

## YOUR RESPONSIBILITIES

- Keep all appointments with my ACCES-VR counselor
- Let my counselor know if I change my address or phone number or email
- Follow medical and treatment recommendations
- Send my counselor my grades or progress reports
- Let my counselor know if I have any problems that will interfere with my plan
- Contact my counselor when I get a job!

Fill in this information at your first meeting with your VR counselor.

My counselor (VRC) is \_\_\_\_\_

Phone \_\_\_\_\_

Email address \_\_\_\_\_

Counselor's assistant (VRCA) is \_\_\_\_\_

Phone \_\_\_\_\_

Email address \_\_\_\_\_

## THE ACCES-VR PROCESS

- Student makes an informed choice to apply for ACCES-VR
- Student completes application packet
- VR Counselor determines eligibility
- VR Counselor and student choose an appropriate employment goal
- VR Counselor and student develop an Individualized Plan for Employment (IPE)
- Student acquires skills and supports
- Student gets and keeps a job
- VR Counselor closes case as a **SUCCESS!**

## KEEPING IN TOUCH WITH ACCES-VR

- **By telephone to your VRC or VRCA**  
**Listen to the message** - it is often customized to let the caller know the person's schedule and activities  
**Leave a clear message** - your name, your phone number, what you are calling about, and times to call you back
- **By mail** - note the counselor's name on the envelope
- **By email** - sometimes the quickest
- **By appointment** - be responsible - arrive on time - call ahead to cancel if you can't make it

\*\*\*\*BRING THIS TO YOUR 1<sup>ST</sup> MEETING WITH YOUR ACCES-VR COUNSELOR\*\*\*\*

Hauppauge District Office  
NYS Office Building  
250 Veterans Highway Room 3A-12  
Hauppauge, NY 11788  
631-952-6357  
800-441-0320

Riverhead Satellite Office  
524 East Main Street Suite 206  
Riverhead, NY 11901  
631-727-6496

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# ACCES VR

Adult Career and Continuing  
Education Services -  
Vocational Rehabilitation

## USER-FRIENDLY GUIDE TO TRANSITION SERVICES

### FOR HIGH SCHOOL STUDENTS, THEIR PARENTS, AND THEIR TEACHERS



a bridge to your future

The University of the State of New York  
The State Education Department  
Adult Career and Continuing Education Services  
Vocational Rehabilitation  
Albany, New York 12234  
<http://www.acces.nysed.gov/vr>

