

# Session 2



**How Do Potentially Eligible (PE) Services Differ  
from  
VR-Eligible Services?**

# Pre-ETS Vendor Overview

ACCES-VR has 203 vendors approved to provide Pre-ETS statewide.

- 127 are approved to serve the Potentially Eligible (and VR Eligible)
- 75 can only serve VR eligible

In today's audience we have:

- Vendors serving **Potentially Eligible SWDs since 2014**
- Vendors **newly approved in CRS 2024**
  - Some are already **up and running**
  - Others have **not yet begun** serving PE SWDs
- Vendors **not yet approved** to serve the PE population



# Let's review what we are going to discuss today:

- What Does “Potentially Eligible” Mean?
- Why Vendors Benefit from Serving the PE Population
- The PE Process: A Practical Perspective
- PE Materials & Vendor Outreach Strategies
- Building a Successful PE Program
- The Essential Role of SVRC TAYS
- Resources



# History of Potentially Eligible Contract



**2014**

WIOA Passed and Transition Unit formed.

**2020**

The PE Contract began outside of the CRS Contract. – 20 vendors

**2024**

Now 127 Pre-ETS Vendors

**Process evolved**

Vendor Portal and now under the 2024 CRS Contract

**2025 Pre-ETS Vendor Summit**

Enhancing PE service delivery and empowering vendors

# What does it mean to serve the Potentially Eligible?

In 2014, WIOA introduced the concept of Potentially Eligible. WIOA defines the potentially eligible as ‘students with disabilities’ who have **not submitted an application to ACCES-VR and have not yet been formally determined eligible for VR services but are likely to qualify.**

- **“Students with Disabilities”**

- Ages **14–22** (in New York).
- **Receiving special education or related services** under the Individuals with Disabilities Education Act (IDEA), or are **accommodated under Section 504** of the Rehabilitation Act.

Under WIOA, these ‘potentially eligible’ SWDs can access **only the five required Pre-ETS:**

- Job exploration counseling
- Workplace readiness training
- Work-based learning experiences
- Counseling on postsecondary education
- Instruction in self-advocacy

This early access helps prepare them for employment even before the full VR application process is complete.

# The Vendor Initiates the PE Process

Being approved to serve the **Potentially Eligible (PE)** allows vendors to provide **Pre-ETS** to students with disabilities (SWDs) **before they apply to ACCES-VR.**

These students **do not have an open VR case**—no **VRC** is assigned at this stage.

It allows vendors and VR to engage with students early, without waiting for formal eligibility determination, speeding up service delivery and outcomes



While there is a VR staff member approving each phase of the process to create a partnership, the vendor:

1. **Identifies** a Student with a Disability (SWD)
2. **Recommends** which Pre-ETS the student needs
3. **Requests** an authorization from ACCES-VR
4. **Begins services** upon approval of AV

Vendors initiate the process from outreach to service delivery—empowering early intervention and progress.



# Taking a Proactive and Leading Role



## Vendors Are the First Point of Contact for PE

- Potentially eligible students don't need to have an **active VR case** to be approved by ACCES-VR for PE services
- Schools, parents, or community organizations often **reach out directly to vendors** who are known to provide these services to PE students.
- This allows vendors to **identify the students to be served by referring them to ACCES-VR**



## Vendors Influence the Referral Pipeline

- A vendor that provides quality Pre-ETS to potentially eligible students often becomes a **trusted partner to schools and families**.
- This reputation can lead to **increased referrals**—including when students later apply for full VR services

**PROACTIVE**



# How is PE Different than VR Eligible ?



- The Vendor works with the School District to identify individuals who would benefit from the services.
- The student/ legal guardian completes a PE Pre-ETS referral form.
- The Vendor ensures the referral form is complete.
- The vendor collects disability documentation and submits it with the referral and the request for services through the to ACCES-VR via the vendor portal.



