

Title:	Vocational Rehabilitation Application and Intake
Policy #:	80-VR-01
Subsequent Sections of the VR Procedure Manual (80-VR-00)	Application and Intake
Legal Reference:	R.C. 3304.15, 3304.16; Ohio Adm.Code 3304-2-51, 3304-2-54; 34 C.F.R. 361.5, 361.41, 361.42, 361.57
Date:	May 04, 2026
Approved:	Kevin L. Miller, Director 
Origin:	Bureau of Vocational Rehabilitation (BVR) and Bureau of Services for the Visually Impaired (BSVI)
Supersedes:	80-VR-01 (04/14/25)
History:	80-VR-01 (09/13/21, 07/29/19, 02/27/17, 07/01/15, 04/02/12), VRP-0920 (12/31/06), Any other document dated prior to this policy which provides guidance for application or intake (e.g., CS-0930 Structured Initial Interview [12/31/06]).
Review/Implementation	Begin Review – 10/04/27 Implement Revisions By – 01/03/28

I. AUTHORITY

This policy, and if necessary subsequent procedures, are issued in compliance with Ohio Revised Code (R.C.) 3304.15 and 3304.16 which establishes the power and authority of the Opportunities for Ohioans with Disabilities (OOD) and its Executive Director to develop all necessary rules, policy, and procedure in furtherance of its statutory duties.

II. PURPOSE

The purpose of this policy is to establish guidelines for receiving applications for vocational rehabilitation (VR) services and for completion of the intake process in accordance with appropriate federal (e.g., Code of Federal Regulations [C.F.R.]) and state law (i.e., Ohio Revised Code [R.C.], Ohio Administrative Code [Ohio Adm.Code]), Governor directives and executive orders, other governing agency (e.g., DAS, OBM) policy or guidance, and/or the Director expectations.

III. APPLICABILITY

This policy applies to all VR Staff and VR Contractors.

IV. DEFINITIONS

Refer to [“Vocational Rehabilitation Definitions”](#) (80-VR-99.A).

V. POLICY

A. General

1. All OOD policies, the VR Procedure Manual (80-VR-00), and all associated attachments can be found by accessing the [“Policies”](#) webpage and searching for the policy/associated attachment name or number. A link for the [“VR Procedure Manual”](#) (80-VR-00) is on the webpage above the “Search” field.
2. Refer to [“Standard Expectations and Funding Information for Vocational Rehabilitation Policies” policy \(80-VR-98\)](#) and the [“VR Procedure Manual”](#) (80-VR-00) for related guidance on general expectations related to all VR policies and the manual.
3. If the application received is for the Independent Living Older Blind Program (ILOB), the application shall be forwarded, via email, to ILProgram@ood.ohio.gov
4. If the application received is for the Personal Care Assistance (PCA) Program, the application shall be forwarded, via email, to PCA@ood.ohio.gov.
5. All necessary documentation requiring a signature shall be completed with an acceptable signature.
 - a. An acceptable signature includes:
 - i. a wet signature; or
 - ii. an electronic signature (e.g., AWARESign, computer touch screen [Adobe]).
 - a) A typed signature is only allowable when using AWARESign.
 - b) AWARESign may be used for all OOD forms requiring a signature.
 - iii. In the rare circumstance that there is a disability related reason why an individual, and if applicable their parent or legal guardian, are unable to provide a wet signature or electronic signature on the [“Participant Information/Application for Vocational Rehabilitation \(VR\) Services”](#) (80-VR-01.A) or the “Vocational Rehabilitation (VR) Intake Packet” (80-VR-01.G), they may provide a verbal signature after all viable options have been exhausted (e.g., AWARESign, in-person meeting) in order to proceed with the intake process.
 - a) The inability to sign the application and/or the intake packet shall be based on an individual’s disability, rather than on a determination of which method is easiest.
 - 1) Signatures shall be obtained on the “Participant Information/Application for Vocational Rehabilitation (VR) Services” (80-VR-01.A) and/or the “Vocational Rehabilitation (VR) Intake Packet” (80-VR-01.G) prior to VR Staff or VR Contractor obtaining or disclosing any confidential personal information or personally identifiable information, and no later than the completion of the “Individualized Plan for Employment (IPE).
 - b) VR Staff or Contractor is prohibited from signing the application on behalf of an individual, and if applicable, their parent or legal guardian.



