Office of Vocational Rehabilitation (OVR)

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The Mission of OVR is to help individuals with disabilities obtain and maintain employment and advance in their careers



- OVR is State and Federally Funded

Categories of Disabilities

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What do we mean by disability?





Physical

Sensory



Health-Related

IEP
Or
504 Plan





Emotional

Cognitive

What is considered a Disability?

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Including but not limited to…

- Physical disabilities
- Head Trauma
- Spinal Cord Injury
- Mental Health Issues
- Diabetes
- Epilepsy
- Cerebral Palsy
- Skeletal and Joint Disease
- Speech Impairment
- Hearing and/or Visual Impairment
- Intellectual or Developmental disabilities



Overcoming Barriers to Employment

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Mobility
Personal Care
Work Tolerance
Interpersonal Skills
Work Skills
Communication
Self Direction

Who Should be Referred?

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- Students who are 1-2 years away from graduating from high school.
- Students who disability(ies) are going to present a challenge for him/her becoming employed after graduation
- Students who WANT to work

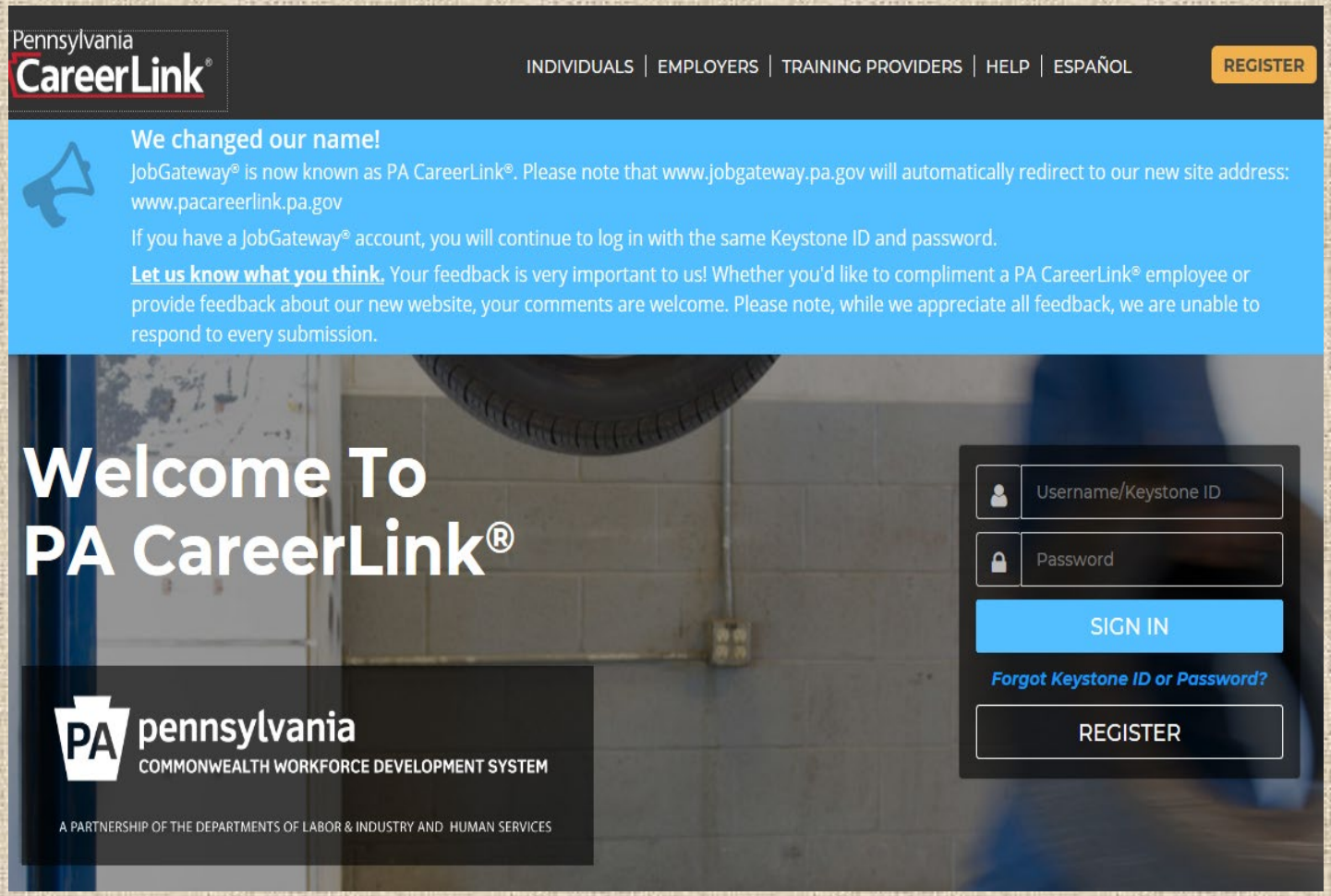
Pre-Application Process

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- An application for OVR services is called a Pre-Application
- The Pre-Application can only be completed On-Line
- Students/Family are encouraged to complete the application on-line
- If you do not have a computer or are having difficulties you can contact the Reading OVR Office for assistance 610-621-5800
- There is NO Open OVR case until the Pre-application is completed

