case is considered closed when they are no longer receiving any services or supports through OVR. OVR will issue documentation to the individual when the individual has been determined ineligible or their OVR case has been closed.

Exception: Supported Employment and Advanced Supported Employment services cannot be authorized through ODP funding if OVR determined an individual is ineligible for services or closed the individual's case for one of the following reasons:

- **Unable to Locate or Contact:** The individual has relocated or left the state without a forwarding address, or when the individual has not responded to OVR's repeated attempts to contact the individual by mail, telephone, text, or email.
- **No Longer Interested in Receiving Services or Further Services:** The individual has chosen not to participate or continue with their OVR services. This includes when an individual's actions (or non-actions) make it impossible to begin or continue OVR services. For example, repeated failures to keep appointments for assessment, counseling, or other services.
- **The individual has made an informed choice to not pursue competitive integrated employment.**

Individuals under the age of 25 who previously chose to pursue subminimum wage through Community Participation Support must be referred to OVR prior to being authorized for Supported Employment or Advanced Supported Employment services.

3. An individual has been referred to OVR, determined to be eligible, and placed on a waiting list for OVR services.

⁴ Initial authorization means that Supported Employment or Advanced Supported Employment service is not currently authorized on the individual's ISP and is being added as a service. Changes in provider of Supported Employment or Advanced Supported Employment services are not considered an initial authorization.

If OVR begins a waiting list for OVR services, individuals placed on the waiting list will receive notification from OVR and may receive ODP funded services during the period they are on the OVR waiting list. If OVR services subsequently become available, the individual can choose to receive services from OVR or continue to receive Supported Employment or Advanced Supported Employment services funded by ODP. If OVR begins a waiting list for services, additional information and guidance will be provided.

4. An individual is currently being served by OVR and employment services have concluded or are going to be concluded but their OVR case has not been closed.

As soon as an individual obtains competitive integrated employment, the Supports Coordinator, OVR staff, and ISP team should regularly communicate about the services the individual receives from OVR and, if needed, the transition to ODP-funded services.

When an individual has an open OVR case and is receiving services through OVR, there will not be documentation that the individual's case has been closed. To ensure that services can be transitioned between funding sources without an interruption in service to the individual, OVR staff will notify the Supports Coordinator, in writing, of the date that OVR employment services will stop as soon as that date is known. This notification may be on the *Sample SC Letter for Extended Services Template* (Attachment 3) but may also be in any other form of written documentation from OVR including email. Once this date is known, ODP-funded services can be added to the ISP and authorized with a future service start date beginning on the day after the last date the OVR services will be provided.

After OVR employment services conclude and ongoing employment services are transitioned to ODP funding, the individual's case with OVR will stay open for at least 90 days. During this 90-day period, OVR is no longer able to provide employment services so funding ongoing Supported Employment or Advanced Supported Employment services through a waiver or base funding is allowable. After 90 days, the OVR counselor will check in with the individual and Supports Coordinator to determine if the individual is still employed. If the individual is still employed, and no other vocational rehabilitation services are required OVR will close the case as successful.

There are times when an individual's employment services through OVR have concluded, but the individual's case with OVR has not been closed because OVR is continuing to deliver other services such as restoration services, Vision Rehabilitation, or Orientation and Mobility services. Additionally, an individual's case with OVR must remain open until payment to the service provider has been finalized. If employment services through OVR have already concluded, but the individual's case with OVR has not been closed, OVR staff can provide the Supports Coordinator written verification that OVR employment services have concluded.

5. An individual is competitively employed and solely needs the Job Coaching and Support component of Supported Employment services to maintain their current job.

6. An individual is competitively employed and is seeking Job Assessment or Job

Finding services to find a new job.

Exception: If the individual is seeking to advance in their current job, the individual must be referred to OVR prior to receiving ODP-funded employment services.

7. An individual participated in the Ticket to Work program offered by the Social Security Administration and received Career Planning, Job Placement Assistance, or Ongoing Employment Support through an Employment Network.

Once the provision of these services is complete, the individual may receive the Job Coaching and Support component of Supported Employment services funded by ODP without being referred to OVR. Prior to the provision of Job Coaching and Support funded by ODP, the Supports Coordinator must obtain written documentation that the individual's Ticket has been unassigned.

