

TRANSITION RESOURCE GUIDE FOR STUDENTS WITH DISABILITIES



Updated June 2018

Special thanks to the members of the Big Bend Transition Council serving Leon, Wakulla, and Gadsden counties. The Council worked collaboratively during the 2004/05 school year into the summer to create a working draft for use by agencies, educators, families, and other service providers, which was piloted during the 2005/06 school year. This Resource Guide has been updated each year, and will continue to be updated each year to ensure the accuracy of the information included. To obtain a copy of this document call 850-487-7160 for Leon County, 850-926-0065 for Wakulla County, and 850-627-9651 for Gadsden County.



Introduction to Big Bend Transition Resource Guide

Transitions are a part of life. We transition from pre-kindergarten to elementary school, elementary school to middle school, middle school to high school, and high school to postsecondary. This document describes transition services for students with disabilities ages 11-22 where the planning process has a specific focus on postsecondary options. Some services may be available to students under the age of 11, and a column has been added for Beyond Age 22. You can find specific age requirements for services in the guide.

Transition is the movement of a student from school to post-school activities in training, education, employment and independent living. Transition for students with disabilities is the process of getting ready to move from school to adult life. The process occurs over a period of several years and involves planning, goal-setting, instruction, services, and activities designed to make that move successful.

Transition Services are a coordinated set of activities that help students with disabilities successfully move from school to post-school activities. Transition services:

- Start with the future in mind
- Are based upon the student's goals and plans for life after high school
- Move the student from school to the real world
- Take student's likes, interests, abilities and needs into account

Transition is an exciting and challenging time for young adults and their families. Successful transition results from students, families, educators, community, and agency partners working closely together throughout the process. Transition is an on-going process.

The Resource Guide is the product of the Big Bend Transition Council. This interagency council serves Exceptional Student Education (ESE) students in Leon, Wakulla, and Gadsden Counties. The Council meets monthly to collaborate and address identified objectives in its action plan to make transition an easier process for our students and families.

A chart on pages 4-8 shows appropriate transition services arranged by age from 11 to 22 for students enrolled in ESE. Pages 9-21 gives more detailed information about the listed services in the chart. It is important to note that students may not be eligible for all services listed. The goal is to provide information to all transition stakeholders in order to have a seamless transition process for students in our school systems who are working toward a standard diploma.

The guide is designed to show the full range of services for a specific age. Items are repeated as appropriate for each age. The numbered items on pages 9-21 correspond to the listed items on pages 4-8.

The purpose of this guide is to enable the reader to understand what transition resources are available, and to take an active role in meeting the young adults' needs in transition. **Please note that when "parent" is designated in the Resource Guide, this also refers to guardians or surrogates.**

We would appreciate your ideas and suggestions. A Feedback Form is provided for this purpose on the back page. Feel free to use and/or copy any of these products, but please give reference to the Big Bend Transition Council.

The following is to be accessed as appropriate for each student

Age 11 & 12	Age 13
1- Agency for Persons with Disabilities (APD)	1- Agency for Persons with Disabilities (APD)
2- Special Olympics	2- Special Olympics
3- Challenger Sports Program	3- Challenger Sports Program
4- SportsAbility	4- SportsAbility
5- Transition Individual Educational Plan (TIEP)	5- Transition Individual Educational Plan (TIEP)
6- Self-determination Training	6- Self-determination Training
7- Access Text Enhancement Resources	7- Access Text Enhancement Resources
8- Mental Health Services	8- Mental Health Services
9- Assistive Technology	9- Assistive Technology
10-Supplemental Security Income (SSI)	10-Supplemental Security Income (SSI)
11-Children's Medical Services (CMS)	11-Children's Medical Services (CMS)
12-Brain & Spinal Cord Injury Program (BSCIP)	12-Brain & Spinal Cord Injury Program (BSCIP)
13-Center for Autism and Related Disabilities	13-Center for Autism and Related Disabilities
14-Florida Outreach Project for Deaf/Blind	14-Florida Outreach Project for Deaf/Blind
15-Epilepsy Association of the Big Bend	15-Epilepsy Association of the Big Bend
16-Interpreters for the Deaf/Hearing Impaired	16-Interpreters for the Deaf/Hearing Impaired
26-Division of Blind Services	17-NA
52-Miracle Sports	18-Career Readiness and Preparation
53-Family Network on Disabilities	19-FL Commission for Transportation Disadvantaged
	20-Transportation and Mobility Training
	21-Volunteer Centers, Natl. Service Opportunities
	26-Division of Blind Services
	52-Miracle Sports
	53-Family Network on Disabilities

The following is to be accessed as appropriate for each student

Age 16	Age 17
1- Agency for Persons with Disabilities (APD)	1- Agency for Persons with Disabilities (APD)
2- Special Olympics	2- Special Olympics
3- Challenger Sports Program	3- Challenger Sports Program
4- SportsAbility	4- SportsAbility
5- Transition Individual Educational Plan (TIEP)	5- Transition Individual Educational Plan (TIEP)
6- Self-determination Training	6- Self-determination Training
7- Access Text Enhancement Resources	7- Access Text Enhancement Resources
8- Mental Health Services	8- Mental Health Services
9- Assistive Technology	9- Assistive Technology
10-Supplemental Security Income (SSI)	10-Supplemental Security Income (SSI)
11-Children's Medical Services (CMS)	11-Children's Medical Services (CMS)
12-Brain & Spinal Cord Injury Program (BSCIP)	12-Brain & Spinal Cord Injury Program (BSCIP)
13-Center for Autism and Related Disabilities	13-Center for Autism and Related Disabilities
14-Florida Outreach Project for Deaf/Blind	14-Florida Outreach Project for Deaf/Blind
15-Epilepsy Association of the Big Bend	15-Epilepsy Association of the Big Bend
16-Interpreters for the Deaf/Hearing Impaired	16-Interpreters for the Deaf/Hearing Impaired
17- Widening Adult Vital Experiences (WAVE)	17- Widening Adult Vital Experiences (WAVE)
18-Career Readiness and Preparation	18-Career Readiness and Preparation
19-FL Commission for Transportation Disadvantaged	19-FL Commission for Transportation Disadvantaged
20-Transportation and Mobility Training	20-Transportation and Mobility Training
21-Volunteer Centers, Natl. Service Opportunities	21-Volunteer Centers, Natl. Service Opportunities
23-Diplomas	23-Diplomas
24-Ability 1 st	24-Ability 1 st
25-Scholarship Opportunities	25-Scholarship Opportunities
26-Division of Blind Services	26-Division of Blind Services
27-Career Source	27-Career Source
28-Cooperative Vocational Education	28-Cooperative Vocational Education
29-Youth Leadership Forum	29-Youth Leadership Forum
30-Natl. Alliance, Secondary Education &Transition	30-Natl. Alliance, Secondary Education &Transition
31-Work Incentives Planning and Assistance Program	31-Work Incentives Planning and Assistance Program
32-NA	32-NA
33-Dual Enrollment, TCC or Lively	33-Dual Enrollment, TCC or Lively
34-Division of Vocational Rehabilitation (VR)	34-Division of Vocational Rehabilitation (VR)
35-Job Corps	35-Job Corps
36-AmeriCorps	36-AmeriCorps
52-Miracle Sports	37-Goodwill Industries of the Big Bend
53-Family Network on Disabilities	38-Tallahassee Community College, Lively Tech
	39-Transfer of Rights – Age of Majority
	40-APD, Supported Living and Employment
	41-Colleges & Universities
	42-Adult and Community Education (ACE)
	52-Miracle Sports
	53-Family Network on Disabilities

The following is to be accessed as appropriate for each student

Age 18	Age 19
1- Agency for Persons with Disabilities (APD)	1- Agency for Persons with Disabilities (APD)
2- Special Olympics	2- Special Olympics
3- Challenger Sports Program	3- Challenger Sports Program
4- SportsAbility	4- SportsAbility
5- Transition Individual Educational Plan (TIEP)	5- Transition Individual Educational Plan (TIEP)
6- Self-determination Training	6- Self-determination Training
7- Access Text Enhancement Resources	7- Access Text Enhancement Resources
8- Mental Health Services	8- Mental Health Services
9- Assistive Technology	9- Assistive Technology
10-Supplemental Security Income (SSI)	10-Supplemental Security Income (SSI)
11-Children’s Medical Services (CMS)	11-Children’s Medical Services (CMS)
12-Brain & Spinal Cord Injury Program (BSCIP)	12-Brain & Spinal Cord Injury Program (BSCIP)
13-Center for Autism and Related Disabilities	13-Center for Autism and Related Disabilities
14-Florida Outreach Project for Deaf/Blind	14-Florida Outreach Project for Deaf/Blind
15-Epilepsy Association of the Big Bend	15-Epilepsy Association of the Big Bend
16-Interpreters for the Deaf/Hearing Impaired	16-Interpreters for the Deaf/Hearing Impaired
17- Widening Adult Vital Experiences (WAVE)	17- Widening Adult Vital Experiences (WAVE)
18-Career Readiness and Preparation	18-Career Readiness and Preparation
19-FL Commission for Transportation Disadvantaged	19-FL Commission for Transportation Disadvantaged
20-Transportation and Mobility Training	20-Transportation and Mobility Training
21-Volunteer Centers, Natl. Service Opportunities	21-Volunteer Centers, Natl. Service Opportunities
23-Diplomas	23-Diplomas
24-Ability 1 st	24-Ability 1 st
25-Scholarship Opportunities	25-Scholarship Opportunities
26-Division of Blind Services	26-Division of Blind Services
27-Career Source	27-Career Source
28-Cooperative Vocational Education	28-Cooperative Vocational Education
29-Youth Leadership Forum	29-Youth Leadership Forum
30-Natl. Alliance, Secondary Education &Transition	30-Natl. Alliance, Secondary Education &Transition
31-Work Incentives Planning and Assistance Program	31-Work Incentives Planning and Assistance Program
32-NA	32-NA
33-Dual Enrollment, TCC or Lively	33-Dual Enrollment, TCC or Lively
34-Division of Vocational Rehabilitation (VR)	34-Division of Vocational Rehabilitation (VR)
35-Job Corps	35-Job Corps
36-AmeriCorps	36-AmeriCorps
37-Goodwill Industries of the Big Bend	37-Goodwill Industries of the Big Bend
38-Tallahassee Community College, Lively Tech	38-Tallahassee Community College, Lively Tech
39-Transfer of Rights – Age of Majority	39-NA
40-APD, Supported Living and Employment	40-APD, Supported Living and Employment
41-Colleges & universities	41-Colleges & Universities
42-Adult and Community Education (ACE)	42-Adult and Community Education (ACE)
43-Medicaid	43-Medicaid
44-Need for Decision Making Assistance	44- Need for Decision Making Assistance
45-Advance Directives in Health Care	45-Advance Directives in Health Care
46-AKTION Club	46-AKTION Club
47-Alternate Programs for 18-21 Year Old Students	47-Alternate Programs for 18-21 Year Old Students
48-United Cerebral Palsy (UCP)	48-United Cerebral Palsy (UCP)
49-Leon Advocacy and Resource Center	49-Leon Advocacy and Resource Center
50-Florida Disabled Outdoors Association (FDOA)	50-Florida Disabled Outdoors Association (FDOA)
51-NA	51-NA
52-Miracle Sports 53-Family Network on Disabilities	52-Miracle Sports 53-Family Network on Disabilities
54- Capital Regional Behavioral Health Center	54-Capital Regional Behavioral Health Center