Online Pre-Application Process

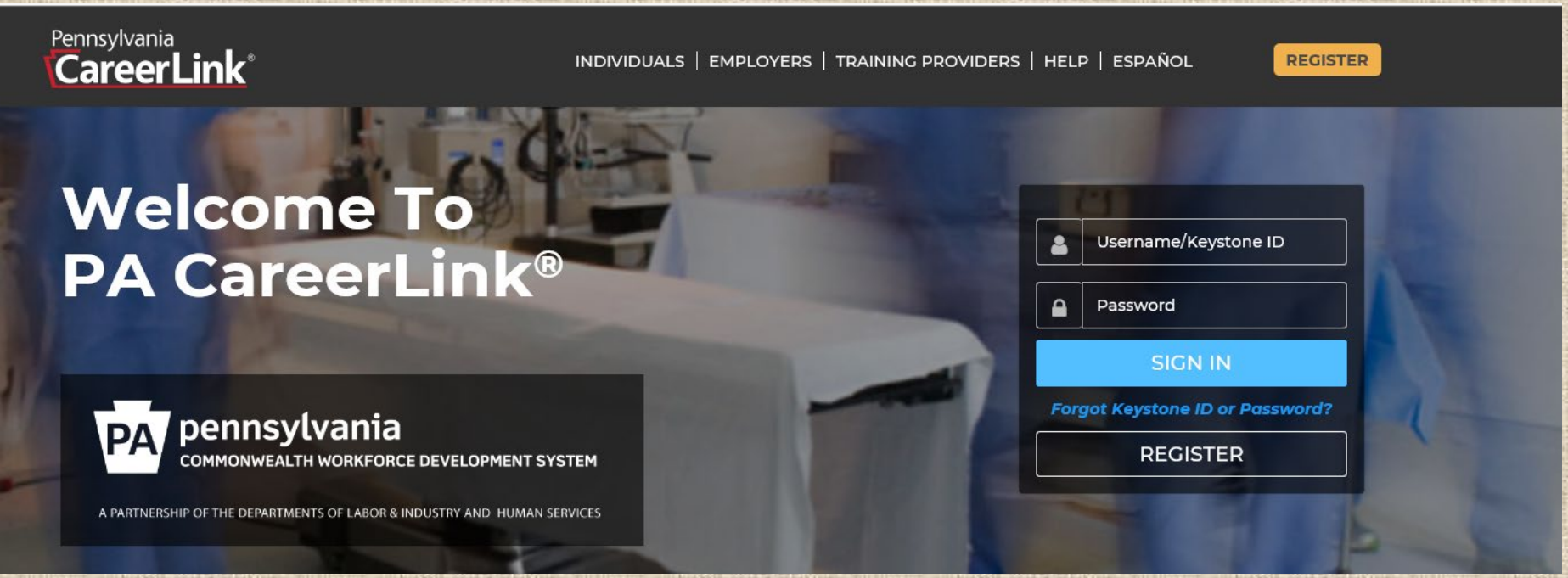
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ONLINE PRE-APPLICATION

