



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: February 26, 2025

To: Local Educational Agency Leads, Administrators of Approved Private Schools for Students with Disabilities, Administrators of Nonpublic Schools

Route To: Directors of Special Education, Child Study Team Members, School Counselors, Special Education Parent Advisory Groups (SEPAOs)

From: Kathy Ehling, Assistant Commissioner
Division of Educational Services

Information about Vocational Rehabilitation Services for Students with Disabilities

The New Jersey Department of Education, Office of Special Education has entered into an interagency agreement with the New Jersey Department of Labor and Workforce Development, Division of Vocational Rehabilitation Services (DVRS) and the New Jersey Department of Human Services, Commission for the Blind and Visually Impaired (CBVI) to facilitate and coordinate services needed for students with disabilities to experience a seamless transition from school to employment or post-secondary activities leading to employment. Such services include pre-employment transition services (Pre-ETS) and vocational rehabilitation (VR) services.

Pre-Employment Transition Services (Pre-ETS)

Pre-ETS are services that can be provided to New Jersey students with disabilities who are aged 14 through 21 and are attending any educational program, including home schooling and:

- have an Individualized Education Program (IEP); or
- are an individual with a disability for purposes of section 504 of the Rehabilitation Act of 1973.

The following five Pre-ETS are offered to all students with disabilities:

1. [Job exploration counseling](#);
2. [Counseling on enrollment opportunities](#) in comprehensive transition or postsecondary educational programs at institutions of higher education;
3. [Work based learning experiences](#);
4. [Workplace readiness training](#) to develop social skills and independent living skills; and
5. [Instruction in self-advocacy](#).

The students with disabilities described above are considered “potentially eligible” for VR services and therefore do not need to apply for or be determined eligible for VR services to receive needed Pre-ETS. To access Pre-ETS from DVRS for a student with disabilities, anyone can complete the [student referral form](#). If the student is under the age of 18, a parent/guardian signature is needed on this referral form. To request Pre-ETS for a student who is blind, deaf-blind, or visually impaired, the student’s case manager should contact the CBVI teacher or [regional CBVI office](#).

The Pre-ETS that are provided by DVRS or CBVI to a student should be coordinated with any other transition services including those provided by the school district. Since Pre-ETS are intended to enhance the transition services in a student’s IEP, school staff must collaborate with representatives of DVRS and CBVI to ensure that the provision of Pre-ETS is complementary to the transition services being provided to each student aged 14 through 21 with an IEP.

Vocational Rehabilitation (VR) Services

If at any time students with disabilities need other “traditional” VR services such as supported employment, job coaching, or vehicle modifications, they should begin the application process with DVRS by completing the [online referral form](#). Students who are blind, deaf-blind, or visually impaired can apply through a [regional CBVI office](#). If a student is already receiving Pre-ETS from CBVI, an application for eligibility can be requested through the student’s CBVI Transition Counselor. If students are determined eligible for “traditional” VR services from DVRS or CBVI, they can receive these services while still in school and as needed after graduation.

School staff, students, and parents are strongly encouraged to take advantage of the Pre-ETS and other VR services that are available from our State partner agencies DVRS and CBVI so that students with disabilities are better prepared for their desired post-secondary goals for training, education, and employment.

Contact Information

For information and resources regarding transition planning for students with disabilities, please refer to the [New Jersey Transition Toolkit](#). Please direct questions to the Office of Special Education at (609) 376-9060 or OSEinfo@doe.nj.gov.

c: Members, State Board of Education
NJDOE Staff
SPAN Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group