The following is to be accessed as appropriate for each student

Age 20, 21, 22	Beyond Age 22
1- Agency for Persons with Disabilities (APD)	1- Agency for Persons with Disabilities (APD)
2- Special Olympics	2- Special Olympics
3- Challenger Sports Program	3- Challenger Sports Program
4- SportsAbility	4- SportsAbility
5- Transition Individual Educational Plan (TIEP)	5- NA
6- Self-determination Training	6- Self-determination Training
7- Access Text Enhancement Resources	7- Access Text Enhancement Resources
8- Mental Health Services	8- Mental Health Services
9- Assistive Technology	9- Assistive Technology
10-Supplemental Security Income (SSI)	10-Supplemental Security Income (SSI)
11-Children’s Medical Services (CMS)	11-NA
12-Brain & Spinal Cord Injury Program (BSCIP)	12-Brain & Spinal Cord Injury Program (BSCIP)
13-Center for Autism and Related Disabilities	13-Center for Autism and Related Disabilities
14-Florida Outreach Project for Deaf/Blind	14-Florida Outreach Project for Deaf/Blind
15-Epilepsy Association of the Big Bend	15-Epilepsy Association of the Big Bend
16-Interpreters for the Deaf/Hearing Impaired	16-Interpreters for the Deaf/Hearing Impaired
17- Widening Adult Vital Experiences (WAVE)	17- Widening Adult Vital Experiences (WAVE)
18-Career Readiness and Preparation	18-NA
19-FL Commission for Transportation Disadvantaged	19-FL Commission for Transportation Disadvantaged
20-Transportation and Mobility Training	20-Transportation and Mobility Training
21-NA	21-NA
23-Diplomas	23-NA
24-Ability 1 st	24-Ability 1 st
25-Scholarship Opportunities	25-Scholarship Opportunities
26-Division of Blind Services	26-Division of Blind Services
27-Career Source	27-Career Source
28-Cooperative Vocational Education	28-NA
29-NA	29-NA
30-Natl. Alliance, Secondary Education &Transition	30-Natl. Alliance, Secondary Education &Transition
31-Work Incentives Planning and Assistance Program	31-Work Incentives Planning and Assistance Program
32-NA	32-NA
33-Dual Enrollment, TCC or Lively	33-NA
34-Division of Vocational Rehabilitation (VR)	34-Division of Vocational Rehabilitation (VR)
35-Job Corps	35-Job Corps
36-AmeriCorps	36-AmeriCorps
37-Goodwill Industries of the Big Bend	37-Goodwill Industries of the Big Bend
38-Tallahassee Community College, Lively Tech	38-Tallahassee Community College, Lively Tech
39-NA	39-NA
40-APD, Supported Living and Employment	40-APD, Supported Living and Employment
41-Colleges & Universities	41-Colleges & Universities
42-Adult and Community Education (ACE)	42-Adult and Community Education (ACE)
43-NA	43-NA
44- Need for Decision Making Assistance	44- Need for Decision Making Assistance
45-Advance Directives in Health Care	45-Advance Directives in Health Care
46-AKTION Club	46-AKTION Club
47-Alternate Programs for 18-21 Year Old Students	47-NA
48-United Cerebral Palsy (UCP)	48-United Cerebral Palsy (UCP)
49-Leon Advocacy And Resource Center (LARC)	49- Leon Advocacy And Resource Center (LARC)
50-Florida Disabled Outdoors Association (FDOA)	50-Florida Disabled Outdoors Association (FDOA)
51-NA	51-NA 52-Miracle Sports
52-Miracle Sports 53-Family Network on Disabilities	52-Miracle Sports 53-Family Network on Disabilities
54-Capital Regional Behavioral Health Center	54-Capital Regional Behavioral Health Center_

The numbered items below provide details to the services listed according to age on pages 4-8. To find the information on specific services listed, match the numbers. Note - When 'parent' is designated, it also denotes guardians and surrogates.

1-Agency for Persons with Disabilities (APD)

- Provides services to individuals with developmental disabilities as defined in Florida Statutes, Chapter 393.
- In order to be eligible for services, an individual must be a Florida resident and have a developmental disability which occurs prior to age 18. Disabilities served include Intellectual Disability, Autism, Spina Bifida, Cerebral Palsy, Prader-Willi syndrome, Down syndrome, Phelan-McDermid syndrome, or individuals between the ages of 3-5 at high risk for a developmental disability.
- As part of the application process, APD will request proof of a developmental disability diagnoses. If the individual has proof of eligibility that can be provided with the application, it will streamline the eligibility review process. Otherwise, APD will assist in obtaining the information. Documentation of a developmental disability may include, but is not limited to school records, testing, or medical records.
- Parents can apply when a child is age 3 years and older and should apply early because there is a waiting list. Parents can complete the Application for Services form available online at <http://apdcares.org/customers/application/> and forward it to the APD Northwest Region Office at 4030 Esplanade Way, Suite 280, Tallahassee, Florida 32399-2949; or call (850) 487-1992 or 1.866.APD.CARES. For additional information see the APD website at: <<http://apdcares.org>>
- APD supports persons with disabilities in living, learning and working in their communities. APD can provide an array of services based on need to assist individuals in living in their communities.
- If your child is on the APD waiting list or applying for services and in a crisis situation (homeless, a danger to self or others, or caregiver unable to give care), please contact the APD Region Office (850) 487-1992 to determine if a crisis application should be completed.
- It is important, even when you are on the waiting list, to contact the APD Support Coordinator if there are changes in your address or phone number(s).

2-Special Olympics

Provides year round sports training and athletic competition programs for persons with intellectual disabilities, ages 8 and up. Go to www.soft-leon.org for more information

- Contact school or district Special Olympics designee(s) for information: Leon 850-251-0121, Wakulla 850-926-0065, Gadsden 850-875-3207.
- Include this activity in the transition portion of the IEP under Independent Living.

3-Challenger Sports Program

Provides girls and boys with disabilities the opportunity to participate in a structured athletic program, regardless of their physical or intellectual abilities

- Participation may begin at age 5.
- Local programs are available in soccer, baseball, and swimming.
- Call 850-668-9428 for information, or go to website www.challengersports.com/.

4-SportsAbility is the premier event of the Florida Disabled Outdoors Association (FDOA). This multi-day event provides the opportunity for people of all ages and all abilities to try just about any sport imaginable at no charge. See website at www.fdoa.org/ or contact FDOA at 850-201-2944 or send email to info@fdoa.org.

- Provides opportunity for people of all abilities to try everything from sit water-skiing to horseback riding, martial arts and much more at no charge
- Includes a Resource Expo where you can learn the latest on programs, products, services and community resources
- Demonstrates activities designed to encourage participation regardless of age or ability level.
- Teaches value of recreation and active leisure for everyone, especially those with disabilities.
- Provides opportunity for people to network with other people with disabilities, resource providers and community organizations.
- Opportunity to learn about/play Miracle Sports on a rubberized surface field at Messer Park

5-Transition Individual Educational Plan (TIEP) requirements, best practices and resources- Information:

- An Individual Educational Plan (IEP) is a written plan that describes the individual learning needs of a student with disabilities and the ESE services, supports, aids, accommodations, and modifications that will be provided to that student.
- TIEP is the term used to describe the IEP developed for students age 14 and older. The TIEP helps prepare students for life after school.
- School districts use <https://www.floridashines.org/> to explore careers and postsecondary options.

IDEA 2004 Requirements:

- Parents and students need to attend the IEP conferences and share the student's strengths and interests.
- The TIEP must include the student's Course of Study and Measurable Postsecondary Goals based on Age Appropriate Transition Assessment. These are to be updated each year.
- Measurable Postsecondary Goals are in the areas of Education or Training, Employment, Career and Independent Living (as needed).
- For students who graduate or "age out," school districts shall provide the student with a summary of academic and functional performance and recommendations to assist the student in meeting postsecondary goals.
- Parents or adult students sign the Consent for Exchange of Information so agency representatives can be involved in the students' lives to provide services.
- Transition IEP Meeting Attendance permission form must be signed by parent or adult student for each IEP meeting before agency representatives can be invited to attend.
- Students must be involved in their educational decisions and actively participate in (lead discussions, provide input, etc.)their IEP meeting starting at age 14. If they are not in attendance, written input on their strengths, preferences and interests must be included.
- See separate sections on **Self-Determination** and **Transfer of Rights/Age of Majority**.