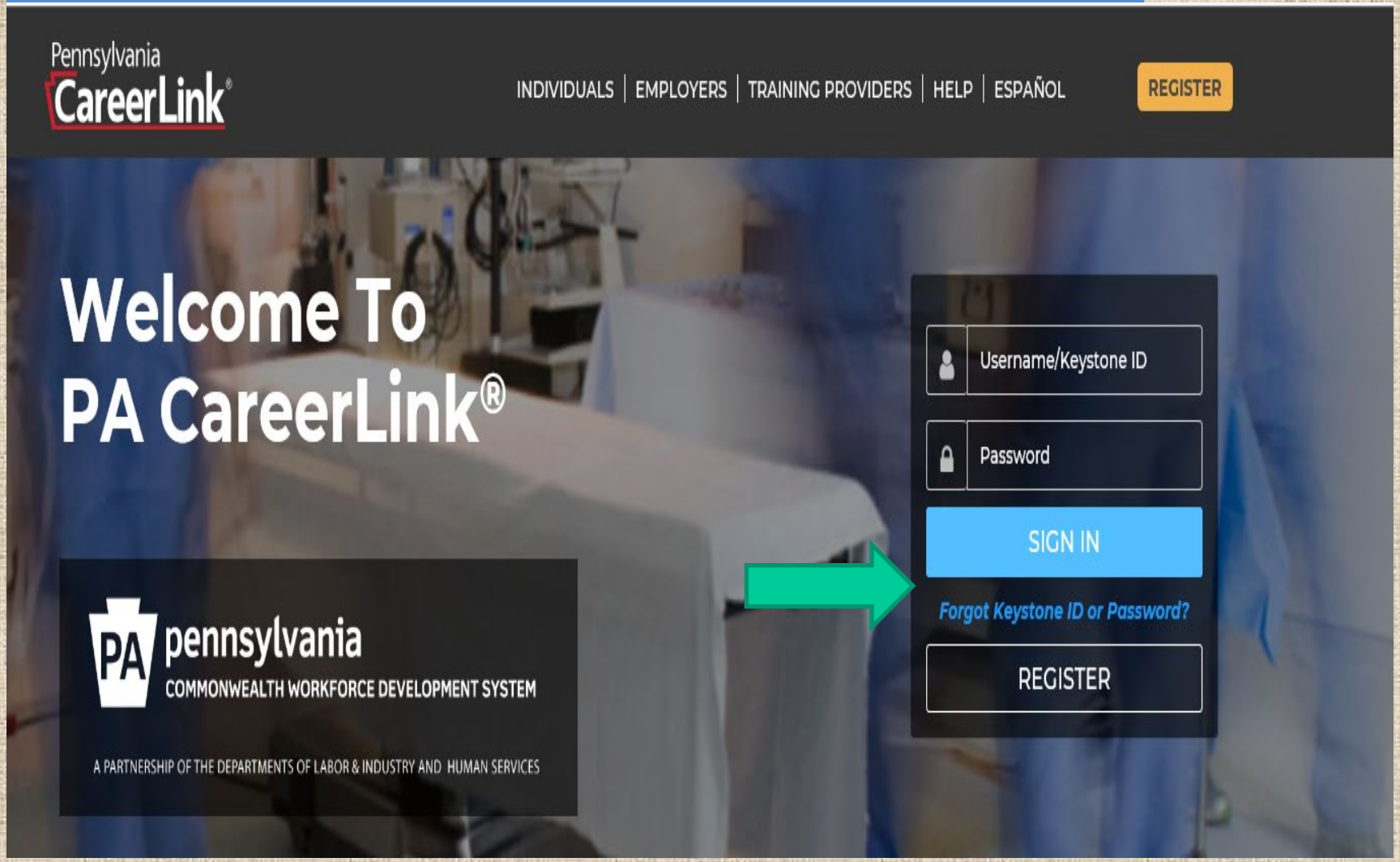
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- Go to www.pacareerlink.pa.gov



