

Off Waiting List Letter

Date

Address

Example of Letter Sent by State Office

Dear:

Nebraska VR determined you were eligible for services and placed you on a waiting list because of VR's Order of Selection. Funding has become available and has allowed us to remove your name from the waiting list. At this time, we are able to begin working with you to determine what services and supports are needed to assist you in finding employment.

If you are still interested in services, please contact me within 30 calendar days of the date of this letter. If I do not hear from you within this time period, I will assume you are not interested in services and your case will be closed.

Sincerely,

VR Specialist
Contact Information