TRANSITION: KEEPING TRACK OF YOUR PROGRESS
FROM DRS APPLICATION TO EMPLOYMENT

START

Step 1: Complete Application with DRS

Step 2: Provide documentation of disability

Step 3: Your counselor will inform you if you are eligible

Step 4: Have DRS conduct a vocational evaluation

Step 5: Identify your career goals and services

Step 6: Complete the financial status form

Step 7: Develop an individualized plan for employment (IPE)

Step 8: Participate in Career Awareness

Step 9: Obtain work experience

Step 10: Get a cool job with benefits!

FINISH

At every step of the process, you can contact your counselor, supervisor or the Client Assistance Program. See details on back.

DREAMS COME TRUE!
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The Department of Rehabilitation Services (DRS) is an agency that assists people with disabilities to prepare for, obtain and retain their jobs. The Transition: School-to-Work Program helps high school students with disabilities (who are eligible for vocational rehabilitation services) to prepare for employment and life after high school. This process should begin at 15½ years of age, but can begin at any time.

Step 1: Complete the Application with DRS:
- To obtain an application for DRS services, ask a teacher from your school or contact DRS at www.okdrs.gov or (800) 845-8476.
- Once the application is completed, be sure to sign (parents must sign if you are under the age of 18) and date the application and submit to the local DRS office.

Step 2: Provide Documentation of Disability
- Work with your school and parents on gathering up required documentation about your education and disability to submit with the application to the DRS Counselor.

Step 3: Your DRS Counselor will Inform You if You are Eligible. Timeframe: 60 days from receipt of application
- Once all information has been received and the DRS counselor has met with you and your family, they will determine if you are eligible for DRS services.
- Eligibility is based on the significance of your disability, the barriers it places on your ability to be employed, and your ability to benefit from DRS services.

Step 4: Have DRS conduct a vocational evaluation.
- Ask your DRS counselor to set up a time for you to receive a vocational evaluation to determine what interests and strengths you have to help you better decide on a career choice.
- DRS Staff can assist you with this at school or at one of the DRS Career Planning Centers.

Step 5: Identify Your Career Goals and Services.
- Talk with your family and teachers regarding your career goals and interests.
- Begin taking interest and career assessments through your school or on-line at home to determine your interests and strengths.
- Research careers to understand education or training required for each job.
- Discuss with the DRS Counselor about services that may help you reach your career goal.

Step 6: Complete the financial Status Form.
- To determine if you would be required to share in the cost of DRS services, your DRS Counselor may ask you and your family to submit household income information.

Step 7: Develop an Individualized Plan for Employment (IPE). Timeframe: 90 days from eligibility determination
- Now that you have a career goal in mind and services available to you, your DRS counselor will work with you and your family on developing the plan that will be followed to get you to employment.

Step 8: Participate in Career Awareness
- Continue to research careers and look for opportunities to job shadow, have a mentor and volunteer at your school and in the community.
- Get to know everything you can about your job interests, including training, pay levels, tasks required, job location, and room for advancement.

Step 9: Obtain Work Experience
- Ask about job training and work experiences offered at your high school and in your community.
- Consider getting part-time jobs after school, on weekends, or during the holidays to build your skills. Use this time to learn to be a good employee.

Step 10: Get a Cool Job with Benefits!
- When you accomplish all of the preparation necessary to get that great job, it is time to start that dream job and become independent.
- After having your job for 90 days, the DRS counselor will close your case.
- You can always contact DRS if other services are needed down the road.