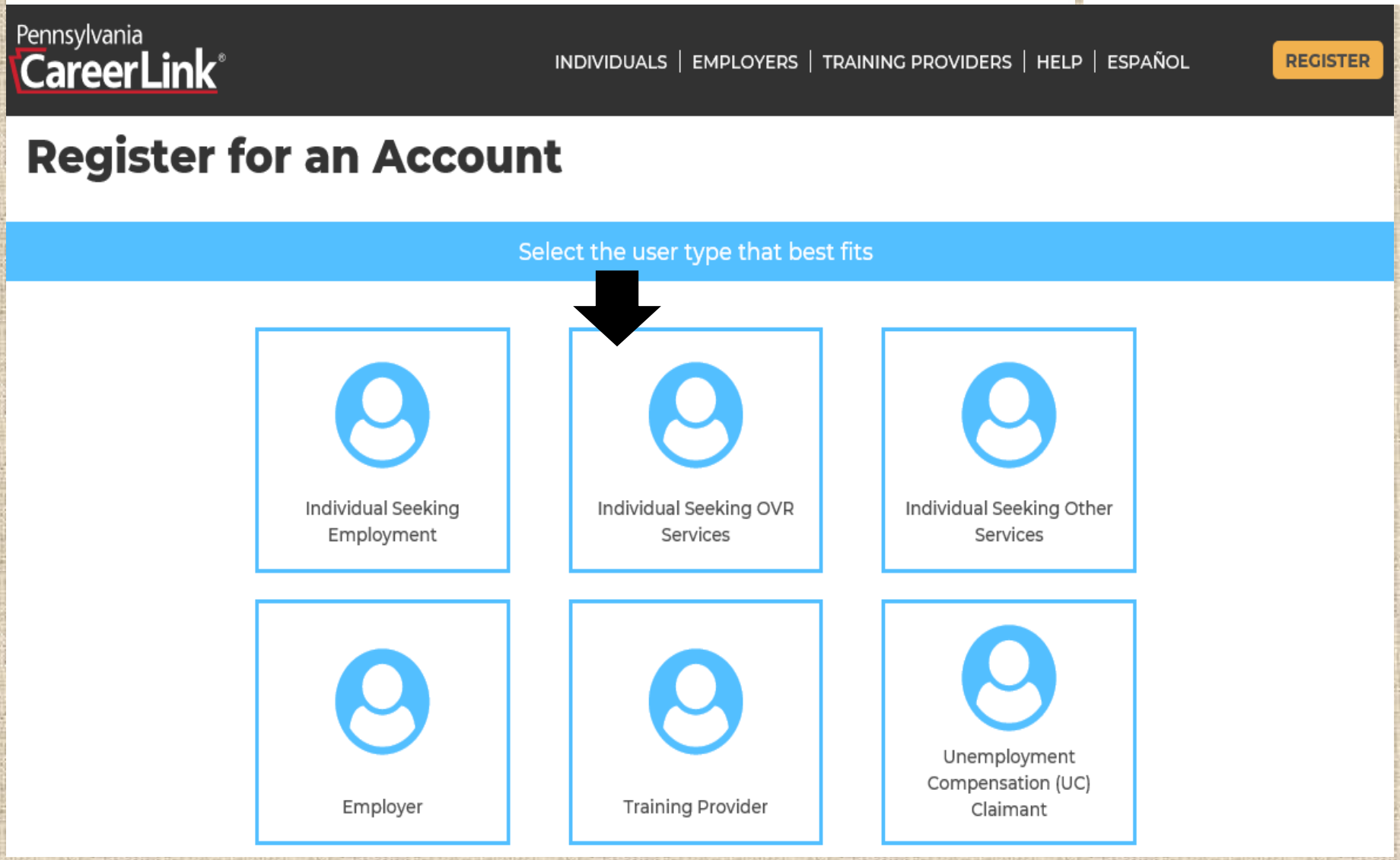
SIGN IN/REGISTER

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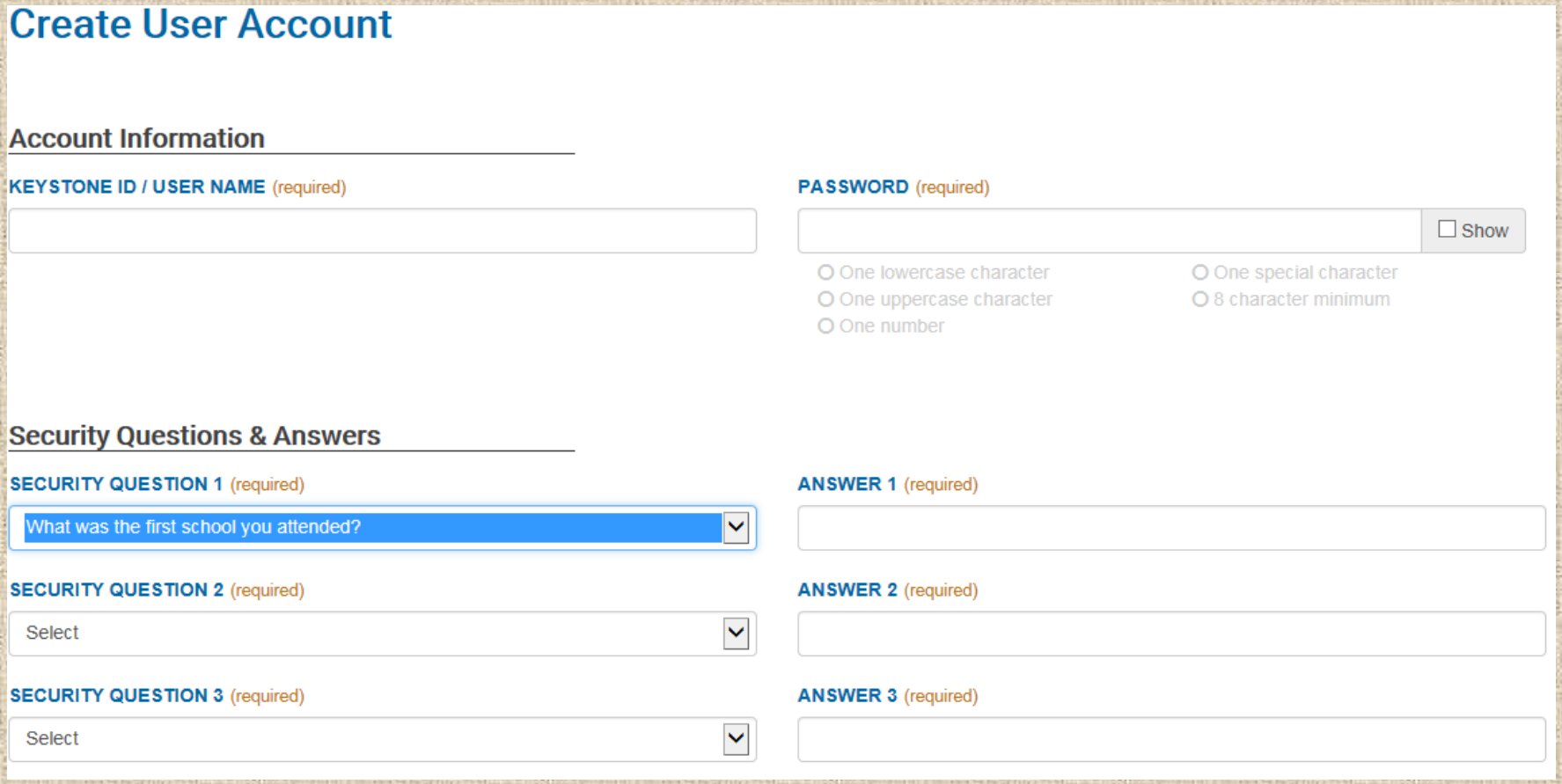
Select: Individual Seeking OVR Services

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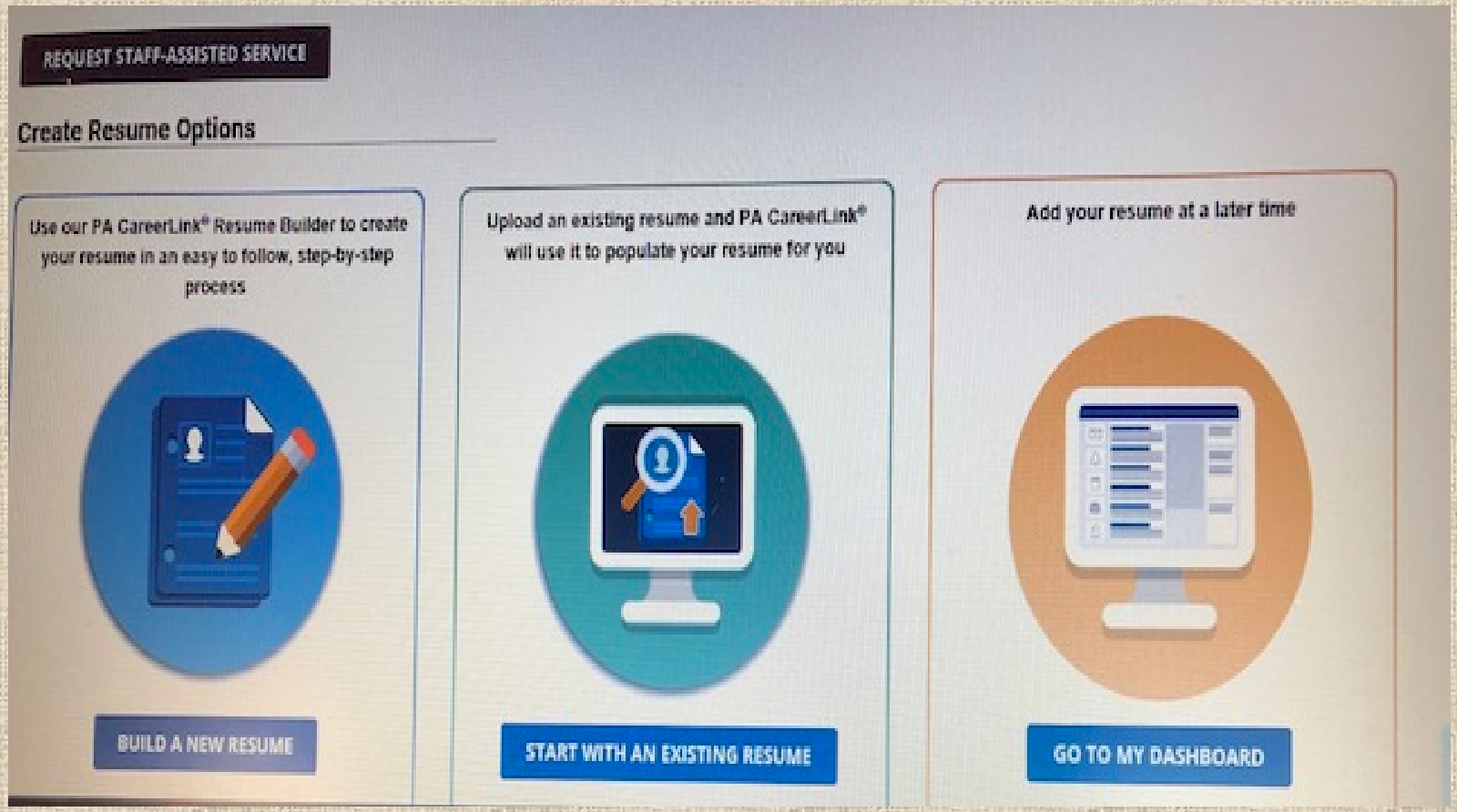
Create Keystone ID and Password

