



Director of Operations
OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES
Vocational Rehabilitation
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TO: All ACCES-VR Staff **PRO-15-01**

FROM: Frank Coco

DATE: January 16, 2015

SUBJECT: Procedure for Documenting Receipt of Application for VR Services

Introduction

ACCES-VR must accurately and consistently document the date a VR Application for Services is received. The Code of Federal Regulation 34 Part 361.41 requires state agencies to develop standards, including timelines, to ensure that an eligibility determination for services is completed within 60 days of the receipt of the application for services.

Procedure for Documenting Receipt of Application for Services

1. All information received in district offices should be date stamped on the front side.
2. For all documents received in the field, VR staff receiving the documents should write and initial the date received on the front side.
3. An application (VR-04) should be documented as received if it contains the individual's name, address, date of birth, gender, disability, signature and a signed release of information that allows VR staff to begin an assessment to determine eligibility for services.
4. Applications for transitioning youth should be documented as received once minimum information (bullet #3) is received. Staff cannot wait for the receipt of the *Supplement to Application Data* to move a case to Status 02, or for additional information from the school.
5. Applications from referral sources that contain the information in bullet #3 must be documented as received and moved to applicant status (Status 02). Even if there are agreements with school districts or service providers that referral disability information will be sent with the application, lack of this information should not delay movement of the case to Status 02.
6. The date ACCES-VR receives the signed application with minimum required information (bullet #3) and a signed release of information is the date the case is registered in Status 02, Applicant Status.

Summary

Documentation required for registering cases should be consistent for all consumers (youth and adult) and consistent statewide at each district office. The Code of Federal Regulations 34 Part 361.41 states that an application for VR services consists of a signed application for services including name, address, date of birth, gender and disability with a signed release to initiate assessment for eligibility determination. Once this minimum information is received, the individual is an applicant and moved into Status 02.

VR staff cannot delay moving a case into Status 02 while waiting for medical information, or when referral sources send incomplete information. Applications from referral sources should be documented as received when the minimum information is received. Staff should follow up as appropriate with referral sources.

EFFECTIVE: Immediately

REFERENCES:

- 202.00 Referral and Application for Services Policy
- 202.00P Referral and Application for Services Procedure
- POL-09-01 Clarification on the Definition of an Application and When an Individual is Placed in Status 02 and Revised Eligibility Policy 202.00.
- 34 CFR 341.41 Processing Referrals and Applications

INQUIRIES:

- Any questions concerning this memorandum should be addressed to District Office Administration (518) 473-1626.