Your Guide to Services from the

West Virginia Division of Rehabilitation Services (WVDRS)

Disability Rights of West Virginia
What can the West Virginia Division of Rehabilitation Services (WVDPRS) do for me?

- Help you to obtain, maintain, regain, and/or advance in employment.
- Help you to be economically self-sufficient through employment.
- Help you to find competitive employment.
- Help you to transition from school to work.
How can I get services from the WVDRS?

- You are presumed eligible for services if you get Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI), based on your disability, and you want to work.

  or

- You may be eligible if you have a disability and need WVDRS services to get or keep a job.
Where can I get services from WVDRS?

Contact your local WVDRS office and request to apply for services.

There are WVDRS offices located throughout West Virginia.

To find your local WVDRS office, call: 1-800-642-8207

or visit http://www.wvdrs.org
What kinds of services does WVDRS provide?

- Vocational counseling
- Medical and psychological evaluations and/or services
- Vocational evaluations
- Assistive technology evaluations and devices
- Environmental modifications at home or work
- Job placement
- Supported employment
- Job skills training and education
- Follow-up once you get a job
- Transition from school to work
What can I expect when I meet with WVDRS?

You will need:

• Your social security number

• Proof of SSI or SSDI benefits

• Names and addresses of your doctors

• Names and addresses of schools you have attended

• Medical insurance information

• Past job information

• Supported employment

• Other information such as medical, Psychological or school records
• You can take anyone you want with you when you meet with a WVDRS counselor.

• Your application for services is completed by the counselor during the initial interview.

• WVDRS has 60* days to determine if you are eligible for services. They may require evaluations and assessments to help with the eligibility determination.

*You will be notified if there is a need for an extension of the 60 day timeline.

• You and your counselor will write your Individualized Plan for Employment (IPE) within 90* days of the eligibility determination. Or you can choose to write your own IPE and have WVDRS approve it.

*You will be notified if there is a need for an extension of the 90 day timeline.
What is my IPE?

- Your vocational goal, chosen by you and agreed to by your counselor. It is based upon your strengths, abilities, interests, and your evaluations.

- Services you will need to reach your goal.

- Who will provide your services, which you have the right to choose.

- How and who pays for the services listed in your plan.

- The dates your services will begin and end.

You will get a copy of your IPE; if not, ask for it in writing!
What if I disagree with WVDRS?

• You have the right to appeal any decision WVDRS makes about eligibility or services.
• You should receive a written copy of WVDRS client rights and responsibilities when you apply for services; when you develop your IPE; and/or when your services change.
• If you disagree with WVDRS, you can either follow their Request for Review process, or contact DRWV’s Client Assistance Program (CAP).
• You can contact DRWV’s CAP if you need assistance at any time.
DRWV recommends that you:

• Put your requests and concerns in writing. This creates an important record for you.

• Keep copies of all correspondence with WVDRS for your own records.

• Send letters to WVDRS by certified mail with a return receipt requested.

• Communicate by email and keep copies of all messages between you and WVDRS.

• Keep WVDRS updated on any changes in your contact, health, disability, or financial information and anything related to your services through WVDRS.
Special information for transitioning youth

• Students age 14-21 with a disability are considered eligible for transition services.

• Transition services may be provided to all youth with disabilities, regardless of whether they have applied for services from WVDRS.

• Examples of pre-employment transition services: job exploration, counseling, work-based learning experiences, job training, social skills, independent living skills.

• WVDRS can provide information about training opportunities after high school.

• WVDRS can attend your Individualized Education Program (IEP) or 504 Plan meeting and help with planning for your transition from high school.