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Create Resume Options

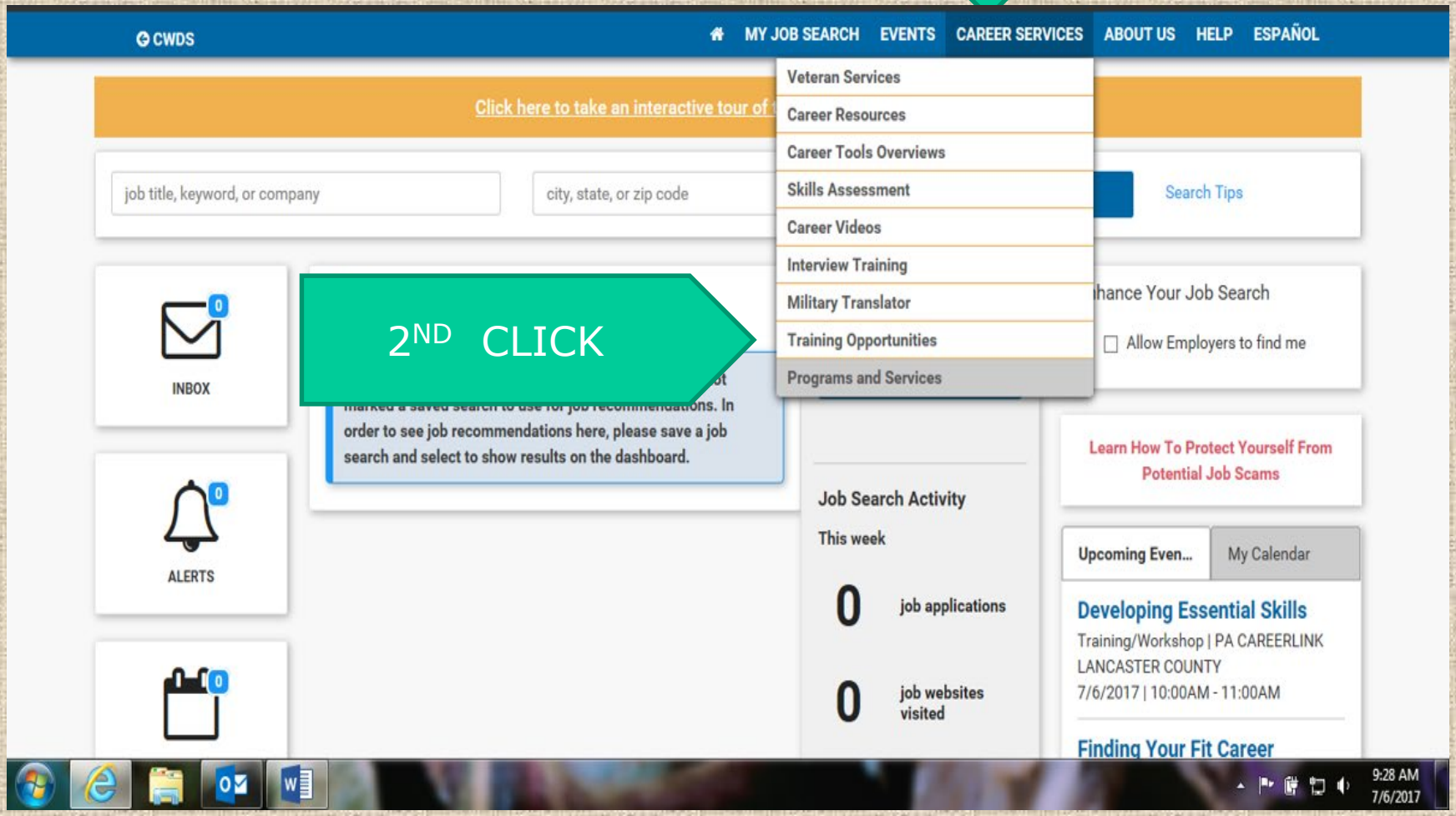
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YOUR DASHBOARD

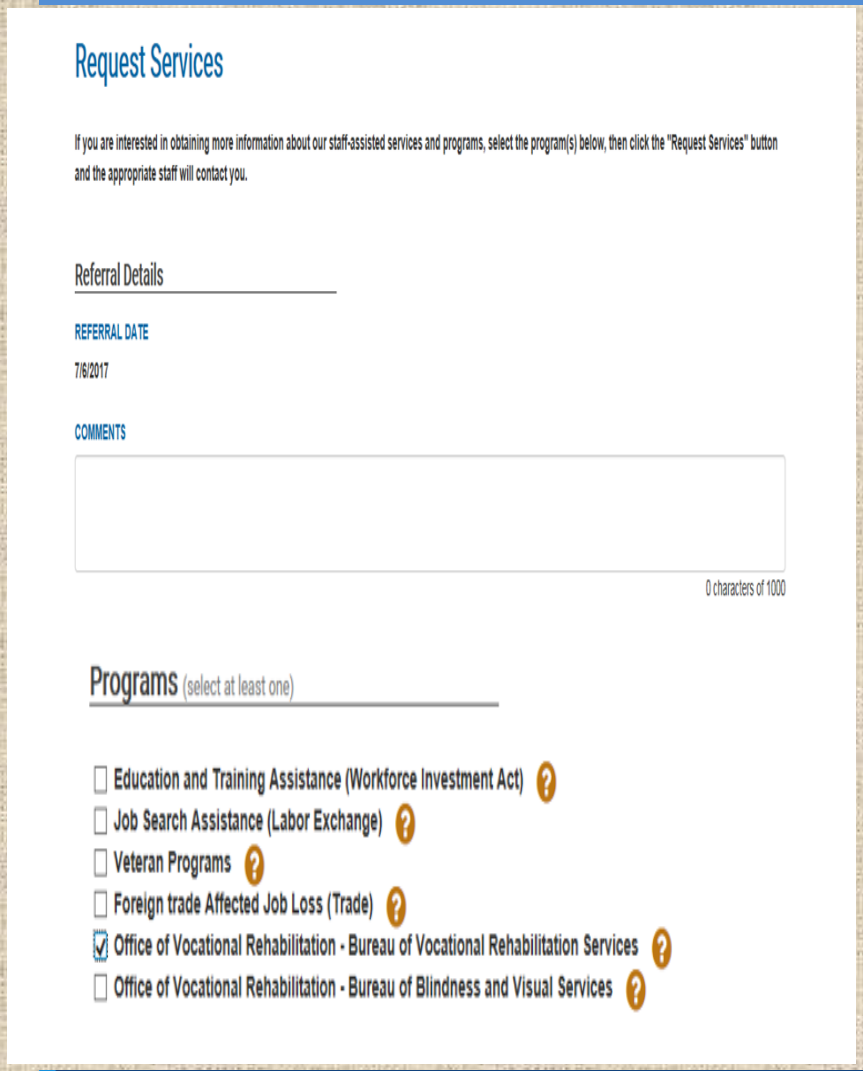
1ST CLICK

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Requesting Services

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Request Services

If you are interested in obtaining more information about our staff-assisted services and programs, select the program(s) below, then click the "Request Services" button and the appropriate staff will contact you.