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- iv. The typing of an individual's name and if applicable, their parent or legal guardian's name, in the signature areas does **not** meet the requirements of an acceptable signature.
6. If at any time an individual, and/or, if applicable, their parent or legal guardian, decides they do not wish to apply for VR services; information and referral to other community services agencies shall be provided as appropriate. Refer to the ["Vocational Rehabilitation Services"](#) policy (80-VR-11) and the "Information and Referral" section of the VR Procedure Manual (80-VR-00) for additional guidance and direction.
7. If an individual and/or, if applicable, their parent or legal guardian, requires an interpreter to participate in an intake appointment, prior to the completion of a ["Participant Information/ Application for Vocational Rehabilitation Services"](#) (80-VR-01.A). Refer to the "Interpreter, Reader and Personal Assistance Services (PAS)" section of the ["VR Procedure Manual" \(80-VR-00\)](#) for direction.

B. Expressing Interest in VR Services

1. Once interest in VR services is expressed, the application and intake process shall begin. Interest may be expressed by an individual, or someone on their behalf, through a referral, email, US mail, phone call, the portal, or in-person.
2. After interest is expressed, a search in the AWARE Referral Module and Participant Module shall occur to determine if the individual has an open referral or case. Refer to the "Application and Intake" section of the "VR Procedure Manual" (80-VR-00) for direction.

C. Initial Contact and Scheduling the Intake Appointment

1. An initial contact shall be made to the individual and/or, if applicable, their parent or legal guardian to determine if the individual is at the correct front door.
 - a. The application and intake process may include more than one (1) appointment, the first appointment is typically the intake appointment.
 - b. If, after the initial contact, the individual wants to proceed with VR services, an intake appointment shall be scheduled.
 - c. If, after the initial contact, the individual does not want to proceed with VR services, the referral shall be closed and information about how to re-apply shall be provided to the individual and/or, if applicable, their parent or legal guardian.

D. Failure to Attend the Intake Appointment

1. If an individual fails to attend their intake appointment, a follow-up call shall be made in an effort to complete the intake or reschedule.
 - a. Any need to cancel or reschedule an appointment shall be documented in AWARE.

E. Completing the Intake Process

1. During the intake appointment, the items listed in the “Application and Intake” section of the “VR Procedure Manual” (80-VR-00) shall be reviewed, completed, and signed, as required.
 - a. As a part of the intake process, copies of all signed OOD forms may be provided to the individual and, if applicable, their parent or legal guardian.
 - b. Community resources that pertain to the individual’s needs shall be provided, as appropriate.

F. Post Intake

1. VR Staff: Once the intake is complete, and documentation has been entered into AWARE, the case may be assigned as outlined in the “Application and Intake” section of the “VR Procedure Manual” (80-VR-00).

FORMS AND ATTACHMENTS

- 80-VR-01.A Participant Information/Application for Vocational Rehabilitation Services
- 80-VR-01.B Vocational Rehabilitation Program Overview
- ~~80-VR-01.C Participant Acknowledgement~~ RESCINDED 05-04-26
- 80-VR-01.D Applicant and Eligible Individual Rights
- 80-VR-01.F Rights of a Person with a Developmental Disability
- 80-VR-01.G. VR Intake Packet

RESOURCES

- AWARE Manual
- 80-VR-99.A Vocational Rehabilitation Definitions
- 80-VR-00 VR Procedure Manual, various sections
- 80-VR-98 Standard Expectations and Funding Information for Vocational Rehabilitation Policies and the VR Procedure Manual
- 50-LR-15 Discipline Policy, 50-LR-15.A Discipline Grid

FUNDING

Refer to “Standard Expectations and Funding Information for Vocational Rehabilitation Policies and Procedures” (80-VR-98) for Information on OOD’s federal grant funding amounts and percentages awarded by the U.S. Department of Education (DOE) or the U.S. Department of Health and Human Services (HHS).

REVIEW

It is the responsibility of the Deputy Director, or designee, to review this procedure, on or before, the date listed in the header and if applicable, make any necessary revisions. The Deputy Director or designee shall document the review as required in “Policy and Procedure Process” (10-ADM-01).

REVISION HISTORY

OOD added this section beginning on April 6, 2026 to document changes which may or may not have required an acknowledgement to being completed.



Date	Description	Acknowledgement Yes or No
04/06/26	Policy, procedure, or form in effect as of this date (effective dates vary).	N/A
05/04/26	Updated for revisions made in the "Application and Intake" section of the "VR Procedure Manual" (80-VR-00).	Yes