



SPIRIT LAKE
VOCATIONAL REHABILITATION PROJECT
SPIRIT LAKE TRIBE
P.O. Box 519
Ft. Totten, ND 58335



TO: PROSPECTIVE CLIENTS

FROM: SPIRIT LAKE VOCATIONAL REHABILITATION PROJECT

You have been referred to Vocational Rehabilitation for possible rehabilitation assistance. Upon completion of formal application for services, a decision will be made concerning your eligibility for Vocational Rehabilitation services. In order for us to make such a decision, it may be necessary for us to obtain various diagnostic evaluations and reports about your disability. If requested by this agency, Vocational Rehabilitation will pay for such evaluations and reports.

During the initial work-up on your case, no other services will be paid for by Vocational Rehabilitation except those deemed necessary to arrive at a decision on your eligibility for services. Until a decision is made or you receive a written authorization from Vocational Rehabilitation, you will continue to be responsible for counseling or therapy sessions, wheelchairs, hearing aids, medical or psychological evaluations, etc. Under no circumstances are you to inform any vendor that Vocational Rehabilitation is paying for a particular service!

If found eligible for Vocational Rehabilitation services, you and the counselor will then develop an Individualized Employment Plan (IEP). This plan will indicate the services being provided, when they begin and end, and who is paying for the service(s). This plan must be signed by you and your counselor prior to payment for services.

Until this is done, the client remains responsible for all costs relating to their rehabilitation. Services not included in the IEP will not be paid for by Vocational Rehabilitation. All services must be approved by the client's Vocational Rehabilitation counselor prior to the service taking place. If prior approval is not given, Vocational Rehabilitation is not responsible for payment of the service.

Please sign below and return to your counselor.

SIGNATURE DATE

VR COUNSELOR DATE

WHITE: PROJECT
YELLOW: APPLICANT