



Beth Samson - Transition Coordinator

Butler Area School District
110 Campus Lane
Butler, PA 16001
724-214-3128

Dear Parent/Guardian,

The **Office of Vocational Rehabilitation (OVR)** is a state agency that assists students with disabilities in preparing for, obtaining, or retaining employment. There is no cost to apply for OVR services. Included in this packet, please find an "OVR: School to Work Facts and Questions" fact sheet which provides more information on OVR services. In addition to group services and activities offered in collaboration with school districts and community agencies, OVR can provide a wide range of individualized services to eligible applicants, which may include but are not limited to:

Pre-Employment Transition Services
Vocational Counseling and Guidance
Funding for Post-secondary Education/Training
Restoration Services
Job Placement Assistance
Assistive Technology
Support Service

Butler Area School District recommends that you and your child learn more about OVR during your child's 10th grade year, or when they are three years away from meeting graduation requirements. To assist your child in establishing a connection with OVR - with parent permission, your child's Special Education teacher will invite an OVR representative to their IEP meeting in 10th grade/within three years of graduation and provide you with this packet of information. If you and your child are interested in learning more about specific OVR services that would meet your needs and/or to open a case with OVR, please:

- ✓ Complete and sign the attached Release of Educational Records and return it to your child's Special Education teacher. For students under the age of 18, parent or guardian's signature is also required. This will permit the district to share records with OVR that would help them to determine eligibility for services.
- ✓ Once the release is returned, a meeting should be set up with the OVR representative assigned to Butler Area School District to discuss supports and services your child may need to reach their post-secondary employment goals. The OVR representative currently assigned to our district is **Ryan Mortimer**, and she can be reached at 724-651-8713.
- ✓ Begin to complete the OVR Pre-Application for services online at www.jobgateway.pa.gov. A letter with step-by-step directions is included in this packet of information.

To learn more about OVR, please visit www.dli.state.pa.us or contact Ryan Mortimer at 724-651-8713. If you have additional questions about how OVR services can help support your child in meeting their post-secondary employment goals, please contact me at 724-214-3128.

Thank you,

B. Samson

Beth Samson
Transition Coordinator
Butler Area School District

10/2017

OVR: SCHOOL TO WORK FACTS AND QUESTIONS

What is School to Work Transition?

School to Work Transition serves as a bridge between school and adult work life. It helps prepare youth and young adults with disabilities for life after high school.

When does it start and who should apply?

OVR may accept referrals of youth and young adults with disabilities at least two years prior to graduation, or earlier on a case by case basis when appropriate. Any youth or young adult with any type of disability who may need vocational guidance and assistance in preparing for, obtaining or maintaining competitive employment should consider applying for OVR services.

How do I become involved?

A youth or young adult with an IEP, 504 plan or a disability can refer themselves for vocational rehabilitation services. A parent/guardian/advocate or school personnel can also initiate the referral. If you are under age 18, you must have the permission of a parent/guardian to become involved with OVR services. A vocational counselor will review the referral and set up an interview to complete an application and determine if you meet the eligibility requirements.

What types of information are required for the application?

A comprehensive medical history detailing the disability and treatment(s) received, a list of medical providers and medications, educational history including: IEP's; psychological assessments; vocational assessments; interest, ability and aptitude testing; work experiences including volunteer work; paid and unpaid internships; apprenticeships, etc.

OVR Eligibility and Order of Selection Requirements?

Vocational rehabilitation is an eligibility-based program. You must meet certain criteria to qualify for services. Your counselor will review the information and determine whether a disability exists and whether the disability substantially interferes with your ability to prepare for, get or keep a job. There must be a demonstrated need for OVR services in order for you to successfully pursue or retain employment. Currently, PA-OVR may only serve individuals with the "Most Significant Disabilities." To meet the criteria, the OVR Counselor determines if the individual's disability significantly limits at least three areas of functional capacity, including mobility, self-care, work tolerance, interpersonal skills, work skills, communication, and self-direction.

Is there a financial component?

Yes. The OVR Financial Needs Test determines the extent to which an eligible youth or young adult with disabilities and his/her family may be required to contribute toward the cost of certain OVR services. Diagnostic and evaluation services, vocational counseling and guidance, rehabilitative teaching, orientation and mobility training and job placement assistance are provided regardless of the student's and/or family's income.

What other types of services are available?

OVR provides services to assist a youth or young adult with disabilities obtain the job skills needed to attain self sufficiency. These may include post secondary education or training, on the job training, apprenticeship or job placement with an employer.

How is this achieved?

The counselor meets with the youth or young adult with disabilities and prepares an Individualized Plan for Employment (IPE). The IPE is designed to meet the individual's unique vocational strengths and needs, interests and abilities. The IPE and the IEP should be complementary and unified. The IPE will recognize the IEP's vocational outcome as well as the services and service providers that will assist the individual to reach his/her specific vocational goal.

What happens when I leave school?