# The Potentially Eligible Process



**Outreach to  
schools and  
potential  
referral sources**

**Schools and  
other potential  
referral sources  
identify SWD.**

**Vendor  
identifies what  
Pre-ETS are  
needed.**

**Vendor submits  
referral and  
authorization  
request**

# PE Process Continued...

The SVRC TAYS reviews the referral and authorization request for completeness and appropriateness

The SVRC TAYS may follow up with the vendor with specific questions prior to approving the referral

Once the referral is approved, the SVRC TAYS creates a PE case for the SWD, reviews referral note, which specifies Pre-ETS requested, and creates an authorization for Pre-ETS

# PE Process Continued.

**The vendor delivers the Pre-ETS service using their pre-approved curriculum**

**The vendor submits a CRS report form specific for Pre-ETS completed, which is reviewed and approved by the SVRC TAYS for payment**

# Building a successful PE program starts with developing PE Materials / Outreach



# Vendor Outreach and Application Forms



- Vendors can directly connect with high schools, colleges, etc., to identify possible students to serve.
- The more outreach and relationships vendors develop, the steadier the flow of customers the vendor can provide PE Pre-ETS to.



**Any outreach materials promoting the vendors PE services need to be submitted to their SVRC TAYS and vetted by Central Office Staff**



**Outreach materials can include flyers, PowerPoint productions, or other promotional tools**



**The PE application form is developed by the vendor for their agency is also vetted by Central Office and approved prior to use**



# You create your PE application/referral form

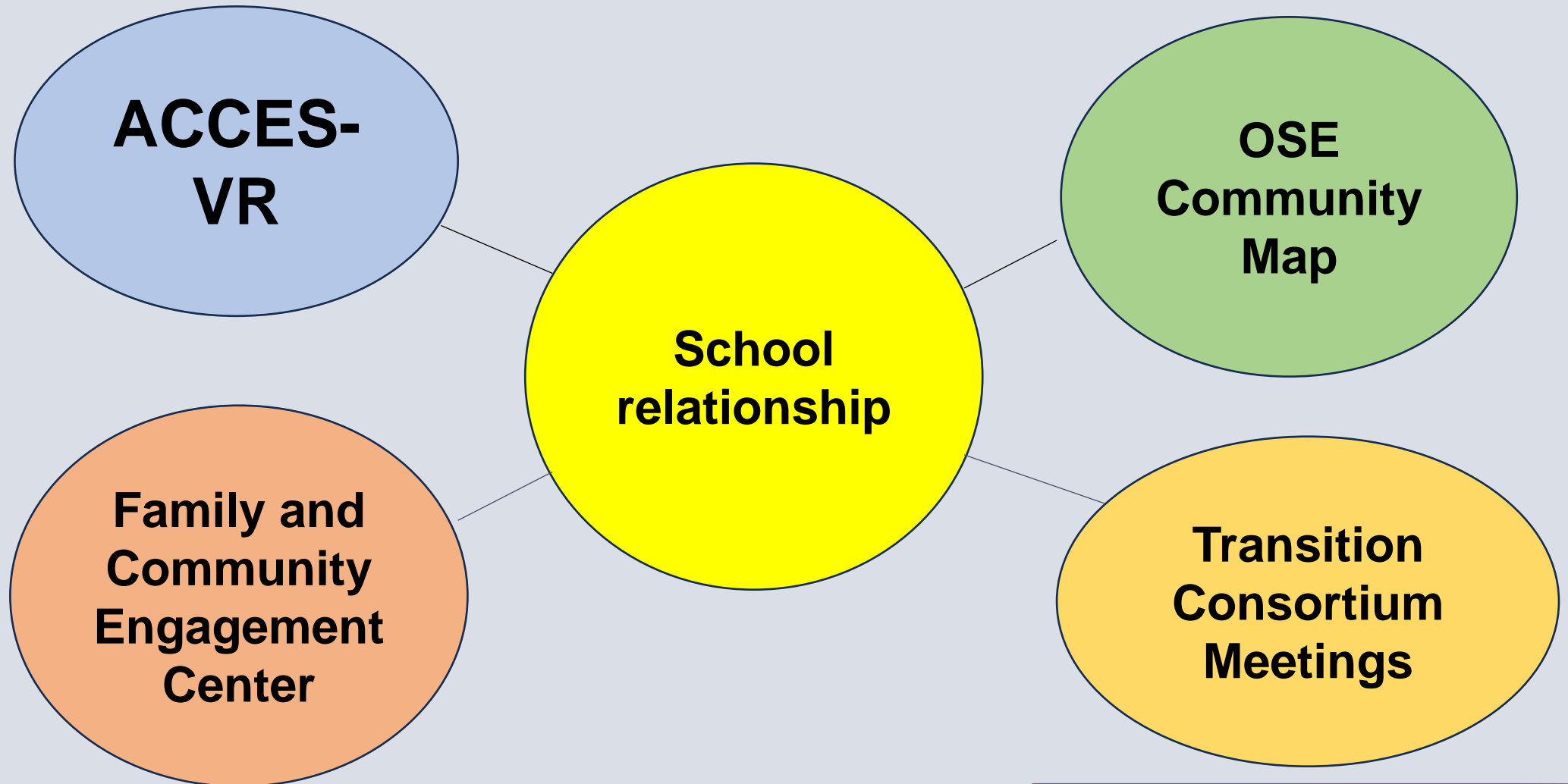
**Be sure your application form contains the following:**