C. EDUCATION SUPPORT SERVICES

The Supports Coordinator must refer individuals to OVR prior to adding Education Support Services to an individual's ISP if the individual will be using Education Support Services to fund or partially fund one of the following:

- A Comprehensive Transition and Postsecondary Program (CTP).⁵
- A college, community college, technical school, or university (institution of postsecondary education) that is an accredited postsecondary institution or program by the United States Department of Education and the individual will be enrolled in an education or training program that leads to a recognized postsecondary credential or employment.

An individual does not need to be referred to OVR prior to receiving Education Support Services that will be used to fund or partially fund one or more of the following:

- Auditing classes in any institution of postsecondary education.
- Remedial classes.
- Classes to teach individuals who are deaf American Sign Language, Visual Gestural Communication, or another form of communication.
- Adult education or tutoring program for reading or math instruction.
- On-campus peer-support at a college, community college, technical school, or university.

After an individual has been referred to and found eligible for OVR services, the Supports Coordinator must obtain documentation of any education funding OVR will provide to an individual. Before funding services, OVR will work with the post-secondary education program on the completion of the OVR-169A form, *College/University Financial Aid Information* (Attachment 4) or the OVR-169 BTT form, *Business, Trade, or Technical School Financial Aid Information* (Attachment 5). These forms list the costs from the post-secondary program, the amount covered by a federal grant(s), and the amount that will be covered by OVR.

⁵ A list of CTPs can be accessed at: <https://studentaid.gov/understand-aid/eligibility/requirements/intellectual-disabilities>

If an individual is eligible for Education Support Services, ODP funding can cover allowable expenses for the individual that are in addition to the amount covered by OVR's funding for the same time period. This is often referred to as "braided funding" and occurs when multiple funding sources separately but simultaneously provide services. The Supports Coordinator and County ID Program/AE should use the OVR-169A or OVR-169 BTT form to determine what costs are not covered by OVR to determine if funding through ODP-funded Education Support Services can be used to supplement what OVR is funding. For ODP's waiver funding, there are financial limits on Education Support Services as well as limits on what can be covered that must be followed. The current Individual Support Plan Manual contains additional guidance regarding ODP-funded Education Support Services.

D. COMMUNITY PARTICIPATION SUPPORT

Community Participation Support services may not be authorized when an OVR referral and case closure is required and the reason for the OVR case closure is one of the following:

- An inability to locate or contact.
- The individual indicated they were no longer interested in receiving services.

Requirements for individuals under age 25 who will earn subminimum wage:

Section 511 of the Rehabilitation Act requires an employer to review, verify, and maintain documentation that an individual under the age of 25 who will earn subminimum wage has completed the three requirements below prior to hire. This applies to all individuals under the age of 25 who will earn subminimum wage, regardless of the funding source paying for their services. Therefore, the Community Participation Support (CPS) provider, must verify that the individual has completed the following three requirements prior to hiring and paying the individual subminimum wage:

1. **Received transition services under the Individuals with Disabilities Education Act or pre-employment transition services from OVR.** Completion of this is documented on the OVR 263 form (Attachment 6).
2. **Received career counseling from OVR that includes information and referrals to Federal and State programs and other resources in the employer's geographic area.** Completion of this is documented on the OVR 263A form (Attachment 7). If the individual has not been referred to OVR for the purposes of receiving this career counseling, the CPS provider and Supports Coordinator should work together to determine which entity will make a referral to OVR. The OVR 259 form (Attachment 8) is a resource that helps explain the career counseling sessions.
3. **Applied for OVR services and found ineligible or had their OVR case closed as unsuccessful after attempting to reach their goal.** If an individual has obtained competitive integrated employment but wishes to participate in CPS services that pay subminimum wage, the individual must be referred to OVR. OVR must then either close the individual's case or the individual must be

otherwise determined ineligible for OVR services.