Florida Law:

- The IEP team identifies the student's transition services needs and discusses future postsecondary education/career goals and diploma options before the student turns 14. The student is invited to participate in the process.
- The IEP team needs to discuss transition issues beginning in middle or elementary school, if needed and encourage students to participate in the process.
- Parents and teachers encourage the student to participate in activities in and outside of the school such as sports, clubs, music, art, and community activities.
- District ESE staff share transition information with parents who utilize alternate schooling options: home school, charter school, McKay Scholarship, and the juvenile justice system.
- A transition portfolio is a collection of records that document a student's preferences, interests, strengths, and needs in the areas of career, leisure, living, and community options.

- Information from the transition portfolio needs to be utilized for transition assessment purposes during the IEP conference to document student interest in the above areas.
- Provide training and information to families in self-determination and TIEP process.

Resources:

- Obtain a free copy of the *Transition Planning for Students with Disabilities-A Guide for Families* from the Project 10 website: www.fldoe.org/core/fileparse.php/7690/urlt/0070170-transitionguide.rtf.
- Obtain a free copy of *Planning Ahead* from the Florida Developmental Disabilities Council by calling 850-488-4180.
- Obtain a free copy of *Transition-The Passage from Youth to Adulthood* from The Advocacy Center for Persons with Disabilities, 1-800-342-0823, www.advocacycenter.org.
- Florida Diagnostic and Learning Resources System (FDLRS) provides support to students with exceptionalities, their families, and school districts, www.paec.org/fdlrsweb/. Counties included in the FDLRS/Miccosukee service area are: Gadsden, Jefferson, Leon, Taylor, and Wakulla. 850-561-6547, <http://www.fdlrs.org/>
- Obtain a list of parent support groups by calling the FDLRS parent specialist at 850-561-6547.
- Obtain information on Family Care Councils through the Agency for Persons with Disabilities, 850-488-6500 or on their web site, www.fccflorida.org/.
- Obtain a parent information packet from FDLRS entitled, *Roadmap to Parent Information and Resources*. Call 850-487-2630 and specify the age of the child.
- Contact Project 10: Transition Education Network at the University of South Florida, St. Petersburg, to obtain information on resources, publications, and conferences for students, parents, teachers, and agencies. www.project10.info or 1-727-873-4661.
- **FYI Transition** is an interactive website through the Florida Center for Inclusive Communities at USF that provides information for students, families and transition professionals on the transition process from high school to adulthood, <http://www.fyitransition.org/>.

6-Self-determination training

- Self-determination training provides instruction on taking control and making decisions about one's own life. It helps students make their own choices, set their own goals, manage their own lives, and participate in decision making. This must be discussed beginning at age 14.
- Teachers provide direct instruction to students in available curriculums elementary through adults, (i.e. *Standing Up for Me, Dare to Dream, and Dare to Dream for Adults*). These are available at <http://project10.info/>

7-Access text enhancement resources

Resources available:

- Learning Ally is a national non-profit organization that accommodates documented print-disabled students with audio books and specialized equipment that allows them to have equal access to the printed word; serves students throughout their educational careers, from kindergarten through college. Contact by phone, 850-383-0840, or web site, www.learningally.org
- Accessible Book Collection is a non-profit corporation who provides high interest/low reading level digital text to qualified persons with disabilities; there is a nominal annual subscription; contact on the web, www.accessiblebookcollection.org.
- Bookshare.org increases access to books for the community of visually impaired and otherwise print disabled individuals; there is a nominal fee; contact www.bookshare.org.

8-Mental Health Services

- If the student experiences severe mental, emotional, behavioral, social and/or academic difficulties in school, home and community environments, the following organizations can be contacted for information:
- Camelot (all counties) at 850-561-8060;
- Community Intervention Center (CIC), (Leon County only)-850-222-3508;
- Children's Home Society (CHS), (all counties)-850-921-0772;
- For additional assistance call the Severely Emotionally Disturbed Network (SEDNET) for our area in Liberty County at 850-643-2275 x233;
- Apalachee Center, Inc. provides community support, outpatient, and inpatient services at 850-523-3333;
- NAMI (National Alliance on Mental Illness) has launched a website, <http://www.strengthofus.org>, to serve as a community where young adults living with mental health concerns can connect with peers, share stories, etc.
- **When a client reaches the age of 18, you must choose and utilize an Adult Mental Health Provider and Targeted Case Manager (TCM);** contact information is 850-487-3932.

9-Assistive Technology (AT) as part of the IEP for each eligible student

- Assistive technology is any item, piece of equipment or product system that improves functional capabilities of individuals.
- Begins during Pre-K and is utilized through high school, as necessary; prior to graduation, the IEP team must develop a plan in the student's transition IEP to transfer the technology or facilitate the acquisition of new equipment.
- The referral process varies between districts, but if a solution to a student need cannot be obtained at the school level, the referral goes to the district's Local Assistive Technology Specialist (LATS). The LATS Team reviews the referral, gathers information and shares their recommendation with the IEP team. It is recommended that the parent stay in contact with the school's referral coordinator or their child's ESE teacher to check on the status of the referral.
- Invite AT providers to participate in IEP meetings.
- The Florida Alliance for Assistive Services and Technology (FAAST) strives to enhance the quality of life for those who use AT. It promotes awareness, access and advocacy. Call 1-888-788-9216 or 850-487-3278 or visit the website, <http://www.faaast.org>.
- The Assistive Technology Educational Network (ATEN) is another available resource. It can be reached at 850-487-2630.

10-Supplemental Security Income (SSI)

A program through the Federal government that is administered by the Social Security Administration:

- Can provide monetary assistance to an individual with a disability (including children under the age of 18) who meet specific criteria;
- In cases where there is a deceased or retired parent, or a parent with a disability, additional benefits may be available to the family;
- Visit www.ssa.gov/ or contact the local office at 850-942-8978, 2002 Old St. Augustine Rd., Building 12, Tallahassee, FL 32301, for more information.
- The 2009 Social Security Redbook is available through the website and serves as a general reference source about SSDI and SSI for educators, advocates, rehab professionals and counselors. It is available in English and Spanish at <http://www.ssa.gov/redbook/>.
- The blue book helps understand criteria used for disability determination <https://www.gov/disability/professionals/bluebook/>

11-Children's Medical Services (CMS)

Children's Medical Services is part of the Department of Health, and serves children from birth to 21 who have a chronic physical, developmental, emotional, or behavioral condition, and need specialized medical care.

- Care Coordinators are available to aid enrollees with transition related activities, including assistance in becoming more independent with medical and health needs, communication with other agencies, and participation in IEP transition meetings to explain the impact of diagnosis and medical consideration.
- For eligibility requirements and information on services offered visit the CMS website at www.cms-kids.com or call the Regional Office at 850-487-2604 (includes Leon, Gadsden and Wakulla Counties) ;
- Transition Workbooks and health care educational materials are on the CMS website in English and Spanish.

12-Brain & Spinal Cord Injury Program (BSCIP), Florida Department of Health

- Students with a traumatic brain or spinal cord injury need to be referred to this program by the hospital, physician, social agencies, family, or the injured individual when the injury occurs.
- Department of Health's contact number for central registry is 1-800-342-0778 and for regional information is 866-875-5660. To view the website, go to www.myflorida.com and use the key words brain or spinal cord. By law, every physician or representative of a public or private health or social agency is required to report injuries to the registry within five days of their occurrence).

13-Center for Autism and Related Disabilities (CARD)

Students with a diagnosed Autism Spectrum Disorder (ASD), who are deaf-blind, or who have a visual or hearing disability with one other disability, need to be referred to this program. Students under six years old do not need a documented diagnosis, but must show signs of ASD.

- Provides assistance to individuals with autism and related disabilities and their support teams.
- Provides community education training to the public regarding the needs of people on the autism spectrum.
- Does not provide evaluations for ASD.
- Contact 850.644.4367 or <http://fsucard.com>

14-Florida Outreach Project for Children and Young Adults who are Deaf-Blind

- Provides technical assistance in coordination with CARD.
- Contact information: toll free phone, 800-667-4052; TTY, 352-846-2759

15-Epilepsy Association of the Big Bend serving Leon, Gadsden, Wakulla, Franklin, Jefferson, Madison, Taylor, Calhoun, Holmes, Jackson, Liberty, Washington, Bay and Gulf counties

- Assists with case management needs.
- Provides free Epilepsy Awareness education presentations.
- Provides free bicycle helmets as part of their head injury prevention program
- Contact 850-222-1777 or epilepsyassoc@embarqmail.com or visit website <http://www.eabb.org/>

16-Interpreters for the Deaf and Hearing Impaired

- For services of school age students call: Leon County – 850-487-7160, Wakulla County- 850-926-0065 and Gadsden County – 850-627-9651 x239 or x245.
- For adults contact Ability 1st (see information in Guide)

17-WAVE (Widening Adult Vital Experiences, Inc.)

Services enable individuals to be an integral part of the community by providing opportunities to interact and socialize with other people who have disabilities. These programs focus on the development of friendships and relationships which prevent social isolation, allowing individuals to have fulfilling and meaningful social lives. The minimum age for participation is 18.

WAVE provides the following opportunities:

- Monthly social activities within the community
- A weekly chorus and music program under the direction of a professional music therapist
- Life Skills Training program for adults with developmental disabilities. Contact 850-894-2526 or william.deangelis@comcast.net

18-Career Readiness and Preparation including **Career Assessment**

Career readiness and preparation begins in the form of career clusters in middle school, then job shadowing, mentoring, and short term non-paid training experiences in high school for students working toward a special diploma or a standard diploma through access points.

- Career experiences include investigating a student's interests, strengths, and needs in relation to the environments found in various career clusters. Students are introduced to a variety of work settings to help them make decisions about future career directions or occupations.
- Career assessment tools help determine individual training objectives for a student. There are a variety of assessment tools available through the Department of Education, Project 10, Workforce Plus, and other agencies involved in transition services. Three of the most commonly used assessments are:
 1. Curriculum Based Vocational Assessment (CBVA) forms document the students' performance on an actual work site. It is a process for determining the career interests, strengths and needs of students over time and across work environments.
 2. www.facts.org is a website for high school students to utilize in planning their education. The students can create an electronic Personal Education Planner (ePEP) that includes major areas of interest and a graduation plan. Teachers can receive training on line for use in their classroom. This is free and requires registration.
- Career Center at FSU provides career information, 850-644-6431 or www.career.fsu.edu/

19-Florida Commission for the Transportation Disadvantaged

The Legislature has defined transportation disadvantaged as "those persons, who because of physical or mental disability, income status, or age, are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are disabled or high-risk." The commission administers a toll free number, 800-983-2435, to assist persons who:

- Want to find out where to go for transportation assistance.
- Want answers to questions about the Transportation Disadvantaged Program.
- Want to work out problems with transportation service.
 - Leon County-Star Metro-850-891-5200 for fixed route and 850-891-5199 for paratransit transportation and travel training.
 - Wakulla County-Wakulla County Transportation 850-926-7145
 - Gadsden County-Big Bend Transit-850-627-9958

20-Transportation and Mobility Training begins with agency support.

- This is a component of Community Based Instruction (CBI) in the middle and high schools.
- A mobility assessment and plan is a component of the IEP.
- Ability 1st is a resource, 850-575-9621, Bruceweaver@ability1st.info.

- Further information on Ability 1st is available in this Guide.
- Leon County - StarMetro – 850-891-5200
- Wakulla County – Wakulla County Transportation 850-926-7145
- Gadsden County – Big Bend Transit-850-627-9958

21-Volunteer centers and national service opportunities

- Volunteer community service projects provide vocational and service experiences.
- Go to www.volunteerflorida.org to access volunteer opportunities in all counties.
- Community service hours are needed for Bright Futures Scholarships; see school counselor for more information.

22- N/A

23-Diploma Options

- Diplomas must be discussed at the IEP meeting before the student turns 14 and must be revisited each year.
- This affects middle and high school curriculum.

24-Ability 1st

- A non-profit organization governed and managed by citizens with disabilities, working to empower persons with disabilities to live independently and to participate actively in the community.
- Provides independent living skills training, information and referral, peer support, advocacy, and deaf services.
- Sign language classes are offered; call 850-575-9621 to register.
- The **High School/High Tech** program gives students exposure to high tech careers through mentoring, career and leadership development activities, field trips and paid summer internships in high tech businesses.
- Contact information is 850-575-9621x107, www.ability1st.info or amandamoulton@ability1st.info.
- Support groups for adults living with a mental illness, Children and Adults with Attention Deficit/Hyperactive Disorder (**CHADD**), and adults with ADD/ADHD meet on different days of the week each month. These are facilitated support groups and are free. Please call 850-575-9621 for further information.

25-Scholarship opportunities

- Scholarship money for college or career training (See school guidance counselor for specific information)
- **Keys to Exceptional Youth Success (KEYS)**, affiliated with the Foundation for LCS, and provides scholarships for students with disabilities who plan to pursue postsecondary education, vocational training or other educational opportunities. 850-487-7881.

26-Division of Blind Services

The Division of Blind Services (DBS) is Florida's state agency responsible for ensuring that people of all ages who have visual impairments can live independently and achieve their goals. Visit <http://dbs.myflorida.com/transition/> for more information or call 1-800-672-7038. The various types of services that are sponsored or provided by DBS are:

- Children and Family Services
- School-to-Work Program
- Independent Living Services
- Vocational Rehabilitation Services

- Employment Services
- Business Enterprise Services
- Braille and Talking Book Library Services

27- Career Source Capital Region

Workforce Plus sponsors year round youth programs in Gadsden, Leon and Wakulla counties. This program helps students overcome barriers so that they can successfully achieve their educational goals or find a job. To qualify the student must be low-income, have a barrier to education or employment, be a U.S. citizen, and if an 18 or older male, be registered for Selective Service.

- The In School Youth Program is for ages 14-18. It provides tutoring, guidance and counseling, adult mentoring, leadership training, and incentives to complete education.
- The Out of School Youth Program is for ages 19-21. It provides job readiness training, incentives to obtain and maintain employment, work experience activities, and career exploration.
- Students, teachers and parents can gain additional information from www.careersourcecapitalregion.com or contact by phone at 850-922-0023 in Leon County; 850-926-0980 in Wakulla County, and 850-875-4040 in Gadsden County.
- Disability Program Navigator (DPN)-Facilitates the transition of youth with disabilities to enter and remain in the workforce through linking with community resources and employers, call 850-617-4547.
- Adult services are also available at the same locations.

28-Cooperative Career Education programs (i.e. DCT, LITE, WEST, TOPPS)

In Cooperative Career Education programs, students earn credits both in school and out-of-school by participating in job experiences. This includes classroom work participation in non-paid work based learning experience sites and paid employment.

- Communicate to students and families the availability of these programs.
The program most appropriate for the student is discussed during the IEP meeting.
- Information on each program will be available from the ESE or career education teacher designated to teach the curriculum in each school.

29-Youth Leadership Forum through Able Trust

- Forum is held annually in July and is designed to develop leadership skills.
- Appropriate for standard and special diploma students.
- Additional information available by contacting the Able Trust at 850.224-4493 or www.abletrust.org.

30-National Alliance for Secondary Education and Transition

- Go to www.nasetalliance.org for information about policies and practices in providing effective secondary education and transition services, such as schooling, career preparatory experiences, youth development and leadership, family involvement, and connecting activities.

31-Work Incentives Planning and Assistance Program (WIPA)

- Formerly the Benefits Planning Assistance and Outreach Program (BPAO).
- Provides benefit options to students and families.
- A Work Incentive Coordinator will assist with understanding Work Incentives, Medicare and Medicaid health care coverage and other programs and issues to ensure more successful employment and financial outcomes; prior to calling know if you receive Supplemental Security Disability Income (SSDI) or Social Security Income (SSI).
- Parents and educators may contact a coordinator at the WIPA office located at the Independent Living Resource Center, 2709 Art Museum Dr., Jacksonville, FL 32207, 888-427-4313.

- Florida Benefits Information Resources Network (FBIRN) is a network of state agency staff who are trained to connect people to the right sources to learn about maintaining benefits and building assets as recipients of SSI or SSDI. Information can be found on <http://www.apd.myflorida.com/employment.htm>.

32- NA

33-Dual enrollment in Tallahassee Community College or Lively Technical Center
Student attends both high school and TCC or Lively to receive his/her education.

- Go to your high school Guidance Office for more information and enrollment requirements.
- Apply at TCC or Lively.
- At TCC contact the Disability Support Services (DSS) office for accommodations and testing for the College Placement Test (CPT), 850-201-8430.
- At Lively take the Test of Adult Basic Education (TABE) through the guidance department, 850-487-7555.
- Accommodations are available as specified on the student's IEP for testing purposes.

34-Division of Vocational Rehabilitation (VR) for Pre-Employment Transition Services (Pre-ETS) for students with disabilities (age 14-21), including job exploration counseling, work readiness training, work-based learning experiences, self-advocacy training, postsecondary educational counseling. VR's Pre-ETS help students with disabilities prepare for a career, continue their education, or find a job after high school. VR services may continue (age 22 and beyond) until a person is successfully employed.

- VR should be invited to student's IEP meeting beginning at age 14 for those needing Pre-ETS or other VR support services while in high school. Referrals should be made at least two years prior to exit for those students who will need VR services after high school.
- Any student with a disability should be provided information about VR services. Transition brochures are available at www.rehabworks.org/stw.shtml to share with students, families and professionals in English, Spanish, and Creole. These are [Building Career for Transition Students \(PDF\)](#), [A Guide for Transition Youth \(PDF\)](#) and [Checklist for Students Transitioning to Adult Life \(PDF\)](#)
- Call local VR staff assigned to your area or visit our web site www.rehabworks.org for more information. In Leon County call 850.245.3440, Wakulla 850.926.7125, and Gadsden 850.875.2949, website is
- Anyone may make a referral. Completed referrals should be mailed or faxed to VR or a call may be placed to the local VR Office with referral information. An appointment will be made for an initial interview with a VR representative.
- Documentation that substantiates disability or condition and names, addresses, and phone numbers of any doctors involved with the student should be brought to the initial interview.
- A VR counselor will determine your eligibility and help you to develop an Individualized Plan for Employment (IPE).
- The VR IPE should be approved and services started before exiting high school.
- Additional Transition Youth Program information is included in later in this guide.

35-Job Corps as an educational alternative

- Job Corps is a no cost education and career training program administered by the U.S. Department of Labor that helps young people age 16-24 obtain their GED, a career trade, and learn needed skills to become self-sufficient.
- For more information, go to <http://www.jobcorps.gov> or call 1-800-733-5627 or 850-922-0023.
- In Gadsden County call 850-216-1511.

36-AmeriCorps Programs

- **AmeriCorps** programs provide a direct service in local communities by providing mentoring opportunities, job training, career exploration, and networking opportunities.
- Students can shadow AmeriCorps members while in school or volunteer themselves.
- When students graduate from high school, they can become **AmeriCorps** members and receive a living allowance and an educational award.
- Contact at 850-921-5172, or www.volunteerflorida.org/amicorps.html

37-Goodwill Industries of the Big Bend, Inc. - Career Training Services - Goodwill provides job placement services for individuals 16 and over. Goodwill works with individuals with disabilities, special needs, or barriers to employment. They assist individuals to become self-sufficient and more marketable in the community, building their self-esteem. For Leon County call Placement Services at 850-576-7145x136 or go to their website at www.goodwillbigbend.com.