- **Student name, age, social security number, address, email, phone number**
- **A release of information form for permitting communication with vendor, VR Staff, and the referral agency**
- **Is signed by the parent (or student, age 18 or older)**

**Your referral packet should include the application, release form, and:**

- **Documentation of disability (letter from medical provider, IEP, 504 plan, etc.)**
- **Proof of student status (current IEP/504, report card, letter from school)**

# How Can I develop a Relationship with a School to Get SWDs Identified?



# What can PE Pre-ETS service delivery look like?

- Virtual
- Weekends, evenings, school holiday breaks, summers
- Groups (as long as it's individualized)
- At the school during a free period



Vendors should coordinate with schools, families and students to determine availability.

# With PE, the sky is the limit:

- OSEA merger
  - Pre-ETS statewide implementation team
  - Pre-ETS on the IEP
- Schools will need to develop relationships with Vendors



We have around 800 schools in the state who are not currently connected with a PE vendor.

If you'd like to be connected to a school, contact your local SVRC TAYS.

# The Role of the SVRC TAYS in Coordinating PE Services



**The SVRC TAYS is your primary point of contact within ACCES-VR for PE services.**



**The SVRC TAYS will review each referral for PE services and may have questions or concerns to be addressed prior to authorization**



**If you would like to modify your curriculum for a special event you need to communicate with your SVRC TAYS and submit the curriculum in advance for approval.**



**The SVRC TAYS reviews and rates reports**



# Your SVRC TAYS can help !!!



**Assisting multiple vendors in navigating relationships with schools in the same geographic region**



**If you are having difficulty connecting with schools for outreach**



**Contact your SVRC TAYS if you would like to know whether a specific activity constitutes Pre-ETS.**

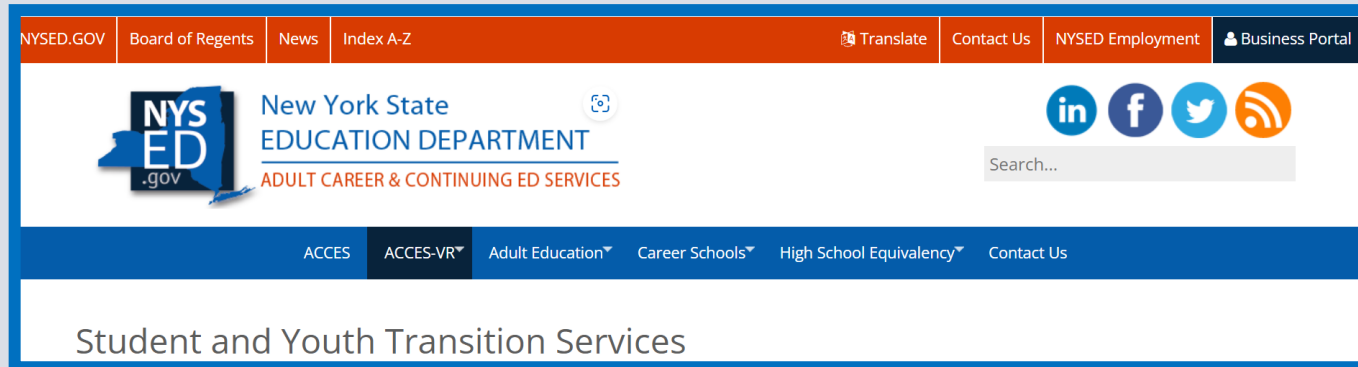


**Developing a coordinated process to refer PE students to ACCES-VR**

# How to contact SVRC TAYS in your region?



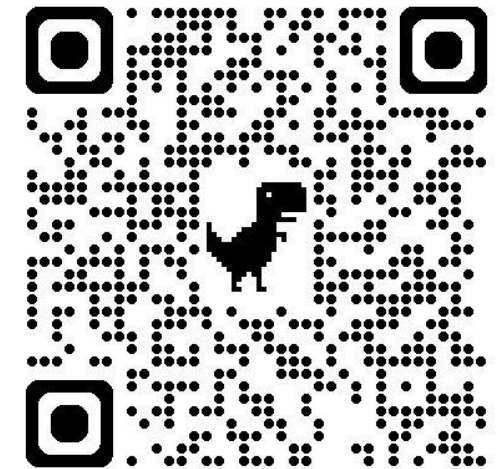
[Adult Career and Continuing Education Services | NYS Education Department](#)



