

# Vocational Rehabilitation Transition from School to Work



## Requesting Vocational Rehabilitation (VR) at a Transition Fair or Meeting:

- Each VR office is assigned to a local high school. A VR staff person will reach out to their assigned school each year to schedule a VR 101 presentation for school officials, parents and/or students. If you would like to request that a VR representative attend a presentation or transition fair, please contact your local VR office using the general VR mailbox (see map below)
  1. Please include information on the presentation request including date, time, and location in the e-mail request. If possible, please send this information at least 2 weeks prior to the event.
  2. The area office secretary will reply to your e-mail request to inform you if a VR representative is able to attend including the VR representative's contact information.

## Contacting Vocational Rehabilitation (VR) to attend Case Conferences:

- Please contact your local VR office using the general VR mailbox (see map below)
  1. Please include the date, time, and location in the e-mail request. If possible, please send this information at least 2 weeks prior to the case conference.
  2. The area office secretary will reply to your e-mail request to inform you if a VR representative is able to attend the appointment.

## Referring a Student to Vocational Rehabilitation:

- Please navigate to [FSSA: DDRS: Vocational Rehabilitation / Employment \(in.gov\)](#) to submit an online referral. **Please ensure that the student and parents/court appointed legal guardians are aware of the referral being made on the student's behalf.**
  1. Supervisors or another VR representative arrange to meet with school personnel at least once a year to discuss & prioritize potential referrals.
  2. High priority referrals include students getting ready to graduate who need our services (e.g., those with no clear pathway after graduation), and students with more complex needs who might need VR services earlier (among other possible students).
  3. Please have student or parent (if the student is under 18) complete a consent form for your school and VR to communicate and obtain records if necessary. Please attach the consent form and any records to the e-mail that was generated from submitting the VR referral Form.



## Resources:

[Pre ETS 101 - YouTube](#)

[Brochure on VR for Students/Parents](#)

## Roles:

### *Vocational Rehabilitation Counselor*

- VR staff are assigned to high schools in their area.
- Attend case conferences as available.
- Schedule VR 101 at the beginning of the year for each school assignment while coordinating with Youth VRC so they can attend if possible.
- Schedule VR 101 and attend transition fairs as requested by school.
- Students found eligible from VRC's assigned schools will be assigned to that VRC's caseload for services.

### *Youth Vocational Rehabilitation Counselor (YVRC)*

- Attend and present at VR 101 meetings with VRCs at the beginning of the year as availability allows.
- Attend case conferences as available.
- Attend transition fairs as available.
- Provide training to new career coaches (Pre-ETS providers).
- Set up work-based learning experiences and assist providers with other Pre-ETS programming as needed.
- Keep records for school contact information.
- Attend cadre/transition council meetings.
- Provide technical assistance around Pre-ETS activities.

## Area 1

[VRGary.VR@fssa.in.gov](mailto:VRGary.VR@fssa.in.gov)

Phone: 219-981-5326

Toll-Free: 877-847-9891 (V/VRS/711)

Counties: Lake & Newton

## Area 3

[VRValparaiso.VR@fssa.in.gov](mailto:VRValparaiso.VR@fssa.in.gov)

Phone: 219-462-0521

Toll-Free: 877-847-9888 (V/VRS/711)

Counties: Jasper, LaPorte, Porter,  
Pulaski & Starke

## Area 4

[VRSouthBend.VR@fssa.in.gov](mailto:VRSouthBend.VR@fssa.in.gov)

Phone: 574-232-4861

Toll-Free: 877-282-0964 (V/VRS/711)

Counties: Marshall & Saint Joseph

## Area 5

[VRElkhart.VR@fssa.in.gov](mailto:VRElkhart.VR@fssa.in.gov)

Phone: 574-262-2086

Toll-Free: 877-847-9897 (V/VRS/711)

Counties: Elkhart & Kosciusko

## Area 6

[VRLafayette.VR@fssa.in.gov](mailto:VRLafayette.VR@fssa.in.gov)

Phone: 765-449-4278

Toll-Free: 877-847-9892 (V/VRS/711)

Counties: Benton, Carroll, Clinton,  
Fountain, Montgomery, Tippecanoe  
& Warren

## Areas 7 & 8

[VRFortWayne.VR@fssa.in.gov](mailto:VRFortWayne.VR@fssa.in.gov)

Phone: 260-424-1595

Toll-Free: 877-715-5292 (V/VRS/711)