Services offered:

- GED Preparation
- Computer Lab (Basic Computer Skills)
- Office Skills Training
- Job Coaching
- Career Counseling
- Financial Literacy
- Transitional Work Experience
- Employability Skills Instruction
- Resume Writing, Job Applications Completion
- On-line Job Searching, Job Leads
- Interviewing Skills

38-Tallahassee Community College (TCC) and Lively Technical Center

- Identify students interested in possibility of attending TCC or Lively.
- Invite TCC and/or Lively to IEP meetings and plan shadowing visitations.
- Tallahassee Community College offers two-year college associate degrees, certificate programs, and Continuing/Workforce Education programs in numerous fields. TCC has partnered with Barry University, Flagler College, and Embry-Riddle Aeronautical University to offer bachelor and graduate degrees.
- Contact TCC, Student Accessibility Services, 850-201-8430, TTY at 850-201-8429, www.tcc.fl.edu.
- Lively Technical School offers competency-based education and job training geared to individual needs. The center promotes a learning environment that assists students in developing their full potential.
- Contact Lively at 850-487-7555, www.livelytech.com.
- TCC also offers the Eagle Connections Program for students (non-degree seeking) who earned a special diploma or a general diploma through access points in high school. EAGLE Connections is an inclusive transition program for young adults with documented intellectual disabilities. Our goal is to improve post-school outcomes for these students by offering them the opportunity to experience social, intellectual, and personal growth on a college campus. The program is housed within the Student Accessibility Services office at Tallahassee Community College. " Contact Emily Rattinie-Reich at rattinie@tcc.fl.edu or 850-201-8432

● **ACE Transition Program**

The Transition Program ensures a seamless transition from school to independent adult life for young people with disabilities who need continuing employment, agency supports, and

community and life skills training. Many students have full or part time employment upon exiting the program and function independently to the best of their abilities.

The student is 18-21 years of age and graduated from a Leon County school with a special diploma or participated in Access Point classes and is a client of Vocational Rehabilitation (VR) or is on their wait list. Parents, agencies, and/or self can make a referral to the program by completing a referral packet available through the Lively transition teachers.

39-Transfer of Rights – Age of Majority

- The 1997 amendments to the Individuals with Disabilities Education Act (IDEA) and the final regulations implementing IDEA require that when a student with a disability reaches the age of majority (18) under state law, both the parent and the student must be notified of the transfer of Exceptional Student Education rights to the student. Additionally, at least one year prior to the student's eighteenth (18th) birthday (age 17), the IEP must include a statement that the student has been informed of the rights that will transfer to him or her upon reaching the age of majority.
- The school district is responsible for providing the notice of transfer of rights at age 18 unless they are notified of and provided a copy of any existing court order that prevents this transfer.
- In Florida, when a student with a disability reaches the age of 18 the following ESE rights transfer to the student (unless a court has determined that he or she lacks capacity): the right to examine records, the right to participate in meetings and to make educational and other decisions, the right to give consent, the right to obtain an independent evaluation, and the right to request mediation and/or a due process hearing.

40-If a client of APD, review plan to include supported living and employment

- Supported living provides assistance to adult consumers who require ongoing supports to live as independently as possible in their own homes, to be integrated into the community, and to participate in community life to the fullest extent possible.
- Supported employment services include assistance for the individual to obtain and maintain full or part time competitive employment in an integrated work setting.
- Meet with your support coordinator to learn about supported employment and supported living. Decide if you want and need these services.
- Ask your support coordinator about the Social Security Work Incentives developed by the Ticket to Work Legislation in 1999.
- These support services may be provided by a job coach or employment specialist.

41-For colleges and universities, have documentation in place to assure accommodations.

- Refer student to the office of Disability Support Services at their college or university.

42- Adult and Community Education (ACE) for continuing education and/or job training

- Call the ACE office in your area to schedule an appointment to learn about their programs and services.
- Programs include continuing education (ACE, GED), and special programs for adults with disabilities
- Leon 850-717-2020, Wakulla 850-926-8111, Gadsden 850-875-8324

43-Inform students and parents of changes in Medicaid at age 18

- Medicaid is a government-sponsored health insurance program for low-income families, recipients of SSI, and the "medically needy".
- If a student is receiving Social Security benefits, these benefits will change upon reaching the age of 18.

- If a student aged 18 or older is not receiving Social Security benefits, the student may apply for Supplemental Security Income (SSI) since only the individual's income (and not the family income) will be considered for eligibility purposes.
- Even if the individual does not feel s/he needs SSI, it is critical to establish eligibility for Medicaid through the SSI application. This must be done prior to working in order to ensure that the person can maintain Medicaid for health insurance even when employed if necessary.
- See **Work Incentives Planning and Assistance Program** in this Guide for additional information.

44-Verify Need for Decision Making Assistance at IEP meeting at age 18

At the age of 18, every individual is considered to be a competent adult with all the rights and privileges of adult life. Even so, some individuals may continue to need decision making assistance. Please consider the following information about this area:

- **Banking services:** Joint accounts, direct deposit/direct payment or online banking services can be tools to aid an individual with money management.
- **Powers of Attorney:** A legal instrument delegating authority to another to act for the individual.
- **Representative Payee:** An individual may be given authority by the Social Security Administration to receive and manage federal benefits for another person who is found unable to manage his or her own money.
- **Advance Directive:** A document that expresses a person's desires concerning any aspect of his or her health care, or a written form directing an anatomical donation after death is considered as an advance or pre-need directive.
- **Medical Proxy:** A medical proxy is used when an individual is incapacitated and has not advance directives; Florida law lists the order of priority of persons who can make health care decisions.
- **Trusts:** A legal instrument which gives ownership of property to a trustee to hold and to manage for the benefit of a beneficiary; includes Revocable, Irrevocable, and Special Needs Trusts.
- **Guardian Advocacy and Guardianship:** (a) Guardian Advocacy is available to individuals with at least one of the five developmental disabilities defined in Chapter 393, Florida statutes, and who can perform some but not all decision-making tasks necessary to care for their person and property, In guardian advocacy, there is no requirement for determination on incapacity. (b) Guardianship is a legal process where the court has declared an individual legally incapacitated and the individual has had some of all of his or her rights removed.
- For detailed information on options, obtain copies of *Planning Ahead and Lighting the way to Guardianship and other Decision Making Alternatives* from the Florida Developmental Disabilities Council by calling 850-488-4180, or go to www.fddc.org/publications.
- Obtain resource brochure, *Protecting Rights Using Options Other than Guardianship and Limited Legal Information*, on line at <http://apd.myflorida.com/customers/legal/> or calling 850-488-6500
- For more information, contact a lawyer or Legal Aid Foundation of Tallahassee at 850-222-3004.

45-Advance Directives in Health Care

- A document that details the individual's health care directives in the event he/she becomes unable to make this decision due to a life-threatening illness.
- There are 3 types of advance directives:
 - 1) Durable Power of Attorney-gives another person the legal authority to make decisions on specific matters for a person;
 - 2) Living Will-directs what kind of medical procedures a person wants if they have a terminal illness or is in a persistent vegetative state; and

3) Health Care Surrogate-names another person to make medical decisions for a person if they are unable to make decisions for themselves.

- Must be legally competent when signing an advance directive
- Does not require a lawyer, only the signature of two witnesses
- Forms are available from hospitals or from Aging with Dignity at www.fivewishes.org
- Give completed forms to your doctor, family, the witnesses, your lawyer, and other involved persons

46-AKTION Club is a volunteer community services organization sponsored by Kiwanis International

- Comprised of adults with disabilities (no age limit) doing community service for organizations, individuals and families.
- Helps adults with disabilities learn leadership and self-advocacy skills, integration into society, and to serve their community.
- For more information contact 850-893-3903 or access the local site through the national web site, www.aktionclub.org/aktion.

47-Explore programs for 18-21-year-old students who are over age and/or struggling as alternatives to high school.

- Talk with the ESE teachers, Program Specialist and the ESE Office in your school district to learn about special programs available for students with disabilities (i.e. Transition Program, Job Corps, ACE).
- Call the Wakulla Adult and Community Education Office at 850-926-1841 to learn about programs and services. Programs include several in continuing education, GED Preparation, and a special program called “Learning for Fun” for young adults with developmental disabilities.
- Wakulla, Gadsden and Leon offer Transition Programs for students who have graduated with a special diploma, who are working on a standard diploma via access points or have deferred their diplomas. These students must be under age 22, and need additional help in finding employment. Contact the Exceptional Student Education office at the appropriate county.

48-United Cerebral Palsy (UCP)

- Offers daily services for adults with severe disabilities at the Lifelinks Adult Community Centers, 850-385-0791
- For further information on services call 850-922-5630.
- National web site information is available at www.ucp.org.

49-Leon Advocacy and Resource Center (LARC)

- Offers services and supports to persons with developmental and other disabilities
- For further information on services call 850-422-0355

50-Florida Disabled Outdoors Association (FDOA)

- For more information go to <http://www.fdoa.org>, or call 850-201-2944
- Focuses on enriching lives through accessible inclusive recreation and active leisure for all.
- Services include: Accessible inclusive recreation opportunities (such as SportsAbility), statewide resource referral network on accessible community-based recreation opportunities, outreach to community organizations and agencies, education and training on the needs and benefits of active leisure, and community reintegration through therapeutic recreation.

51- NA

52- Miracle Sports

- Program of the Florida Disabled Outdoors Association that provides an opportunity to play sports for children and adults of all abilities.
- Team sports such as baseball, basketball, kickball, soccer and flag football are available.
- The goal is to be active, have fun, and make new friends.
- Family and friends are encouraged to play in this safe, inclusive environment. Games are played on a rubberized surface on the Miracle Field at Messer Park.
<http://www.fdoa.org/programs/miracle-sports>

53- Family Network on Disabilities (FND)

- Individual Assistance with educational issues
- Parent and Professional Education workshops on a variety of topics such as Assistive Technology, Parent/Teacher Collaborations, Transitions, Individual Education Plans (IEP) and Individual Plans for Employment (IPE)
- FND University
- FND Electronic Newsletter and Digital Resource Library
- IEP preparation help
- Parent-to-Parent support meetings
- Assistance to parent groups
- www.fndfl.org

54-Capital Regional Behavioral Health Center

- The Capital Regional Behavioral Health Center inpatient program offers services for the treatment of psychiatric disorders for adults 18+ - featuring a 24-bed facility.
- Capital Regional Behavioral Health Center Outpatient Services offers a Partial Hospitalization Program (PHP) and Intensive Outpatient Program (IOP) for adults 18+. The PHP includes a minimum of four group therapy sessions per day and approximately 35 hours per week of therapeutic group activities. The IOP includes 15 hours of therapeutic group activities per week..
- For more information, contact: 850-325-5757 or 850-325-5750.

