**Pre- Employment Transition Services Program Tip Sheet**

Effective: 10/1/2015

Office of Vocational Rehabilitation (OVR) and Office of the Blind (OFB) have designated federal monies to provide pre-employment transition services for students age 14 - 21 with disabilities.

**Services:** Five Core Required Activities - Job Exploration counseling, work based learning experiences, counseling on opportunities for enrollment in comprehensive transition or post-secondary educational programs at institutions of higher education, work place readiness training, and instruction in self-advocacy.

**Criteria:** Youth, ages 14-21, have to be identified as having a disability. The eligibility process is based on the functional limitations of a person’s disability. If they happen to fall outside the Pre-ETS/Student with a disability criteria, then OVR may assist them in utilizing other funding sources.

**Process:** County offices will identify their committed youth 14-21 years old that have a disability and enter the following information on the referral.

* SSN, Name, DOB of the Child
* Referral Source – SSW name & contact info.
* Referral Date
* Reported Impairment – drop down box (if known)
* Current Address & Phone Number of the child’s placement
* Email of the caregiver (if available)
* Secondary Contact & Phone number (Foster Parent, case mgr., etc.)
* Check Box that child is a Foster Care Youth
* Grade & School child is attending & Expected Graduation Date
* **The Ongoing SSW should be listed as the initial point of contact for communication with the OVR/OFB.**
* Remember to sign the Applicant Statement as the legal guardian for the child.
* Referrals are to be emailed to the OVR/OFB contact person according to the county they will be receiving services in (see attached contact list or visit [www.ovr.ky.gov](http://www.ovr.ky.gov) ).
* Once referrals are received OVR/OFB will set up an appointment to meet with the student to complete their application and identify needed services.

Any questions or concerns please direct to the Out Of Home Care Branch at 502-564-2147.