

DVRS Referral Guidelines

Individual is already in the process with DVRS

Support Coordinator should ask the individual/family for the DVRS Counselor's name. If no name is known, DVRS can look it up.

SC fills out the SC sections of the F3 and submits it to the DVRS Counselor and requests he/she completes the DVRS section and returns it to the SC.

Document current status with DVRS in the ISP and PCPT and follow up through monthly monitoring. Upload the F3 in iRecord.

Note: The F3 will indicate if the individual is eligible for DVRS services (or not). The F3 is not always a rejection. It could indicate what services the individual will receive or that the individual/family refused services. Individuals could experience limitations to DDD-funded services if they refuse DVRS services so it is important to counsel families to go along with DVRS' recommendations. DDD can provide employment services if they are not available through DVRS.

Individual will be going to DVRS

SC assists individual/family with completing the DVRS referral form available at <https://lwd.state.nj.us/formsapp/form/136>.

SC submits referral form to DVRS.

SC includes a planning goal in the ISP indicating that a DVRS appointment is pending and continues with submission of the ISP for approval. SC will follow up regarding DVRS status during monthly contacts.

DVRS will contact the individual/family to set up an appointment.

SC will follow up regarding DVRS status during monthly contacts and request the F3 form.

Document updated status in the ISP and PCPT as needed. Upload the F3 in iRecord.

Individual will not be going to DVRS

SC completes the F6 indicating one of the following options:

- Already working
- Over 65
- Behavior/ Health issue
- Not interested

Note: The last 2 choices require additional information to explain what is preventing the individual from pursuing employment. It is not up to the SC to determine whether someone will be eligible for DVRS or not – DVRS will make that determination. Unacceptable answers include but are not limited to: needs a lot of support, lack of skills, can't read or write. If the individual/family insists that work is not an option because the individual has a high level of personal care needs, they are worried about safety, etc. (other than behavior/medical), write that in the "not interested section" of the F6. They may then receive follow-up from DDD. The SC needs to demonstrate that employment and DVRS were discussed thoroughly and provide accurate documentation explaining the reason the individual is not going to DVRS.