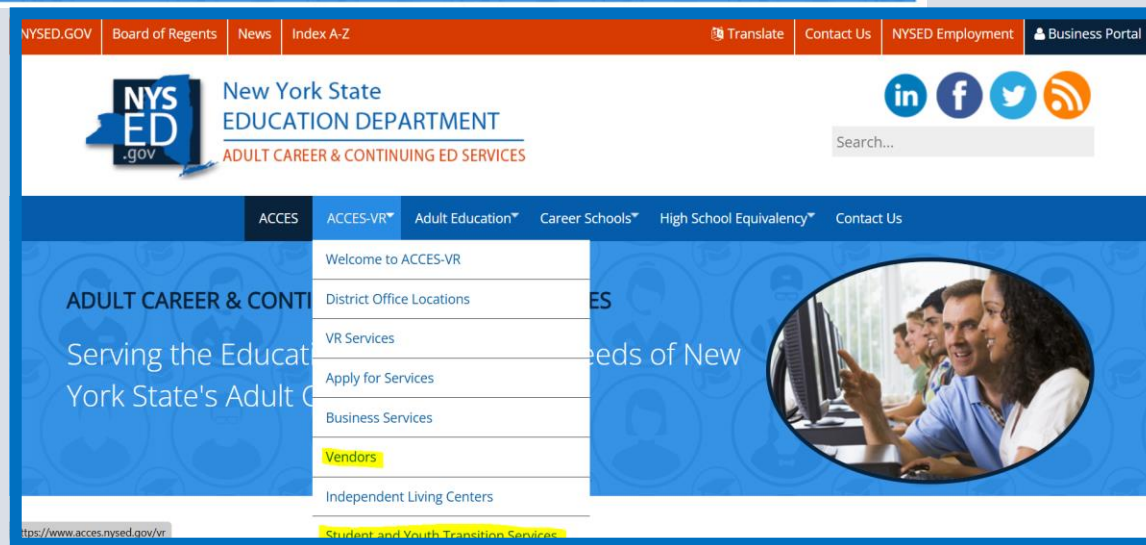
[Student and Youth Transition Services | Adult Career and Continuing Education Services | NYS Education Department](#)