OVR will provide copies of the OVR 263 form, the OVR 263A form, the closure/ineligible documentation, and a cover sheet (the OVR 264 form (Attachment 9)) to the individual and the Supports Coordinator. A CPS provider that intends to pay an individual under the age of 25 subminimum wage should ask the individual for copies of this documentation. Supports Coordinators, with permission from the individual, may provide the documentation to the CPS provider upon request. The Supports Coordinator and County ID Program/AE must verify that the three requirements above have been completed prior to the addition or authorization of CPS services on an ISP where an individual will earn subminimum wage. There is no time limit on how long ago these requirements were met.

The above three requirements apply to any individual under the age of 25 who receives CPS services that pay subminimum wage regardless of location of service delivery. This includes, but is not limited to, services delivered in the following settings:

- A licensed Vocational Facility (55 Pa. Code Chapter 2390).
- A licensed Adult Training Facility (55 Pa. Code Chapter 2380).
- A community location.

Requirements for individuals age 25 and older who will earn subminimum wage:

Individuals who are age 25 and older are not required to be referred to OVR prior to receiving CPS services that pay subminimum wage. Section 511 of the Rehabilitation Act requires everyone (regardless of age) who is paid less than minimum wage to receive career counseling from OVR twice a year when an individual starts receiving subminimum wage and at least once a year thereafter. This is often referred to informally as a “511 session.”

If an individual expresses an interest in applying for OVR services or seeking competitive integrated employment at the career counseling session, the OVR staff who met with the individual (the “511 Specialist”), will begin the referral process for OVR services. The 511 Specialist will also notify the CPS provider, Supports Coordinator, and OVR ID/A Coordinator of the individual’s interest in pursuing competitive integrated employment. All team members must communicate and work together to clearly identify roles and responsibilities to move the referral for OVR services forward. Some examples of these roles and responsibilities include contacting the individual’s designated representative(s), communicating with the Residential Habilitation Program Specialist, and/or sharing assessments and other important information to ensure the individual’s successful transition to competitive integrated employment.

Any time an individual expresses an interest in pursuing competitive integrated employment and needs employment-related services to do so, the Supports Coordinator or CPS provider must make a referral to OVR. Supports Coordinators should make individuals aware that they have the choice to be re-referred to OVR at any time and should document in a service note that the individual was notified of this choice. Individuals often benefit from a new referral to OVR as skills, interests, and employment circumstances may have changed.

If OVR determines that an individual who is age 25 and older and earning subminimum wage is eligible for services, the individual may continue to receive CPS services while also receiving OVR services as long as the services do not occur concurrently (on the same day and at the same time).

Requirements for individuals of any age who will earn minimum wage or higher in a segregated setting:

No referral to OVR is necessary if an individual has requested to receive CPS services and will be earning minimum wage or higher. Because Pennsylvania is an “Employment First” state, it is strongly recommended the Supports Coordinator encourage the individual to apply for and receive OVR services prior to working in a segregated setting. If an individual makes an informed choice to pursue segregated employment, a referral should be made to OVR as soon as the individual is ready to pursue competitive integrated employment. The CPS provider and the Supports Coordinator should coordinate to determine who will support the individual in the referral process.

Requirements for individuals of any age who are interested in transitioning from work in a location licensed under 55 Pa. Code Chapter 2390 to competitive integrated employment:

Individuals who earn subminimum wage and work in a location licensed under 55 Pa. Code Chapter 2390, should be referred to OVR when they express an interest in obtaining competitive integrated employment. Effective January 1, 2027, CPS providers licensed under 55 Pa. Code Chapter 2390 (regarding Vocational Facilities), are required through waiver qualification requirements to be enrolled as a Supported Employment provider with OVR. When making a referral to OVR for services, either the CPS provider or the Supports Coordinator should communicate the following to OVR:

- The individual is receiving ODP funded CPS services in a location licensed under 55 Pa. Code Chapter 2390; and
- The CPS provider is also a Supported Employment provider enrolled with OVR.

If Supported Employment services are included on the Individualized Plan for Employment (IPE), the enrolled CPS provider must be presented as an available provider option, consistent with OVR’s provider selection policies and the individual’s right to informed choice. In accordance with OVR’s Rule of Three, the Vocational Rehabilitation Counselor must provide multiple provider options when available. The CPS provider may be included as one of the required options or as an additional option to promote continuity of services.

