

What are the steps to the referral process if you are making the referral to OOD for yourself?

Step 1 : Go to <http://www.ood.ohio.gov/> and click on the OOD Works button.

Step 2: At this point, you can explore what Vocational Rehabilitation (VR) services has to offer and then take an on-line assessment to find out if VR services is for you.

Step 3: You will need to create an on-line account, profile, and complete the on-line application.

Step 4: Once you have submitted your application, you will need to gather documents you need to determine eligibility:

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

Step 5: There are links to forms that need to be completed at the first meeting for eligibility that can be downloaded and completed prior to your first meeting if you would like to make the process go faster.

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.**