



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES - Vocational Rehabilitation
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Dear School Administrator:

The start of the school season is upon us, and ACCES-VR looks forward to working with you and your students. As we work collaboratively to support your students' transition from school to work, we are sharing the below information about ACCES-VR services.

- **ACCES-VR Orientation:** ACCES-VR can provide in-person orientation at your school, or at the local district office; Students can call to register to attend an orientation at one of our offices. We also have four videos available online at <http://www.acces.nysed.gov/vr>

- **Overview of ACCES-VR Services: Your Journey to Employment Begins Today**
 - **How to Apply for ACCES-VR Services**
 - **Do You Want a Job that Requires a College Degree?**
 - **Student Video**

Orientations, both in-person and recordings, are for everyone interested in receiving services or learning more about ACCES-VR to determine if vocational services are something they would be interested in participating in. These presentations provide an overview of ACCES-VR services, students' rights, and responsibilities, and are designed to help students and families make an informed decision about applying to ACCES-VR.

- **Applying for ACCES-VR Services:** Assisting a student and their family in completing the ACCES-VR application will help to avoid delays in the determination of eligibility and receipt of services. This includes making sure that:

- Applications are submitted early in the school year.
 - The ACCES-VR application form is signed by the student as well as their legal guardian, if under 18 years old.
 - Documentation relevant to the student's disability (e.g., IEP, psychological assessment, 504 Plan, medical documentation), although not required for application to ACCES-VR, can be included with the application so that an eligibility determination can be made.

Note: Determining eligibility for ACCES-VR services may take up to 60 days from submission of the ACCES-VR application.

Applications for ACCES-VR services can be submitted in three ways:

1. Online at: <https://www.acces.nysed.gov/vr/applynow>
2. by mail or in person at an ACCES-VR District Office; or
3. by email at: accesvrapplications@nysed.gov.

- **ACCES-VR Services:**

- ***Pre-Employment Transition Services (Pre-ETS):*** ACCES-VR is designated to provide Pre-Employment Transition Services (Pre-ETS) to students with disabilities. Pre-ETS are designed to give high school students an early start to career exploration, exposure to the world of work and postsecondary education/training options prior to their exiting from school.

Referrals of students **before** their last year of school is encouraged as this will allow ACCES-VR counselors time to discuss and provide these service options. **Note:** Depending on the location and type of service, Pre-ETS may be provided remotely or in-person, based on the choice of the student and their family, and by ACCES-VR staff or contracted vendor staff.

- As a reminder, if a student is only interested in the five Pre-ETS, they may not need to submit an ACCES-VR application and can instead receive Pre-ETS via the Potentially Eligible pathway. They can instead receive services by going directly to an ACCES-VR vendor who is approved to provide Pre-ETS to the potentially eligible. For more information on accessing Pre-ETS through the potentially eligible pathway, please contact your ACCES-VR SVRC TAYS Counselor.
- **Vocational or Educational Training for Employment:** ACCES-VR provides vocational rehabilitation services that support the achievement of an employment goal. These services may include vocational training (career school) or educational training (BOCES or college). ACCES-VR financial support for training is considered when:
 - The student and the ACCES-VR counselor have agreed upon an employment goal that requires training, and
 - The student meets ACCES-VR's financial need criteria.
- **Placement Services and Supported Employment:** We can help your student to find a job.

ACCES-VR's District Office values the relationship established with your school. Together we will continue to support students' seamless transition from school to their future employment. If you have any questions, please contact your ACCES-VR liaison.

You can find a listing of all District Offices by scanning the following QR Code:



For more information and a listing of Transition and Youth Specialists from each office scan the following QR Code:

