



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT ON DISABILITY SERVICES

**Andrew Reese, Director**  
One Independence Square  
250 E Street, SW, Washington, DC 20024  
202.730.1700 | [www.dds.dc.gov](http://www.dds.dc.gov)

**LIFE. YOUR WAY.**

Greetings,

Thank you for your recent inquiry about receiving services from the Department on Disability Services / Rehabilitation Services Administration (DDS/RSA). DDS/RSA provides youth transition services, including Pre-Employment Transition Services (Pre-ETS), and Vocational Rehabilitation Services (VR), for DC students with disabilities, ages 14-22. Enclosed is the:

- **Pre-Employment Transition Services (Pre-ETS) Consent Form** (page 2), and
- **Vocational Rehabilitation (VR) Referral Form** (pages 3-5).

Please complete the attached Pre-ETS Consent Form. If you also wish to apply for VR Services, please continue to page 3 and complete the VR Referral Form. A completed VR Referral Form will express your interest in pursuing VR services with DDS/RSA. If you need assistance, please contact **Beverly Cummings** or **Tania Benton** at **202-442-8675** / [RSA.Transition@dc.gov](mailto:RSA.Transition@dc.gov).

In addition to the VR Referral Form, DDS/RSA will request copies of the following documents for all individuals who want to apply for VR services:

- **Psychological Evaluation** (Must be completed within last 3 years)
- **Proof of School Enrollment** (Official School Transcript, Report Card)
- **Government Issued Photo ID** (DC One Card, Driver's License, State ID card)
- **Social Security Card**
- **Supporting Documentation:** School Records (IEP/504 Plan), Medical Records, or Social History report that demonstrates the presence of a medically diagnosed disability

If you need assistance collecting any of the required school records or supporting documentation, please contact your Local Education Agency or Special Education Coordinator at your school. Completed Pre-ETS Consent Forms and/or VR Referrals Forms should be scanned/emailed to [RSA.Transition@dc.gov](mailto:RSA.Transition@dc.gov). **Do Not** send any documents in the mail. Copies of original documentation can be brought to your initial Intake Interview at your school. Intake is scheduled upon receipt and review of completed VR Referral Form.

This agency is proud, ready, and willing to assist you in reaching your employment goals. Thank you for your interest in the Department on Disability Services.

Sincerely,

*/s/ Angela M. Spinella* (signed electronically)

Angela M. Spinella  
Program Manager  
Rehabilitation Services Administration



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**Pre-Employment Transition Services (Pre-ETS) Consent Form**

**Program Description**

Department of Disability Services/Rehabilitation Services Administration (DDS/RSA), in collaboration with Local Education Agencies (LEAs) in the District of Columbia, provides opportunities for students with disabilities to participate in Pre-Employment Transition Services (Pre-ETS), as defined in the Workforce Innovation & Opportunities Act (WIOA), by offering: (1) job exploration counseling, (2) counseling on opportunities for enrollment in comprehensive transition or postsecondary education programs, (3) workplace readiness training to develop social skills and independent living skills, (4) work-based learning experiences, and (5) instruction in self-advocacy, which may include peer mentoring. These services are available to all transition-age students with disabilities (ages 14-21), which includes all students with IEPs or eligible for a 504 Plan.

**Student Referral Information**

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**School Name:** \_\_\_\_\_ **Student USI#:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Do you have a disability?**  YES  NO

**Do you have an IEP?**  YES  NO **Do you have a 504 plan?**  YES  NO

**Race / Ethnicity:** Check all that apply

White  Black or African American  American Indian or Alaskan Native

Asian  Native Hawaiian or Pacific Islander  Hispanic or Latino

**° I understand that by signing this form, I am providing consent for the above-named student to participate in pre-employment transition services (Pre-ETS) with DDS/RSA.**

**° I understand that this Pre-ETS Consent Form is not an application/referral for Vocational Rehabilitation (VR) Services with DDS/RSA.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(if legally required)

*If student is interested in applying for VR Services from DDS/RSA, please complete the following VR Referral Form.*



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**VOCATIONAL REHABILITATION (VR) REFERRAL FORM**

Today's Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Ward: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Secondary No. (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Gender:  Male  Female

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Current Age: \_\_\_\_\_

Are you currently working?  Yes  No

Name of School: \_\_\_\_\_

What is your disability? \_\_\_\_\_

Do you require special accommodations for appointments?  Yes  No

If yes, what? \_\_\_\_\_

Are you currently receiving **any** of the following benefits? Please check all that apply:

- SSI/SSDI       Unemployment       Interim Disability Assistance (IDA)
- Food stamps       Survivor benefits       Child support
- Other: \_\_\_\_\_

**Referral Source (School / Site Name):** \_\_\_\_\_

Referral Address: \_\_\_\_\_

Referral Name & Telephone Number: \_\_\_\_\_ / Ph: (\_\_\_\_) \_\_\_\_\_

If English is not your language of preference, is it:  Spanish  ASL  Other \_\_\_\_\_

\*\* This form is for referral purposes only. No additional information is required, but is helpful in expediting your eligibility. This is neither an application, nor a request for vocational rehabilitation services. If under 18 years old, a parent/guardian must sign.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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**WAIVER OF CONFIDENTIALITY**

**Last Name:**

**First Name:**

**MI:**

**SSN:**

The above named individual has been referred to the DC Department on Disability Services' Vocational Rehabilitation Program. I understand that in order to determine eligibility and services necessary to achieve a vocational goal, a comprehensive evaluation may be required. My signature authorizes the DC Department on Disability Services to conduct such an evaluation including medical, mental health, psychological, and/or vocational assessments.

Authorization is also granted to the DC Department on Disability Services, Developmental Disability Administration (DDA) and Rehabilitation Services Administration (RSA), to release and share information regarding the above named individual in order to determine eligibility for services, and in order for the two administrations to effectively coordinate any on-going services which the individual may receive.

I understand that granting this consent and waiver of confidentiality for the above stated purpose(s) is voluntary on my part and may be revoked at any time.

\_\_\_\_\_  
**Client's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian's Signature**

\_\_\_\_\_  
**Date**



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**CHECKLIST (FOR REFERRAL SOURCE TO COMPLETE)**

**Additional Student Information**

Is the student in Foster Care: Yes \_\_\_ No\_\_\_ Is the student Court Sponsored: Yes\_\_ No \_\_  
 If answer is Yes to either question, please provide specific program information below:

**Program Name:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

The required documentation to determine eligibility for DDS/RSA services is listed below. Please indicate if any of the following are included with the VR Referral Form.

YES	NO	N/A	Type of Information	Examples
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current and relevant reports describing disability, functional capacity, independent living skills and student support needs	Medical and/or health screening; Licensed Specialist's disability assessment; Psychological / Psychiatric assessment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transition planning and student services reports	Current IEP or 504 Plan; Records of Transition Planning Meetings;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Career development	Vocational assessments/reports; Work supervisor evaluations; History of prior work experience; Work-study progress reports; Resume
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Academic Achievement	Educational Evaluations; Current transcript; Report Cards; Academic achievement testing; Reports of college study skills readiness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance Pattern	Attendance Report

Special Notes: \_\_\_\_\_

Completed Referrals should be scanned/emailed to [RSA.Transtion@dc.gov](mailto:RSA.Transtion@dc.gov). Thank you.