Transition and Agency Acronyms

ACE	Adult and Community Education
ACS	Apalachee Community Services
ADA	Americans with Disabilities Act
ADD/ADHD	Attention Deficient Disorder/Attention Deficient Hyperactive Disorder
APD	Agency for Persons with Disabilities
ASD	Autism Spectrum Disorder
ASVAB	Armed Services Vocational Aptitude Battery
AT	Assistive Technology
ATEN	Assistive Technology Educational Network
BNet	Behavioral Health Network
BCE	Business Cooperative Education
BSCIP	Brain and Spinal Cord Injury Program
CARD	Center for Autism and Related Disabilities
CBI	Community Based Instruction
CBVA	Community Based Vocational Assessment
CC	Community College
CEC	Council for Exceptional Students
CHADD	Children and Adults with Attention Deficient/Hyperactive Disorder
CHS	Children's Home Society
CIC	Community Intervention Center
CIL	Center for Independent Living
CIS	Community in Schools of Leon County
CMS	Children's Medical Services
CP	Cerebral Palsy
CPT	College Placement Test
DBS	Division of Blind Services
DCF	Department of Children and Families
DCT	Diversified Cooperative Training
DD	Developmentally Delayed or Developmental Disability
DHH/HI	Deaf, Hard of Hearing, Hearing Impaired
DJJ	Department of Juvenile Justice
DMH	Department of Mental Health
DOE	Department of Education
DOH	Department of Health
DPN	Disability Program Navigator
DSI	Dual Sensory Impaired
VR	Division of Vocational Rehabilitation
EBD	Emotional/Behavior Disabilities (formerly EH or SED)
EH	Emotionally Handicapped, now known as Emotional/Behavior Disabilities (EBD)
EMH	Educable Mentally Handicapped, now known as Intellectual Disabilities (InD)
ePEP	electronic Personal Education Planner
ESE	Exceptional Student Education
ESY	Extended School Year
FAAST	Florida Alliance for Assistive Services and Technology
FAMU	Florida Agricultural and Mechanical University
FAPE	Free and Appropriate Public Education
FCAT	Florida Comprehensive Assessment Test
FDDC	Florida Developmental Disabilities Council
FDLRS	Florida Diagnostic and Learning Resources System
FDOA	Florida Disabled Outdoors Association
FETPIP	Florida Education and Training Placement Information Program

FIN	Florida Inclusion Network
FND	Florida Network on Disabilities
FSDB	Florida School for the Deaf and Blind
FSU	Florida State University
GAL	Guardian ad Litem
GED	General Education Diploma
GIBB	Goodwill Industries of the Big Bend
HI	Hearing Impaired
IDEA	Individuals with Disabilities Education Act
IEP	Individual Education Plan
InD	Intellectual Disabilities (formerly EMH, TMH, PMH)
IPE	Individual Plan for Employment
LTC	Lively Technical Center
LATS	Local Assistive Technology Specialist
LARC	Leon Advocacy and Resource Center
LCS	Leon County Schools
LD	Learning Disability
LEA	Local Education Agency
LI	Language Impaired
LITE	Leon's Intensive Training for Employment
LRE	Least Restrictive Environment
MH	Mental Health
MOCP	Modified Occupational Completion Point
NA	Not Applicable
OCP	Occupational Completion Point
OHI	Other Health Impaired
OI	Orthopedically Impaired
OJT	On the Job Training
OT	Occupational Therapy or Therapist
PASS	Plan to Achieve Self-Sufficiency
PASSD	Performance Assessment System for Students with Disabilities
PI	Physically Impaired
PIT	Partners in Transition
PMH	Profoundly Mentally Handicapped, now known as Intellectual Disabilities (InD)
PT	Physical Therapy or Therapist
SCE	Supported Competitive Employment
SE	Supported Employment
SED	Severely Emotionally Disturbed, now known as Emotional/Behavior Disabilities
(EBD)	
SI	Speech Impaired
SLD	Specific Learning Disability
SSDI	Supplemental Security Disability Income
SSI	Social Security Income
SSS	Sunshine State Standards
STW	School to Work
TABE	Test for Adult Basic Education
TAP	Technical Assistance Paper
TBI	Traumatic Brain Injury
TCC	Tallahassee Community College
TCM	Targeted Case Manager
TDD	Telecommunications Device for the Deaf
TIEP	Transition Individual Educational Plan
TOPPS	Training Opportunities and Placement Program for Students

TMH	Trainable Mentally Handicapped, now known as Intellectual Disabilities (InD)
UCP	United Cerebral Palsy
VI	Visually Impaired
VR	Vocational Rehabilitation
WAVE	Workshop for Adult Vocational Enrichment
WEST	Wakulla Employability Skills Training
WFD	Workforce Development
WIA	Workforce Investment Act
WIPA	Work Incentives and Planning Assistance
504	Section 504 of the Vocational Rehabilitation Act
WIOA	Workforce Innovation and Opportunity Act

General Transition Resources Websites and Contact Information

If you try one of these sites and it does not work, or if you have additional information, please let us know through the Feedback Form.

National

Association on Higher Education and Disability (AHEAD).

www.ahead.org. (704) 947-7779.

Resources available on postsecondary access and disability services. Also has information on training and professional development.

Council for Exceptional Children (CEC)

www.cec.sped.org, Toll free – 866-915-5000

Information about special education research, publications, conferences, and professional development opportunities. Information about a variety of professional topics can be accessed from this site.

Council for Exceptional Children (CEC) Division on Career Development and Transition (DCDT)

www.dcdt.org

Information about career development and transition services, including publications and transition resources. Includes links to information about transition-related topics.

ERIC Clearinghouse on Disabilities and Gifted Education

www.ericcec.org

Includes links to databases, research, and other on-line resources.

Family Support Center on Disabilities: Knowledge & Involvement Network (KIN)

www.familysupportclearinghouse.org

Part of the Administration on Developmental Disabilities and offers centralized resource on a full range of information for individuals with disabilities and their families (not just about transition).

Family Network on Disabilities, Inc. (FND)

www.fndfl.org

Network for individuals of all ages who may be at-risk, have disabilities, or have special needs, and their families, professionals, and concerned citizens.

FIA Guide for Travelers with Disabilities

www.fiadisabledtravellers.com

The FIA Guide provides information for the disabled traveler on using parking permits, cards, etc., around the world.

National Dissemination Center for Children with Disabilities (NICHCY)

www.NICHCY.org, Toll free – 800-695-0285

Information about infants, toddlers, and youth with disabilities, federal legislation, and research-based effective educational practices.

National Alliance for Secondary Education and Transition (NASET)

nasetalliance.org not toll free – 612-624-1143

Information about policies and practices in providing effective secondary education and transition services.

National Center on Secondary Education and Transition (NCSET), University of Minnesota

www.ncset.org, not toll free – 612-624-2097

Information about secondary education and transition for youth with disabilities. Includes links to Youthhood.org, a resource to help teens plan their futures.

National Collaborative on Workforce and Disability for Youth

www.ncwd-youth.info

Information on assessments.

Healthy and Ready to Work

www.HRTW.org

Information for youth with special health care needs, chronic health conditions, and disabilities to assist them to transition to all aspects of adulthood. Includes checklists and other tools and information.

DisabilityInfo.gov

www.DisabilityInfo.gov

Federal government disability-related information organized around the topics of employment, education, housing, transportation, health, benefits, technology, community life, and civil rights.

National Collaborative on Workforce and Disability for Youth

www.ncwd-youth.info Toll free – 877-871-0744

Includes information about employment and youth with disabilities and other transition topics with links for young adults to resources and publications (e.g., High School-High Tech and other hot topics).

National Technical Assistance Center on Transition

<http://www.transitionta.org/>

Assists State Education Agencies, Local Education Agencies, State VR agencies and VR service providers in implementing evidence based and promising practices ensuring students with disabilities.

National Youth Sites

Youthhood.org

www.Youthhood.org

Links for youth and links for adults designed to help young adults plan for life after high school.

Family Voices – Kids as Self-Advocates (KASA)

www.FVKASA.org not toll free – 773-338-5541

A national network of youth with special needs – “by youth, for youth” – to develop leadership and provide transition information.

National Alliance for Secondary Education and Transition (NASET)

www.nasetalliance.org, not toll free – 612-624-1143

Includes information about schooling, career preparatory experiences, and youth development and leadership.

Talking with Your Doctor and Other Healthcare Professionals

www.hctransitions.ichp.ufl.edu

This site is geared towards helping youth feel more comfortable talking to their healthcare provider. It is based on the video, *Talking with Your Doctor*, which is included on the website.

Florida

Family Network on Disabilities (FND)

www.fndfl.org

Toll free outside Pinellas County: 800-825-5736; Pinellas County: 727-523-1130

Information and resources on education and advocacy for families of children with disabilities. Includes link to TILES Project (Transition, Independent Living, Employment and Supports). TILES Project provides workshops throughout Florida on topics such as assistive technology, transition, and Individual Plans for Employment (IPE).

Florida Developmental Disabilities Council (FDDC)

www.fddc.org Toll free – 800-580-7801

Information about Florida policies and practices affecting individuals with developmental disabilities. Includes links to resources and publications.

Florida School for the Deaf and Blind (FSDB) has outreach services, www.fsdb.k12.fl.us/outreach
Resource Materials and Technology Center for the Deaf/Hard of Hearing, www.fsdb.k12.fl.us/rmc

Alexander Graham Bell Association for the Deaf, www.agbell.org

Hands and Voices, www.handsandvoices.org

American Society of Deaf Children, www.deafchildren.org

Postsecondary Education Programs Network-South (PEPNet-South)-helps secondary and postsecondary institutions more effectively address the postsecondary needs of individuals with deafness, www.pepnet.org/south

Florida Inclusion Network (FIN) www.floridainclusionnetwork.com

850-414-7593

Collaborates with all district schools and discretionary projects to provide customized services and supports ensuring all students with disabilities have the same educational, social and future opportunities as their peers.

