

Step 1: Applying for VR services

Any person with a disability may apply for **DVR** or **DVS** services. To contact the office nearest to you, telephone our toll-free hotline at 800-487-4042, or telephone the **DRS** State Office toll free at 800-845-8476. Spanish speaking individuals may call 800-523-1565. You may also visit DRS Online at www.okdrs.gov or consult the state government pages in the local telephone book. Tribal members may also apply with their tribal **VR** program. See page 17 for more information.

The staff will arrange for you to make an application and meet with a vocational rehabilitation counselor so you can provide the information needed for DVR/DVS to determine if you are **eligible** for services. You can speed up the application process by bringing current medical, psychological and educational records or other information about your disability with you to the appointment.

During the first interview, the counselor will explain the rehabilitation process and gather information about you.

You may also register to vote or change your voter registration information when applying for or receiving services from a DVR/DVS office.

Step 2: Evaluating your disability

DVR/DVS must evaluate your disability to find out if you are eligible. You may be asked to help get medical or other records. If additional tests are needed, DVR/DVS will pay for the tests required to determine your eligibility. The purposes of the evaluation are to gather diagnostic information and explore your background, abilities, disability-related barriers to employment and rehabilitation needs.

All information is confidential and will be used only for vocational rehabilitation, unless you have signed a release form giving written consent, or in situations where the law requires DVR/DVS to release the information.

Step 3: Determining your eligibility

DVR/DVS has 60 days from the time you apply to determine whether or not you are eligible for services unless you and your counselor agree to a specific extension.