



Opportunities for Ohioans with Disabilities

What are the steps to the referral process if an agency is making the referral to OOD for you?

Step 1 : Contact your school or SSA a tell them you would like to get a job through OOD and you would like help with your referral.

Step 2: You will be asked to sign a release for so the agency helping you is able to speak with OOD on your behalf.

Step 3: The agency will help you to complete an application. You will need to sign the application if you are over 18 years of age and your own guardian. If you are have a guardian, they will need to sign the application as well. The agency will help you to submit your application to OOD.

Step 4: The agency will help you to gather the following information for eligibility:

- IEP
- Social Security Card
- Psychological Records
- License
- Evaluation Team Report (ETR)
- Medical Records
- Vision / Hearing Evaluations (if relate to your disability)

Step 6: A Vocational Rehabilitation Councilor or Caseload Assistant will contact you shortly to arrange a face to face meeting to sign paperwork and go over the eligibility process. OOD attempts to complete the eligibility process within 30 days of your initial meeting. You can help by providing up to date information as well as attending all scheduled meetings.

Step 7: You will be contacted about eligibility and if are found eligible, you will be assigned a Vocational Rehabilitation Counselor. Your Counselor will set up a meeting with you to discuss the way OOD services work and how to begin your creating your plan.

****You are allowed to bring anyone you would like to these meetings to assist you with paperwork and the decision making process.**