Counties: Allen, DeKalb,  
LaGrange, Noble, Steuben &  
Whitley

## Area 9

[VRKokomo.VR@fssa.in.gov](mailto:VRKokomo.VR@fssa.in.gov)

Phone: 765-455-5020

Toll-Free: 877-715-5294 (V/VRS/711)

Counties: Cass, Fulton, Howard,  
Miami, Tipton & White

## Area 10

[VRMarion.VR@fssa.in.gov](mailto:VRMarion.VR@fssa.in.gov)

Phone: 765-662-9961

Toll-Free: 877-876-2866 (V/VRS/711)

Counties: Adams, Grant,  
Huntington, Wabash & Wells

## Areas 11 & 12

[VRMuncie.VR@fssa.in.gov](mailto:VRMuncie.VR@fssa.in.gov)

Phone: 765-282-9863

Toll-Free: 877-847-9890 (V/VRS/711)

Counties: Blackford, Delaware,  
Henry, Jay, Madison & Randolph

## Areas 13 & 14

[VRKessler.VR@fssa.in.gov](mailto:VRKessler.VR@fssa.in.gov)

Phone: 317-205-0100

Toll-Free: 877-715-5296 (V/VRS/711)

Counties: Boone, Hamilton & Marion  
[ZIP codes 46205, 46208, 46216,  
46218, 46219, 46220, 46226, 46228,  
46229, 46235, 49236, 45240, 46250,  
46256, 46260, 46268, 46278, 46280 &  
46290]

## Areas 15 & 16

[VRParkdale.VR@fssa.in.gov](mailto:VRParkdale.VR@fssa.in.gov)

Phone: 317-270-1005

Toll-Free: 877-876-2864 (V/VRS/711)

Counties: Hendricks &  
Marion [ZIP codes 46201,  
46202, 46203,  
46204, 46214, 46217, 46221, 46222,  
46224, 46225, 46227, 46231, 46234,  
46237, 46239, 46241, 46254, 46259 &  
46107 (Beech Grove)]

## Area 17

[VRTerrehaute.VR@fssa.in.gov](mailto:VRTerrehaute.VR@fssa.in.gov)

Phone: 812-232-7864

Toll-Free: 877-715-3170 (V/VRS/711)

Counties: Clay, Parke, Putnam,  
Vermillion & Vigo

## Area 18

[VRVincennes.VR@fssa.in.gov](mailto:VRVincennes.VR@fssa.in.gov)

Phone: 812-882-7208

Toll-Free: 877-847-9898 (V/VRS/711)

Counties: Daviess, Greene, Knox,  
Pike & Sullivan

## Area 19

[VRJasper.VR@fssa.in.gov](mailto:VRJasper.VR@fssa.in.gov)

Phone: 812-827-5179

Toll-Free: 877-847-9896 (V/VRS/711)

Counties: Crawford, Dubois, Martin,  
Orange, Perry, Spencer & Warrick

## Area 20

[VREvansville.VR@fssa.in.gov](mailto:VREvansville.VR@fssa.in.gov)

Phone: 812-425-1367

Toll-Free: 877-715-5299 (V/VRS/711)

Counties: Gibson, Posey &  
Vanderburgh

## Area 21

[VRBloomington.VR@fssa.in.gov](mailto:VRBloomington.VR@fssa.in.gov)

Phone: 812-332-7331

Toll-Free: 877-847-9893 (V/VRS/711)

Counties: Lawrence, Monroe, Morgan  
& Owen

## Areas 22 & 24

[VRColumbus.VR@fssa.in.gov](mailto:VRColumbus.VR@fssa.in.gov)

Phone: 812-376-9935

Toll-Free: 877-396-3271 (V/VRS/711)

Counties: Bartholomew, Brown,  
Dearborn, Decatur, Franklin, Jackson,  
Jennings, Johnson, Ohio, Ripley,  
Shelby & Switzerland

## Area 23

[VRRichmond.VR@fssa.in.gov](mailto:VRRichmond.VR@fssa.in.gov)

Phone: 765-966-0932

Toll-Free: 877-715-3171 (V/VRS/711)

Counties: Fayette, Hancock, Rush,  
Union & Wayne

## Areas 25 & 26

[VRClarksville.VR@fssa.in.gov](mailto:VRClarksville.VR@fssa.in.gov)

Phone: 812-288-8261

Toll-Free: 877-228-1967 (V/VRS/711)

Counties: Clark, Floyd, Harrison,  
Jefferson, Scott & Washington