Requirement for individuals of any age who will not earn any wages in any CPS setting:

No referral to OVR is necessary when an individual has requested to receive CPS services and will not be earning any wages. For example, an individual who wishes to receive the

vocational skill development component of CPS services. Vocational skill development includes developing the competencies an individual needs to pursue competitive integrated employment. This includes the development and implementation of a preliminary plan for employment that identifies and addresses the individual's work interests and current skills as well as skills the individual needs to develop their work interests. At no point during the provision of vocational skill development may an individual receive a wage.

Individuals under age 25 cannot receive any CPS services in a licensed Vocational Facility (including CPS services where they will not earn a wage) unless: (a) the individual has been referred to OVR and OVR has closed their case; or (b) they have been determined ineligible for OVR services. Individuals under age 25 do not have to be referred to OVR when they participate in activities through the CPS service in a community setting or Adult Training Facility licensed under 55 Pa. Code Chapter 2380 and will not earn a wage.

Any time an individual expresses an interest in pursuing competitive integrated employment and needs employment-related services to do so, the Supports Coordinator must make a referral to OVR.

E. BENEFITS COUNSELING/PLANNING

An individual may need to be referred to a Work Incentives Planning and Assistance (WIPA) program prior to seeking Benefits Counseling/Planning services from either ODP or OVR. An individual who has an open case with OVR, may seek Benefits Counseling via the Ticket to Work Helpline and WIPA, or Benefits Planning from OVR's authorized benefits planning providers if they have worked with OVR to develop an Individualized Plan for Employment (IPE) which is a road map for the services the individual is receiving to obtain competitive integrated employment. During the time that an individual is actively working with OVR, the individual cannot receive Benefits Counseling services through ODP as these services are available through OVR. However, there is no need to refer an individual who is not otherwise interested in exploring employment or vocational rehabilitation services to OVR specifically for Benefits Counseling services. In the event an individual is referred to OVR after receiving ODP funded Benefits Counseling services, it is recommended that the Supports Coordinator make the VRC aware that Benefits Counseling services were previously provided and provide a copy of the Benefits Summary and Analysis, if available, to the VRC. Prior receipt of ODP funded Benefits Counseling services may not preclude an individual from receiving new or additional services through OVR.

F. OVR REFERRAL PROCESS FOR INDIVIDUALS RECEIVING ODP WAIVER OR BASE-FUNDED SERVICES

The instructions and checklist for Supports Coordinators when making a referral to OVR can be found in Attachment 2. This checklist must be completed when an individual is being referred to OVR for services as outlined in this Bulletin.

When referring an individual to OVR, the Supports Coordinator must ensure that each step on the checklist has been completed.

Upon receipt of a referral, staff from OVR will process the referral in accordance with OVR's policy. OVR staff will keep in contact with the individual and their Supports Coordinator throughout the referral process and will notify the individual and their Supports Coordinator of the individual's eligibility determination. The Supports Coordinator should support this process by assisting the individual to complete the OVR release of information form (Attachment 10) and providing access to documents in the individual's record that would be useful for the OVR staff.

Questions about this bulletin should be directed to the appropriate ODP Regional Office or OVR Central Office.

ATTACHMENTS:

Attachment 1 - ODP Employment, Education Support Services, and Community Participation Support Services Documentation Desk Reference

Attachment 2 - Making a Referral for OVR Competitive Integrated Employment or Post-Secondary Education Services, a checklist for ODP Supports Coordinators

Attachment 3 – Sample SC Letter for Extended Services Template

Attachment 4 - OVR- 169A- College/University Financial Aid Information

Attachment 5 – OVR-169 BTT- Business Trade/Technical School Financial Aid Information

Attachment 6 – OVR-263- Youth Documentation of Completion of PRE-ETS and/or Transition Services

Attachment 7 – OVR-263A- Section 511- Youth-Documentation of Completion of Career Counseling

Attachment 8 – OVR Section 511 Ineligibility Closure

Attachment 9 – OVR 264- Section 511 Youth Coversheet

Attachment 10 – OVR-163- Customer Request for Release of Confidential Information

OBSOLETE BULLETINS:

Bulletin 00-19-01, *OVR Referral Process for ODP Employment-Related Services*

Bulletin 00-19-02, *OVR Referrals During a Period When OVR's Order of Selection is Closed*