Florida Alliance for Assistive Services and Technology (FAAST)

www.faast.org

Toll free outside Tallahassee – 888-788-9216; Tallahassee – 850-487-3278

Information about assistive technology for school, work, home, and in the community.

Florida Independent Living Council (FILC)

www.FLAILC.org

Toll free – 877-822-1993, TTY – 850-488-5624

Information and resources that promote independent living in Florida for people with disabilities.

Ability 1st, The Independent Living Center located in Tallahassee, provides information and resources to six counties including Leon, Gadsden, and Wakulla, www.ability1st.info, 850-575-9621, TDD – 850-576-5245

The Able Trust

www.abletrust.org

Project 10: Transition Education Network at the University of South Florida in St. Petersburg

Provides training and technical assistance with a focus on capacity building to implement secondary transition services; interagency collaboration; transition legislation and policy; and student development and outcomes. A Regional Transition Representative is assigned to one of each of five regions and works closely with districts to support them in meeting their transition goals for students with disabilities. Contact by phone at 727-873-4661 or visit website www.project10.info.

Florida Agencies and Organizations

Agency for Health Care Administration (AHCA)

www.fdhc.state.fl.us/index.shtml

ACHA oversees Medicaid and Medicaid Waiver

Agency for Persons with Disabilities (APD)

apd.myflorida.com

Not toll free – 850-488-9132 (Area APD administration serving counties including Leon, Gadsden, Wakulla)

Information for persons with developmental disabilities and their families to assist them in obtaining services. Provides information about related services and supports to persons with developmental disabilities. For more information call toll free 1-866-APD-CARES.

Agency for Workforce Innovation, floridajobs.org/

Children's Medical Services (CMS), www.cms-kids.com, includes information about services available from CMS and location of offices. Information and resources for youth transition can be located by clicking Kids & Teens on the website

Florida Board of Governors (Universities), www.flbog.org/

Florida Commission for the Transportation Disadvantaged

www.dot.state.fl.us/ctd/contacts/ctcsbycounty

Florida Department of Education (DOE)

www.fldoe.org

Information about all aspects of education in Florida, pre-kindergarten through postsecondary. Sign up for DOE's Paperless Communication System at data.fldoe.org/communications/ to receive information through e-mail.

Florida Department of Education, Bureau of Exceptional Education and Student Services (BEES)

www.fldoe.org/ese, not toll free – 850-245-0478

Information about education and related services for students with disabilities and gifted students especially for educators and families. Products may be downloaded from the following website:

www.fl DOE.org/ese/pub-home.asp

Florida Department of Education, Division of Blind Services (DBS), www.dbs.myflorida.com
phone – 850-245-0370

Florida Department of Education, College and Beyond, www.fl DOE.org/college

Florida Department of Education, Division of Florida Colleges, www.fl DOE.org/cc

Florida Department of Education, Division of Vocational Rehabilitation (VR)
www.rehabworks.org , phone, 800-451-4327

Florida Department of Education, Office of Workforce Education, www.fl DOE.org/workforce

Florida Department of Health, www.doh.state.fl.us , includes health information and location of County Health Departments

FDLRS/ Miccosukee Associate Center- Part of a statewide network serving children with special needs or disabilities by supporting educators, families and communities. Visit www.fdlrsmicco.org or call 850-561-6545 location: 725 S. Calhoun Street, Tallahassee, FL 32301

Opportunity Services, provides job placement and coaching to people with disabilities with a focus on individual client's abilities, www.oppserv.org or call 850-386-2100.

Pyramid, Inc. <http://www.pyramidinc.org/index.html>, the arts for people with disabilities

Career Source, www.careersourcecapitalregion.com

Mental Health Agencies in the Big Bend Area

Apalachee Center Leon 850-523-3289 Gadsden 850-875-2422 Wakulla 850-926-5900

Bethel Family Counseling and Outreach Center 850-577-1780

Camelot Care 850-561-8060

Children's Home Society 850-921-0772

Children's Medical Services 850-487-2604

Florida Therapy Services Leon 850-681-6001 Gadsden 866-875-2422

Friends of Child, Inc. 850-894-3700

Tallahassee Memorial Behavioral Health Center 850-431-5100

Healing Transitions 850-877-4228

Agency for Persons with Disabilities (APD)

State of Florida

ELIGIBILITY DETERMINATION

To be eligible for APD services, an individual has to have a confirmed diagnosis of at least one of the following developmental disabilities:

INTELLECTUAL DIABILITY

Criteria: All the following criteria are to be met to be eligible under this category:

- Performance is two or more standard deviations below the mean on an individually administered intelligence assessment instrument.
- The applicant has significant deficits in Adaptive Behavior.

- Manifested prior to the person's eighteenth (18) birthday
- The performance measures for this category are to be validated by the professional judgment of a psychologist who has experience working with people who has an intellectual disability and who is either:
 - A Florida licensed psychologist
 - A Florida licensed school psychologist or
 - A psychologist employed by the department
 - No single score or combination of scores, tests or procedures is to be used as the sole criterion for determining eligibility.

CEREBRAL PALSY

Criteria: Eligibility under the category of cerebral palsy requires a physician's written statement that the person has a diagnosis of cerebral palsy. Cerebral palsy means a group of disabling symptoms of extended duration that result from damage to the developing brain, that might have occurred before, during or after birth and, that results in the loss or impairment of control over voluntary muscles. Cerebral palsy does not include those symptoms resulting solely from a stroke.

AUTISM

Criteria: Eligibility under the category of autism requires a diagnosis of autism provided by one of the following people:

- A psychiatrist
- A Florida licensed psychologist
- A psychologist employed by the department who is qualified by training and experience to make the diagnosis

Autism means a pervasive neurological based disorder that causes severe learning, communication or behavior disorder with the age of onset during infancy or childhood, usually around three years of age.

SPINA BIFIDA

Criteria: Eligibility under the category of spina bifida requires a physician's written statement that documents a medical diagnosis of spina bifida cystica or myelomeningocele. Spina Bifida means divided backbone or spine.

PRADER-WILLI SYNDROME

Criteria: Eligibility under the category of Prader-Willi Syndrome requires a written physician's statement that documents a diagnosis of Prader-Willi Syndrome. Prader-Willi Syndrome means an inherited condition typified by neonatal hypotonia with failure to thrive, hyperphagia or an excessive drive to eat which leads to obesity, usually at 18 to 36 months of age, mild to moderate mental retardation, short stature, mild facial dysmorphia and a characteristic neuro-behavior.

HIGH RISK OF A DEVELOPMENTAL DISABILITY

Criteria: Children from birth up to three years of age who have developmental disabilities, or who are at risk of having a developmental disability are served by the Children's Medical Services (CMS) Program. APD serves children in the high risk category from age three through five.

Children must be at risk of developing one of the above listed diagnoses.

PROCESS FOR DETERMINATION

1. Submit a District Two Referral Form (see attachment)

- Permission for Referral Form must accompany Referral if the referral is completed on behalf of the child.
 - Signature of the Parent/Legal Guardian (see attachment)
 - If referred by the school collateral information to support the diagnosis of a developmental disability should be submitted with the referral.
 - APD application can be printed from website, <http://apd.myflorida.com>. Please submit original applications to the address below.
2. An Intake Specialist will make a home visit to gather information e.g.
 - Additional collateral information
 - Demographic data
 - Resources
 - Attributes
 - Health Summary
 - Other information
 3. If collateral information does not meet criteria, but indicates the person has a disability we will arrange for testing, if determined necessary. There is no charge to the family or individual for assessments needed for eligibility determination.
 4. At each stage the family is notified in writing of the process.
 5. When a determination of eligibility is made, the person will go on the Developmental Disabilities Wait List until Med-Waiver funding becomes available.

When Collateral Information, Intake Appointments and/or Testing Appointments are attended in a timely manner, eligibility determination is made within 45 days for a child and 60 days for an Adult.



agency for persons with disabilities
State of Florida

Agency for Persons with Disabilities
Consent to Obtain or Release
Confidential Information

Individuals
Name:

Date of Birth:

Permission for Obtaining Record Information. I hereby give my permission and consent to the Agency for Persons with Disabilities or its representative to obtain the specified protected health information on the above named consumer from agencies, individuals and institutions identified below **OR**

I hereby request the specified protected health information on the above named consumer be sent to me
OR

Permission for Release of Information. I hereby give my permission for the Agency for Persons with Disabilities or its representative to release protected health information to the following person, agency or institution.

The information requested below will be used/disclosed for the following purposes:

Medical Reports	Social Service Reports
Academic Records and Plans	Speech and Hearing Reports
Habilitation Plans/Support Plans	Physical Therapy Reports
Psychological Reports	Occupational Therapy Reports
Other (Please specify):	

Name, address, or fax # of individual or agency from whom information is to be obtained:

Name, address, or fax # of individual or agency to whom information is to be provided:

1. I understand that information may only be re-released with my approval except as required by law. However, I understand that if the receiver of the information is not a health care provider or health plan covered by federal privacy regulations, the information described above may be re-disclosed and no longer protected by these regulations.
2. I understand that I may refuse to sign this authorization and that my refusal to sign will not affect my ability to obtain services or my eligibility for benefits. I may inspect or copy any information used/disclosed under this authorization.
3. I understand that I may revoke this authorization in writing at any time by contacting my support coordinator, except when the requested information has already been sent, based on this authorization.
4. I certify that I understand the above statements either personally or through my legal representative.
5. I also understand that this form is valid for no longer than 90 calendar days unless otherwise indicated. I understand that I may specify that it be for a shorter period of time.

Expiration date _____

Signature of Client or Representative

Relationship to client

Date

If this authorization has been signed by a personal representative (above) on behalf of an individual, his/her authority to act on behalf of the individual must be set forth here.

PERMISSION FOR REFERRAL
DEVELOPMENTAL DISABILITIES PROGRAM

I, _____, give my permission for _____
_____ to make a referral on behalf of myself or my child,
_____ to the Agency for Persons with Disabilities,
Developmental Disabilities Program. I understand that I will be contacted by an
Agency for Persons with Disabilities program staff to set up an application interview. I
understand that I may choose not to complete an application for Agency for Persons with
Disabilities if I do not wish to receive services from their program.

