

Plain Language Summary of Partnering with the Division of Vocational Rehabilitation (DVR) to Create an Individualized Plan for Employment (IPE)

This summary is about DVR in Colorado. You can get more information from “Partnering with the Division of Vocational Rehabilitation (DVR) to Create and Individualized Plan for Employment (IPE)” or by contacting PEAK Parent Center, or DVR. If you are not in Colorado, check with your state or local vocational rehabilitation office.

What is the Division of Vocational Rehabilitation (DVR)?

The Division of Vocational Rehabilitation (DVR) is a state government agency. If you are eligible, **DVR can help you find a job, keep your job, or get a better job.**

Who does DVR work with?

DVR works with people with disabilities when they determine these 3 things:

1. You have a disability such as a physical, mental, or learning disability. You must be able to get something in writing showing your disability from a source that is accepted by DVR.

and

2. Your disability creates problems with you getting or keeping a job.
- and**
3. You need DVR services to work successfully.

You must apply and be found eligible. DVR can take up to 60 days to determine if you are eligible after you turn in your signed application. You might be put on a waitlist for services.

You will be eligible to work with DVR if are already eligible for Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) and plan to work.

When should I apply for DVR services?

Apply for DVR services before you leave high school if you can. If you are out of high school, you can still apply.

How can I find my DVR partner or DVR office?

Ask your teacher or transition advisor if someone from DVR works with students at your school.

A [Map of DVR Offices](#) is available on the DVR website.

You can fill out an [DVR Interest & Referral Form](#) on the DVR website

What is an Individualized Plan for Employment (IPE)?

An **Individualized Plan for Employment** or **IPE** is a plan to achieve your work goal. The IPE is an agreement between you and DVR.

What does the IPE include?

An IPE outlines:

- the **specific services** that are necessary and appropriate to reach your job goal,
- the **expected timeline** to begin and end services,
- **who will provide services**,
- **how to measure progress** toward your job goal, and
- a description of everyone's **responsibilities**.

Who pays for DVR services?

Some DVR services are free. For others, you might have to pay, contribute, or look for other funding first. You can find out more from your DVR partner.

Can I choose the goods and services I want?

You must choose from the goods and services that are available through DVR. DVR provides goods and services that are **necessary, appropriate, and the least possible cost**.

DVR follows a Policy and Fee Schedule. If you select something that costs more than what DVR can pay, you will have to pay the extra cost.

Who will provide my goods and services?

You will work with DVR or one of DVR's partners.

Who decides what goes in my IPE?

Informed choice is important when you work with DVR. DVR should give you information about your options, and you should be participating in decisions. You cannot choose whatever you want. You must work with what is available through DVR and follow DVR's requirements.

What if I don't know what I want to do?

DVR can help you learn about careers. You can also do research on your own and talk to people you know about their career paths. Also ask your school if they can help.

One program available while you are in high school is called **Pre-Employment Transition Services (Pre-ETS)**. Pre-ETS do not require an eligibility determination or an IPE. For more information on Pre-ETS, ask your school or DVR partner. The Colorado DVR website has more information on [Youth Services](#), including Pre-ETS.

How long does the IPE last?

After you and your DVR partner agree that your job outcome is satisfactory and you are performing well, your DVR case will be closed. Even after your case is closed, you can apply again if you need additional services to keep your job.

DVR does not provide long-term job support. If you are eligible, your Community Centered Board (CCB) may be able to provide long-term job support.

What if I want to change my IPE?

You can review your IPE at any time and ask for changes. There are also set times when your IPE must be reviewed or changed. Your DVR partner can tell you more.

Can families help with the IPE process?

Your IPE is an agreement between you and DVR. You are responsible for your part of the agreement. You will be the one working with DVR. Your family's help along the way can help you achieve your goal.

What if I have questions about my rights related to my IPE?

The Client Assistance Program (CAP) at [Disability Law Colorado](#) helps people with issues they have with DVR.

Where can I learn more?

- You can find more information about the DVR process in the [Colorado DVR Services Handbook](#).
- The PACER Center created an [informational video about the IPE](#) that is not specific to Colorado.

If you have any questions related to this guide or about transition from high school, please contact an advisor at PEAK Parent Center at parentadvisor@peakparent.org.

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