## Student and Youth Transition Services Statewide Team

Name	Title	Office	Email	Phone
------	-------	--------	-------	-------



# Resources



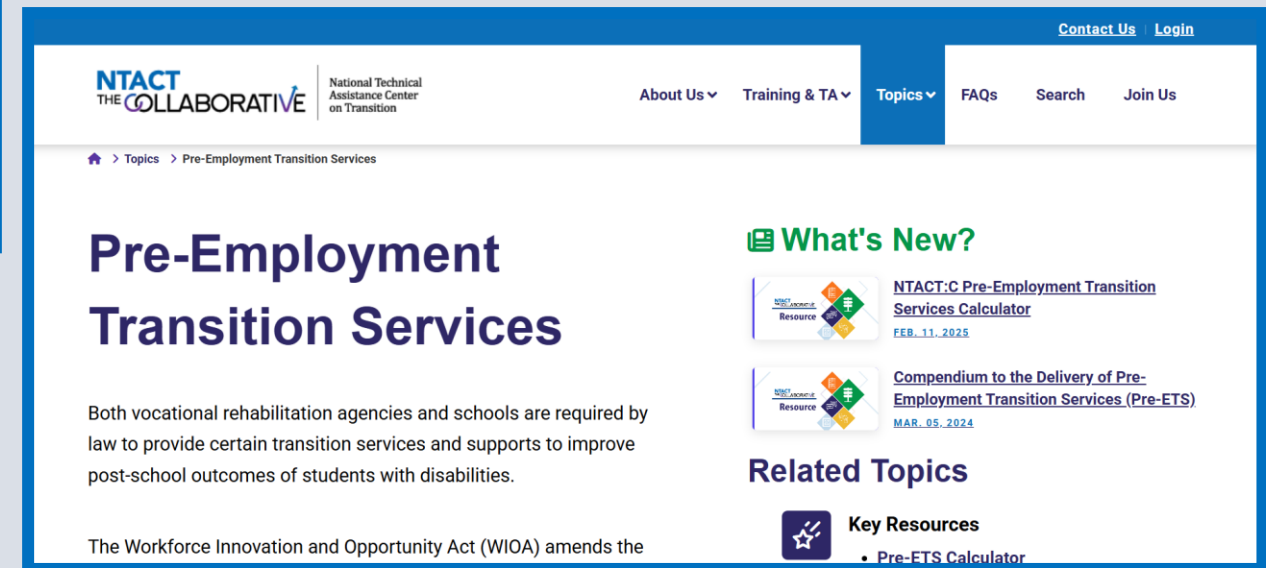
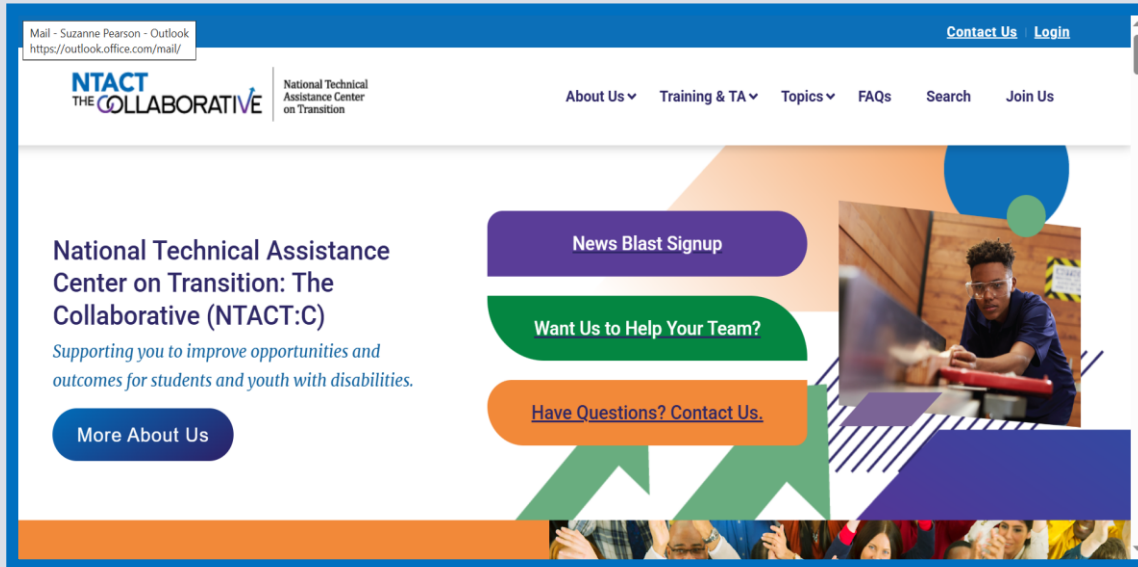
## Core Rehabilitation Services Program Guide 2024 – 2028

© ACCES-VR  
The New York State Education Department  
89 Washington Avenue, EBA 580  
Albany, NY 12234

1

Rev. 2/13/2024

# Resources (continued)



[NTACT:C | National Technical Assistance Center on Transition](#)



# Pathway Flyer

## Attention High School Students and Parents!

The New York State Education Department ACCES-VR has two (2) pathways for students with disabilities (ages 14-23) to obtain services.

ACCES-VR offers **Pre-Employment Transition Services (Pre-ETS)** that will help students develop a better understanding of their career goals, strengths, interests, and abilities. They are designed for younger students, are very easy to access and do not require an application to ACCES-VR.

Alternatively, ACCES-VR can provide additional services to assist in the transition period of getting ready to leave high school. These [transition services](#) (which include Pre-ETS) are geared for older students closer to exiting high school (within two years) and will require students to submit an application to ACCES-VR.

