

**Support Coordinator’s Guide to the F3 & F6 Forms**

The Division of Developmental Disabilities (DDD) must maintain documentation that services provided by both DDD and the Vocational Rehabilitation Agency (Division of Vocational Rehabilitation Services or Commission for the Blind & Visually Impaired) – such as Career Planning, Day Habilitation, Prevocational Training, and Supported Employment (Individual or Group) – are not available through DVRS/CBVI prior to offering those services through DDD. As an Employment First State, the presumption is that every individual with a disability of working age will be competitively employed in the general workforce and any services/supports the individual may need should begin with employment. Therefore, either the **F3** “Division of Vocational Rehabilitation Services (DVRS) or Commission for the Blind and Visually Impaired (CBVI) Determination Form for Individuals Eligible for the Division of Developmental Disabilities (DDD)” or the **F6** “Non-Referral to Division of Vocational Rehabilitation Services (DVRS) or Commission for the Blind & Visually Impaired (CBVI)” form must be completed and kept in case records for every individual receiving services from DDD.

**Who completes the F3 form?**

* The Support Coordinator completes the first and last sections of the F3. The information contained in those sections provides identifying information about the individual seeking services from DVRS/CBVI and the Support Coordinator’s contact information.
* The VR Counselor completes the remainder of the F3 form based on information he/she gains from meeting with the individual and submits it to the Support Coordinator. The Support Coordinator will upload the completed F3 to iRecord.

**When is the F3 form completed?**

The F3 form is completed whenever someone eligible for DDD goes through the eligibility determination process with DVRS/CBVI.

**What information must be included on the F3 form?**

If the individual is being further evaluated for DVRS/CBVI services (through a trial work experience, for example), the VR Counselor should include information about the evaluation process that the individual will be experiencing.

If the individual has been deemed eligible for DVRS/CBVI services, the VR Counselor must provide information about the services the individual will be receiving. Any DDD services that are not available through DVRS/CBVI can be provided by DDD as needed.

If it has been determined that DVRS/CBVI services are not available to the individual, the VR Counselor must provide the reason that the services are not available. Since DDD services can be utilized to supplement DVRS/CBVI services, “Seeking or being more appropriate for a DDD-funded day program (or other service),” is not an acceptable reason to be provided on the F3 form. The information needs to be specifically why the individual cannot receive services from DVRS/CBVI at this time.

**Who completes the F6 form?**

The Support Coordinator completes the F6 form and uploads it to iRecord. When someone is not being referred to DVRS/CBVI, the ISP cannot be approved until the F6 is completed.

**When is the F6 form completed?**

The F6 form is completed whenever someone eligible for DDD will not be going to DVRS/CBVI to determine eligibility or access services.

**What circumstances warrant a non-referral to DVRS/CBVI?**

The only circumstances when someone eligible for DDD should not be going to DVRS/CBVI for services are as follows (as indicated with check boxes on the F6 form):

* The individual is already competitively employed in the general workforce and does not need employment services at this time,
* The individual is in the Long-Term Follow-Along (LTFA) phase of Supported Employment and will receive LTFA supports from DDD (as per the Memorandum of Understanding between DDD, DVRS, and CBVI).
* The individual is of retirement age (65 and older),
* The individual is experiencing a medical condition or behavioral issues that preclude him/her from working at this time (these concerns must be substantiated on the F6 form), or
* The individual is not interested in pursuing employment at this time (this choice may result in limitations to other DDD-funded services and must be explained on the F6 form).

**Quick Reference Overview of the F3 & F6 Forms**

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|  | **F3 – DVRS/CBVI Determination Form** | **F6 – Non-Referral to DVRS/CBVI Form** |
| **Who completes the form?** | * The Support Coordinator completes the first and last sections. * The VR Counselor completes the services section of the form (after meeting with the individual) in order to indicate the services for which the individual is eligible (if any). | * The Support Coordinator completes this form. |
| **Which form should be completed?** | * The F3 is completed whenever someone eligible for DDD goes through the eligibility determination process with DVRS/CBVI | * The F6 is completed whenever someone eligible for DDD will not be going to DVRS/CBVI to determine eligibility or access services because he/she meets one of the following criteria: * He/she is already competitively employed in the general workforce and does not need employment services at this time * He/she is in the Long-Term Follow-Along (LTFA) phase of Supported Employment and will receive LTFA supports from DDD * He/she is of retirement age (65 and older) * He/she is experiencing a medical condition or behavioral issues that goes beyond supports that can be provided to address the issue |
| **What information must be included on the form?** | * The services the individual will be receiving from DVRS/CBVI (this includes evaluative services in circumstances when a determination cannot be made initially), or an indication that services are not available with the reason why. * The form should be updated to reflect changes in services, as needed. | * Explanation why the individual is not pursuing DVRS services/employment |
| **Where does the form go upon completion?** | * The VR Counselor submits the completed form to the Support Coordinator. * The Support Coordinator uploads the completed form to iRecord. | * The Support Coordinator uploads the completed form to iRecord. * The form will be reviewed by DDD personnel for approval. |