Signature of Parent/Legal Guardian or
Adult Applicant

Date

Note:

A foster parent may not give permission for a referral. Permission must be given by:

- 1) A legally competent adult applicant
- 2) The court appointed legal guardian of an adult or child
- 3) The natural, custodial parent of a minor child
- 4) The adoptive parent

If the child is in the custody of the Department of Children and Families, a court order must be obtained by the Department of Children and Families case worker.

Area 2, 2639 N Monroe Street, Suite B-100, Tallahassee, Florida 32399
(850) 488-6500 Fax: (850) 488-9132



agency for persons with disabilities
State of Florida

REFERRAL FORM

APPLICANT:

LEGAL NAME: (last) _____ (first) _____ (MI) _____

DATE OF BIRTH: _____ SOCIAL SECURITY #: _____

SERVICES REQUESTED: _____

WAIVER REQUESTED: YES ___ NO ___ MEDICAID: Yes (#) _____ NO ___

INDIVIDUAL/GUARDIAN AWARE OF REFERRAL: YES ___ NO ___

PREFERRED LANGUAGE OF APPLICANT/GUARDIAN _____

PARENT/GUARDIAN: _____

APPLICANT'S ADDRESS: _____

_____ ZIP CODE: _____

MAILING ADDRESS (IF DIFFERENT): _____

_____ ZIP CODE: _____

HOME PHONE: _____ OTHER: _____

EMAIL ADDRESS: _____

REFERRAL SOURCE: _____ PH: _____

OTHER INFORMATION: _____

IS CHILD A CBS CLIENT? ___ CHILD IN FOSTER CARE ___
UNDER PROTECTIVE SUPERVISION ___
CASEWORKER'S NAME/TELEPHONE # _____

SUSPECTED DIAGNOSIS: ___ HIGH RISK ___ SPINA BIFIDA ___ CEREBRAL PALSY
___ AUTISM ___ RETARDATION ___ PRADER-WILLI SYNDROME

PERSON COMPLETING INTAKE: _____
SUPERVISOR'S INITIALS: DATE: _____ ASSIGNED WORKER: _____
DATE AREM UPDATED: _____

Division of Vocational Rehabilitation (VR) Transition Youth Program

The VR Transition Youth program assists students with disabilities as they advance from high school to a successful employment outcome and become productive citizens in their community. The program helps provide a seamless transition from school to adult life by supporting career exploration, work readiness training, and community based work experiences while students are still in high school as required under the Workforce Innovation and Opportunity Act (WIOA). The Individualized Plan for Employment (IPE) is finalized before graduation or exit from high school. The IPE is coordinated with the student's transition Individual Educational Plan (IEP). Together the plans outline the student's desired career goal and the services required to achieve it. IPE services may include training, education, job placement, and other services necessary to reach the student's employment goal once he or she exits high school. The VR Counselor is responsible for determining the student's eligibility for VR services and for helping the eligible student develop an IPE before he or she exits high school.

A VR representative (VR Counselor or VR Technician) may be invited to attend transition IEP meetings at the school. At the meetings VR staff will provide information about VR services that may be available to students with disabilities needing assistance in preparing for or obtaining employment. Transition students are encouraged to apply to VR at age 15 if they require or are receiving community based work experiences or if they need other VR services while in high school. For students that will need VR services after high school, the referral to VR should take place at least two years prior to their anticipated exit from school. Students may also be referred to VR if they are at high risk of dropping out of school. Early VR referral and application provides a better opportunity to process applications, determine eligibility, and assist students to complete vocational planning. Coordination and communication between VR staff, school staff, students, parents and other agencies involved in transition is essential to the success of students with disabilities.

The VR Transition Youth brochure is available in English, Spanish, and Creole. This brochure explains the VR program and describes some of the services available to transitioning youth. Copies are available by contacting Jeanne Arnold at 850-494-7152 or Jeanne.Arnold@vr.fl DOE.org. Electronic versions of VR brochures and information about VR services are available at our website, www.rehabworks.org.

The following is a step by step process for referral to VR to be utilized by the teachers or counselors in the schools for those students meeting the criteria above.

- Teacher/counselor obtains necessary signature on the *Consent for Mutual Exchange of Information* form
- Complete a Vocational Rehabilitation Referral/Application form for each transition student described above and fax it to the VR Office and Counselor assigned to your school
- Within 3 days of receipt, the VR staff initiates contact with the school and family to discuss the student's needs
- If VR services are needed, the school teacher or counselor sends the VR Counselor the following information, including any additional documentation that was discussed.
 1. Most recent IEP
 2. Psychological, medical, or re-evaluation reports
 3. High school transcript, including Community Based Instruction (CBI) information

4. Curriculum Based Vocational Assessments (CBVA) or other vocational evaluations

5. Attendance/tardiness reports, behavioral reports, and documented social issues

****These documents help the VR Counselor to determine eligibility and/or the need for additional assessment****

- VR Counselor or Technician schedules and conducts an initial interview with the student, though the parent/guardian must participate if the student is a minor or has a legal guardian
- VR Counselor determines eligibility for VR services using existing records or information obtained from additional evaluations or assessments (if necessary) within 60 days of VR application, unless an extension is justified and agreed upon by the applicant
- VR Counselor or Technician communicates the VR eligibility or ineligibility to the student, parent/guardian and the school
- VR Counselor will help the student to develop an Individualized Plan for Employment (IPE) or notify them that they are being placed on a wait list when under an Order of Selection (see below) for students determined eligible for VR services
- VR Counselor has 90 days to help the student develop an IPE after they are determined eligible or come off the wait list, unless an extension is agreed upon
- The IPE is created jointly by the VR Counselor and the eligible student with assistance of the parent/guardian if necessary
- VR staff provide a signed copy of the IPE to the student or parent/guardian and school
- The student and the VR Counselor must review, sign and date the IPE before services can be provided
- The VR Counselor continues to work with the student until they are successfully employed in their planned goal for at least 90 days
- Post-employment services may be available should the student encounter problems maintaining employment due to the disability or condition which made them eligible for VR services

In addition to Career Exploration, Work Readiness, and Work Experiences, VR Services May Also Include:

- Medical and Psychological Assessment
- Vocational Evaluation and Planning
- Career Counseling and Guidance
- Training and Education After High School
- Job-Site Assessment and Accommodations
- Job Placement
- On-the-Job Training
- Supported Employment
- Assistive Technology and Devices
- Time-Limited Medical and/or Psychological Treatment

Additional information can be obtained at www.rehabworks.org, by contacting your local VR office, and by contacting a VR Transition Youth Administrator at 800.451.4327.



Received: _____
By: _____
Contact Date: _____
Phone _____ Letter _____ In Person _____
Appt. Scheduled: _____
Scheduled: _____

**FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL REHABILITATION
REFERRAL/APPLICATION FOR VOCATIONAL REHABILITATION SERVICES**

I am a person with a mental or physical impairment that interferes with my ability to work. I want to learn more about the rehabilitation services available through the Division of Vocational Rehabilitation and how they can assist in securing or retaining employment.

Name:

Social Security Number: _____ Date of Request: _____

Address: _____ City, State Zip: _____ , _____

Date of Birth: _____ Sex: _____

Marital Status: _____ Race: _____ Education Level: _____

Telephone number where you can be reached:

Or email address (if preferred):

Name of a contact person:

Telephone number of the contact person:

What is the best method to contact you?

What prevents you from working:

Do you require American Sign Language interpreter? Yes

Do you require assistive listening device? Yes

Do you require any accommodation for your impairment? Yes

If yes, please explain:

If referral is by an agency or other person:

Name:

Address of Agency or Person

City, State, Zip-Code: _____ , _____

Telephone Number:

(Your signature, or that of your parent or guardian, completes the application process for Vocational Rehabilitation. You may request additional information or speak with a counselor to get information prior to application.)

I understand that the purpose of receiving vocational rehabilitation services is to enable me to retain or secure employment. I understand that I must be found eligible for the services that I require. I am applying for vocational rehabilitation services and wish to undergo an assessment of my eligibility.

Signature of Applicant

Date of Application

Signature of Parent or Guardian

Please mail or turn in your application to the nearest VR office.
**For a list of offices, go to: www.rehabworks.org and then click on:
“Contact Us” and then select “Directory of Local VR Offices and Vendors”**

OR

You may call our toll free number 1-800-451-4327 for more information.

INFORMATION ABOUT DISCRIMINATION

It is against the law for the Division of Vocational Rehabilitation (VR) of the Florida Department of Education, as a recipient of Federal financial assistance, to discriminate against any individual in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief.

The application process used by VR to determine eligibility for services, any subsequent services, and the entire VR process are subject to these non-discrimination requirements.

What to Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a federally assisted program administered by the Division of Vocational Rehabilitation, you may file a complaint within 180 days from the date of the alleged violation with either:

Florida Department of Education
Division of Vocational Rehabilitation
Ombudsman Section
4070 Esplanade Way
Tallahassee, Florida 32399-7016
Phone: (800) 451-4327 (Voice/TDD)

OR

U.S. Department of Education
Office for Civil Rights (OCR)
Atlanta Office
61 Forsyth Street
Suite 19-T-70
Atlanta, Georgia 30303-3104
Phone: (404) 562-6350
TDD: (877) 521-2172
E-mail: OCR.Atlanta@ed.gov



FEEDBACK FORM
For the Big Bend Transition Resource Guide

Please copy and complete to provide feedback

1. The Introduction should include the following:

2. The following items should be added to the lists on pages 4-8 or edited (please specify age range, and include the information needed for the Guide):

3. The following information needs to be edited or clarified on pages 9-21 (please give the number of the item and a suggestion for how it needs to appear):

4. In the Acronyms, the following need to be added or edited:

5. In the websites, the following need to be added or edited:

6. Comments:

7. Where to send the feedback:

Fax the form to:

Transition Specialist, Leon County Schools, at 850.487.7820

Thanks for your input!