

# Example of Letter Sent by State Office

Pre-Employment Transition Services Eligibility/Priority Group Letter (New Students)

Date

Address:

Dear Parent/Guardian of \_\_\_\_\_:

You are eligible for Nebraska VR services and have been placed in Priority Group \_\_. Unfortunately, Nebraska VR does not have the funding resources available to serve this priority group. However, as a student between the ages of 14-21, we can continue to provide pre-employment transition services as long as you remain a student within this age range.

Pre-employment transition services include:

- Job Exploration Counseling
- Workplace Readiness Training
- Counseling on options for post-secondary training
- Work Based Learning Experiences
- Self-advocacy

You will also be placed on a waiting list for VR services while our staff continue to work with you in pre-employment transition services. At any time, the priority assignment can be re-evaluated should you provide us with new or additional information on how your disability has changed or worsened in terms of impact on employment. Should funding improve for Nebraska VR and we are able to open your Priority Group, you will be notified by letter you are coming off the waiting list.

Nebraska VR is currently under an Order of Selection due to a lack of funding. During an Order of Selection, individuals with the **most** significant disabilities are served first (Priority Group 1), significant disabilities, second (Priority Group 2) and all other eligible individuals with a disability, third (Priority Group 3). All VR clients are assigned a priority group based on the impact of their disability in terms of employment. This determination is made based on documentation of your disability and the information that has been shared with the VR Specialist.

If you have any questions/concerns regarding this information, you can contact the Client Assistance Program (CAP) to receive advice about your rights at 1-800-742-7594, email [cap.info@nebraska.gov](mailto:cap.info@nebraska.gov) or write to CAP at P.O. Box 94987, Lincoln, NE 68509.

If you would like mediation of this decision and you need help finding a Regional Mediation Center serving your county, contact CAP or Nebraska VR. Both you and Nebraska VR must volunteer to take part in mediation. A qualified and impartial mediator who is trained in mediation techniques will facilitate the mediation.

You may appeal this decision by filing a petition for an impartial review. An impartial hearing officer using the Nebraska Department of Education's Rule 71 (Title 92, Nebraska Administrative Code, Chapter 71) will conduct this review. You can ask Nebraska VR or CAP for a copy of this rule, or get a copy at <http://www.education.ne.gov/Legal/webrulespdf/RULE71.pdf>. It contains a sample petition form. Your petition must tell the factual reasons why you want the review and concisely tell the solution you want. You must submit your petition within 30 calendar days of the date you receive this written decision. Send your petition with a copy of this written decision to:

Impartial Hearing Coordinator  
Nebraska VR  
PO Box 94987  
Lincoln, NE 68509

Sincerely,

VR Service Specialist

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