

YOUTH NAME:

ADDRESS:

Dear _____:

This letter is to document that you have completed career counseling services. This documentation is required prior to entering subminimum wage employment per Section 511 of the Rehabilitation Act, as amended by the Workforce Innovation & Opportunity Act (WIOA).

Please retain this document for your records. It is also recommended that you provide a copy of this documentation to your Supports Coordinator. If you have any questions or concerns, please contact your OVR counselor.

Type of Service/Activity Completed: Career Counseling; Information and Referrals

Description of the Service/Activity Completed: Career Counseling and Information & Referrals regarding competitive, integrated employment have been provided to the youth with a disability by the OVR counselor. Counseling & Guidance was provided to assist the youth with a disability to better understand his or her potential and abilities. Career Counseling has included a discussion of employment-related services and supports designed to enable the youth with a disability to explore, discover and experience competitive, integrated employment.

Provider of the Required Service or Activity: Office of Vocational Rehabilitation (OVR)

Date Required Service or Activity Completed (date of case closure): _____

Printed Name of OVR Personnel Documenting Completion of the Required Service or Activity:

Signature of OVR Personnel Documenting Completion of the Required Service or Activity:

_____ **Date** _____

Signature of OVR Personnel Transmitting Documentation to the Youth with a Disability:

_____ **Date** _____

Method Transmitted:

Hand Delivered

☐

E-Mailed

☐

Mailed

☐

Faxed

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Due to Youth Within 45 Days Upon Service/Activity Completion

Other Resources:

Although your case has been closed with OVR, there are many other resources in the community that can help you with exploring, discovering, experiencing and attaining competitive, integrated employment. Some of those resources are:

- Work Incentives Planning and Assistance (WIPA) - Provides assistance to Social Security Administration (SSA) beneficiaries who are interested in working.
 - To locate your nearest WIPA, contact the Ticket helpline at 1-866-968-7842 or 866-833-2967 (TTY), Monday-Friday, 8am-8pm EST.
- Center for Independent Living (CIL) - Provides services to help you become more independent at home and in your community
 - Find your local CIL by visiting **Find a CIL by County** - <https://bit.ly/34TKaCx> or by calling (717) 364-1732.
- Disability Rights of PA (DRP) - Provides services to help you advocate for yourself within public systems (Social Security, Developmental Services, Justice System, etc.)
 - Toll Free Voice: 1-800-692-7443
 - Toll Free TDD: 1-877-375-7139
 - Website: **Disability Rights of PA** - www.disabilityrightspa.org
 - Intake Email: intake@disabilityrightspa.org
- Client Assistance Program (CAP) - Provides advocacy and support to help you work with the Office of Vocational Rehabilitation and Centers for Independent Living
 - Toll Free: (888) 745-2357
 - Website: **CAP** - www.equalemployment.org

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