Referral Details

REFERRAL DATE

7/6/2017

COMMENTS

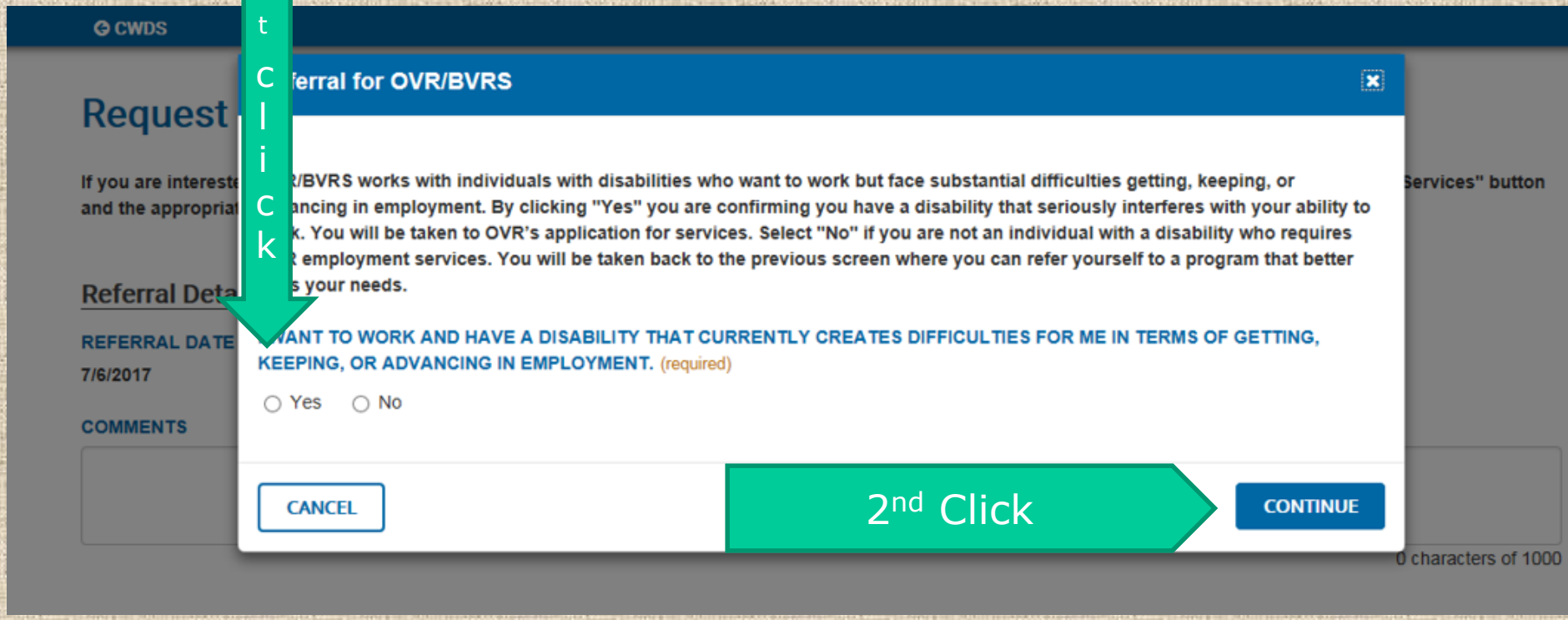
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Programs (select at least one)

- [ ] Education and Training Assistance (Workforce Investment Act)
- [ ] Job Search Assistance (Labor Exchange)
- [ ] Veteran Programs
- [ ] Foreign trade Affected Job Loss (Trade)
- [x] Office of Vocational Rehabilitation - Bureau of Vocational Rehabilitation Services
- [ ] Office of Vocational Rehabilitation - Bureau of Blindness and Visual Services

Verify that YOU Want to Work

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OVR PRE-APPLICATION

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OVR Pre-Application

Please complete each section and submit the application

Application Sections

1	Personal Information	START
2	Education Information	START
3	Disability and Employment Information	START
4	Household Information	START
5	Waiver Services and Other Agency Involvement	START
6	Medical Information	START

SAVE + FINISH LATER

SUBMIT APPLICATION

Returning to Career Link

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- If you save OVR application and go back to complete it
- Make sure you know your sign-in credentials. The site is case sensative
- When you log into your Career Link Dashboard (account), look for a box on the Right side of the Dashboard titled “My OVR Case Information”. Below this, you will see a link to your OVR Pre-Application. Click on this link to access and finish your Pre-Application to complete.

Paper Instructions Are also Provided

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OFFICE OF VOCATIONAL REHABILITATION

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.

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, in the **Comments** box enter name of the person assisting with the pre-application if applicable. Include name/address of agency, phone number & email address. Indicate if the applicant is a transition student age 14-21.
   - Then 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".
   - Choosing "YES" will take you to OVR's Pre-Application for Services.
   - 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.
   - 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.

If you require assistance with the online pre-application, please contact Reading OVR via email at RA-LIOVR-App-Reading@pa.gov or by phone at numbers listed below.

RDO 6/28/17

Department of Labor & Industry | Office of Vocational Rehabilitation| 3602 Kutztown Rd, Suite 200 | Reading, PA 19605|
610-621-5800 |800-442-0949 | Fax 610-621-5807 |TTY 877-475-7326 | www.dli.state.pa.us

After Completing Application

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- You will be assigned a counselor
- Look out for a letter, email or phone call from **PA Department of Labor and Industry/OVR** within **15** working days
- **The counselor will make attempts to contact you so please respond to their call or voicemail**

Technical Issues

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If you have any technical problems please contact the Reading District Office:

1. Ask for the Clerical of the day

2. Tell them that you are trying to complete a pre-application and need assistance

3. Phone Number: 610-621-5800

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- PowerPoint slides developed by Niesha McClain (Harrisburg ERC)
- Andrea Soadaro, (York ERC) and Stacy Grove (Harrisburg ERC)
- Power Point Adapted by Traci Kowalick(Reading ERC)

If you have any additional questions or concerns, please contact:

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Reading District Office
3602 Kutztown Road
Reading, PA 19605
trkowalick@pa.gov
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