The OVR counselor will work with you to obtain and maintain competitive employment. This goal is achieved when you are working in a community-integrated setting earning at least minimum wage. OVR services are complete when you achieve your vocational goal and are successfully employed for at least 90 days, after which your case is closed. If necessary, post-employment services may be available.



pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
OFFICE OF VOCATIONAL REHABILITATION

To learn more about the Office of Vocational Rehabilitation please visit our website at <https://www.dli.state.pa.us> Click on Disability Services and then on the Office of Vocational Rehabilitation.



pennsylvania

DEPARTMENT OF LABOR & INDUSTRY

OFFICE OF VOCATIONAL REHABILITATION

Hello,

Thank you for your interest in working with the Office of Vocational Rehabilitation (OVR) whose mission is to assist individuals with disabilities in securing and maintaining employment and independence. To request services, complete and submit the online pre-application using the instructions below. If you have difficulty completing your pre-application, please contact your local OVR office for assistance. If you reside in the Armstrong County or Beaver County or Butler County or Lawrence County please contact (724) 656-3070.

1. Go to <https://www.jobgateway.pa.gov/>
2. Click the "Sign In/Register" button at the top right corner of the page.
If you have already registered with JobGateway:
 - i. Sign in using your Keystone ID and password. Select the "Career Services" tab on the top right of the page and choose the "Programs and Services" menu item.**If you are a new JobGateway user:**
 - ii. Click "Register" and follow the online registration process using the on-screen instructions. An email address is required in order to register. On the "Registration Confirmation" screen, select "Request Staff-Assisted Service" button.
3. On the "Request Services" page, select one of two options for OVR services:
"Office of Vocational Rehabilitation – Bureau of Vocational Rehabilitation Services"
OR
"Office of Vocational Rehabilitation – Bureau of Blindness & Visual Services"
4. Select "Request Services" on the bottom of the screen. A pop-up notification will appear providing an explanation of OVR's mission and basic eligibility criteria. Follow the on-screen instructions, choosing "YES" or "NO".
 - o Choosing "YES" will take you to OVR's Pre-Application for Services.
 - o Choosing "NO" will return you to the previous page.
5. Once you reach the Pre-Application page, use the "START" buttons to complete each section.
 - o You may start your pre-application and finish it later by clicking "Save and Finish Later". Your incomplete pre-application remains available on your JobGateway Dashboard for up to 90 days.
6. When all sections are complete, select the "Submit Application" button. This will send your completed pre-application to the OVR District Office that covers your county of residence. Within 15 days, you will be contacted by OVR to discuss the next steps by phone, mail, or email.

Sincerely,

Ryan Mortimer

Department of Labor & Industry | Office of Vocational Rehabilitation | 100 Margaret Street | New Castle, PA 16101
Phone: 724.656.3070 or 1.800.442.6379 | **Fax:** 724.656.3265 | **TTY:** 724.656.3252 or 1.888.870.4476
VP: 724-656-3252 or **IP:** 75.145.35.197 | www.dli.state.pa.us

*Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program*

BUTLER AREA SCHOOL DISTRICT

Harriger Educational Services Center

Special Education Department

110 Campus Lane

Butler, PA 16001

724-287-8721 FAX – 724-287-4288

**Consent to Obtain/Release Confidential
Educational / Medical / Mental Health Information**

Check One: Obtain Release Obtain/Release

Student Name: _____ D.O.B. _____

District Lives: _____ School Attends: _____

Parent Name: _____

Parent Address: _____

Method of Release (must check one): Verbal Only Written Only Verbal & Written

I hereby authorize Butler Area School District to obtain and/or release information on my child with the following *agency*:

NAME: The Office of Vocational Rehabilitation (OVR)
Counselor Assigned to BASD: Ryan Mortimer
ADDRESS: 100 Margaret Street, New Castle PA, 16101
PHONE: 724-651-8713

The information is to be shared for the purpose of facilitating the student’s educational program and Community Based Educational Instruction Program. The information to be released and/or obtained is:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Psychiatric Evaluation | <input checked="" type="checkbox"/> Medical Evaluation/Report |
| <input checked="" type="checkbox"/> Psychological Evaluation | <input checked="" type="checkbox"/> Educational Records |
| <input checked="" type="checkbox"/> Psychosocial History | <input checked="" type="checkbox"/> Unofficial transcript |
| <input checked="" type="checkbox"/> Medication Management | <input checked="" type="checkbox"/> Drug and Alcohol Treatment |
| <input checked="" type="checkbox"/> Evaluation Reports (ER/RR) | <input checked="" type="checkbox"/> Individualized Education Program (IEP) |
| <input checked="" type="checkbox"/> Functional Behavior Assessment | <input checked="" type="checkbox"/> Student schedule |
| <input checked="" type="checkbox"/> Behavior Intervention Plan | <input checked="" type="checkbox"/> Health Records |
| <input checked="" type="checkbox"/> SIS Student Info Page (w/photo) | <input checked="" type="checkbox"/> Other: Written/verbal communication |

This consent will begin the date of this authorization and **will remain in place through student graduation and/or discontinuation of educational programming by BASD** unless revoked by me in writing. I, undersigned, hereby acknowledge that I have read this authorization prior to its execution and fully understand the nature of the release. All information released or obtained will be handled confidentially in compliance with the Family Educational Rights and Privacy Act (FERPA).

Witness/Date

Student/Date (14 years or older for Mental Health Records)

Return To:
Special Education Department
110 Campus Lane
Butler, PA 16001
ATTENTION: Beth Samson

Parent or Guardian/Date