	Path 1	Path 2
<b>**Recommended for who?</b>	Recommended for <b>younger</b> students who have more than two years of high school left ( <b>age 14 and older.</b> )	Recommended for <b>older</b> students within two years of high school completion ( <b>age 14 and older.</b> )
<b>What services are available under this pathway?</b>	<p><a href="#">Pre-Employment Transition Services</a> geared towards younger students:</p> <ul style="list-style-type: none"> <li>• Self-advocacy skills training</li> <li>• Job exploration counseling</li> <li>• Post-secondary options counseling</li> <li>• Workplace Readiness Training (to develop social skills and independent living)</li> <li>• Work-based Learning Experiences which include paid internships with job mentoring.</li> </ul>	<p>The full scope of <a href="#">vocational rehabilitation services</a> that are geared towards older students (and adults) who need less exploration services and more transition assistance:</p> <ul style="list-style-type: none"> <li>• Includes all Pre-ETS from Path 1</li> <li>• Career Counseling</li> <li>• Job Placement assistance</li> <li>• Supported Employment</li> <li>• College assistance</li> <li>• Job Training</li> <li>• Customized Employment</li> <li>• And more</li> </ul>
<b>What can I expect from these services?</b>	<p>Service options are customized to meet each student's needs and career goals.</p> <p>Local providers are available to meet in person, at your school or virtually.</p> <p>Services are typically provided in a group or classroom setting but can be individualized upon request.</p>	<p>Service options are customized to meet each student's needs and career goals.</p> <p>Local providers are available to meet you at your school, in the community or virtually.</p>

<b>How can I get these services?</b>	<p>It's very easy and there is no need to submit an application to ACCES-VR.</p> <p>The Pre-ETS provider for your school is:</p> <p>Give them a call or email and let them know you'd like to receive Pre-ETS. They'll get some basic information from you and let you know when you can start. It's that easy !!!</p> <p>You can also contact your school's ACCES-VR Transition and Youth Services Counselor for more information:</p>	<p>You will need to submit an application and be determined eligible for ACCES-VR services.</p> <p>You can ask your school's transition coordinator for one, you can call your <a href="#">local ACCES-VR office</a> to attend an orientation, or, you can access the application <a href="#">on line here</a>.</p> <p>In order to expedite this process, please be sure to include your school records (psychological, IEP, 504, medical forms, etc.)</p>
<b>What happens after the student successfully completes the services?</b>	<p>Upon completing the Pre-ETS through Path 1, the student can apply to ACCES-VR to get further assistance or, they can choose not to.</p>	<p>Successful completion of the individualized VR program (which generally spans months/years) leads to employment and the start of a career!</p>

## Can I have it all???

You sure can!!! The ideal pathway would be for a younger student to start off by receiving Pre-ETS through Path 1 early in their high school enrollment. Upon completion of Pre-ETS through Path 1 and when they are within two years of exiting high school, their Pre-ETS provider will help them submit an application for VR services.

For more information, please contact your local ACCES-VR office's [Senior VR Counselor Transition and Youth Services](#)

\*\*\* This is just a recommendation. Students as young as 14 years old can apply for VR services, and, high school students who have not yet reached their 23<sup>rd</sup> birthday can receive services through the Potentially Eligible pathway.





# Pre-ETS Brochure

## Pre-Employment Transition Services

### Pre-ETS



### *Criteria for participation in Pre-Employment Transition Services (Pre-ETS):*

- Student with a documented disability, AND
- Is enrolled in a secondary, post-secondary, or other recognized educational program, AND
- Is not younger than 14 years of age, AND
- Is not older than 22 years of age when enrolled in **secondary** education, OR, **post-secondary** education

## Who We Are

### About Us

Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR) starts with the presumption that all individuals with disabilities can benefit from vocational rehabilitation services and should have opportunities to work in competitive integrated jobs within their communities.

Vocational Rehabilitation Counselors guide and support each individual to assist the individual in reaching their employment goal.

### Contact Us

For more information call your local ACCES VR office or dial:  
**1-800-222-5627**



<http://www.acces.nysed.gov/vr/district offices>



The University of the State of  
NY The State Education  
Department Adult Career and  
Continuing Education Services  
Vocational Rehabilitation  
89 Washington Avenue  
Albany NY 12234



PRE-ETS	Job Exploration Counseling
	Work Based Learning Experiences
	Post-secondary Options Counseling
	Workplace Readiness Training to Develop Social Skills and Independent Living
	Instruction in Self-Advocacy

<https://www.acces.nysed.gov/sites/acces/files/vr/pe-vs-vr-flyer.pdf>

# Q and A



**Thank  
You**

