

**Department for the Blind and Vision Impaired
Services Delivery**

**Policy and Procedures Directive
DS-PPD-12-01
10 January 2012**

TO: Program Directors/Regional Managers/Vocational Rehabilitation Counselors/Administrative Staff

FROM: Susan Davis Payne, Vocational Rehabilitation Director

RE: **Revisions to the Vocational Rehabilitation Application for Services – Placed on the DBVI Internet**

Two items have been added to the Vocational Rehabilitation Application for services in order to ensure that applicants fully understand that they may request materials in alternative formats; and that services are provided and coordinated by a qualified Vocational Rehabilitation Counselor as identified in changes to the Commission on Rehabilitation Counseling Certification Code of Ethics. These items are on the first page of the application above the signature line and include:

- I have been informed that materials in alternative formats are available upon request.
- I understand that a qualified VR Counselor who meets the education standards established by the Commission on Rehabilitation Counselor Certification will provide and coordinate my VR services.

The revised **Vocational Rehabilitation Application for Services** will be available on the DBVI Internet.

Enclosures

Copies: Raymond E. Hopkins
Bob Burton
Susan Davis Payne