



# Understanding The New Jersey Division of Vocational Rehabilitation Services (DVRS) For People with Developmental Disabilities

<b>What is DVRS</b>	The New Jersey Division of Vocational Rehabilitation Services (DVRS) provides services that enable individuals with disabilities to find jobs or keep their existing jobs. If you or a loved one has a disability that is preventing employment, or is endangering present employment, you can submit a referral for services (see "Timeline" below for referral links).
<b>Who is Eligible</b>	Any individual with a physical or mental impairment that wants to be employed at a competitive wage may qualify for individual or vocational rehabilitation services.
<b>What Services Does DVRS Offer People with Developmental Disabilities?</b>	The consumer and DVRS counselor will work together to develop an Individualized Plan for Employment (IPE). The plan may include: Vocational Counseling & Guidance, Job Placement Services, Job Seeking Skills, Supported Employment, Time Limited Placement and Coaching, Job Accommodations, Skills Training, *College Training, Physical and/or Emotional Restoration (Equipment or therapies which improve physical or cognitive functioning so that a person is able to work), Mobility Equipment, Driver Training, or Vehicle and/or Home Modification. For more information visit: <a href="http://bit.ly/njdvrs">bit.ly/njdvrs</a>

Read	Timeline	DVRS Partners	Get Connected
<ul style="list-style-type: none"> <li>• <b>NJ DVRS Home Page:</b> <a href="http://bit.ly/njdvrs">bit.ly/njdvrs</a></li> <li>• <b>DVRS Frequently Ask Questions:</b> <a href="http://bit.ly/dvrsfaq">bit.ly/dvrsfaq</a></li> <li>• <b>Students With Disabilities:</b> <a href="http://bit.ly/dvrsstudentswithdisabilities">bit.ly/dvrsstudentswithdisabilities</a></li> <li>• <b>DVRS Myths and Facts:</b> <a href="http://bit.ly/mythsandfactsdvrs">bit.ly/mythsandfactsdvrs</a></li> </ul> <p><b>Client Assistance Program</b>  <a href="http://www.drnj.org/capprogram">www.drnj.org/capprogram</a>  <b>609.292.9742</b>          Assists individuals with disabilities in securing and understanding rehabilitation services.</p> <p><b>New Jersey Work Incentives Network Support</b>  <a href="http://www.njwins.org">www.njwins.org</a>          Assists SSI and SSDI beneficiaries to start, continue or increase work efforts while maintaining benefits.</p>	<p><b>14-21:</b> Beginning at age 14, DVRS counselors can provide consultation to transition students, parents/guardians, and school personnel when deemed appropriate. Some local DVRS school representatives may be able to attend a student's IEP meeting.</p> <p><b>18-21:</b> Transition students may apply to DVRS up to two years prior to exiting from school. However, an individual will not receive service until 21 or older.</p> <p><b>21+:</b> At any time school personnel, a caregiver or individual can contact DVRS for services.</p> <ul style="list-style-type: none"> <li>• <b>Online Referral Form:</b> <a href="http://bit.ly/dvrsonlinereferralform">bit.ly/dvrsonlinereferralform</a></li> <li>• <b>Print Referral Form:</b> <a href="http://bit.ly/printreferralformdvrs">bit.ly/printreferralformdvrs</a></li> </ul> <p><b>Contact Local DVRS Office:</b>  <a href="http://bit.ly/dvrsofficelocations">bit.ly/dvrsofficelocations</a></p>	<p><b>The New Jersey Statewide Independent Living Council (NJ SILC):</b> <a href="http://www.njsilc.org">www.njsilc.org</a></p> <p><b>The Commission for the Blind and Visually Impaired:</b>  <a href="http://bit.ly/commissionfortheblind">bit.ly/commissionfortheblind</a></p> <p><b>The Division of the Deaf and Hard of Hearing:</b> <a href="http://bit.ly/2ajesom">bit.ly/2ajesom</a></p> <p><b>Community Rehabilitation Programs:</b> <a href="http://bit.ly/crprograms">bit.ly/crprograms</a></p> <p><b>One-Stop Career Centers:</b>  <a href="http://bit.ly/onestopcareercenters">bit.ly/onestopcareercenters</a></p> <p><b>Centers for Independent Living:</b>  <a href="http://bit.ly/centersfoindependentliving">bit.ly/centersfoindependentliving</a></p> <p><b>The Division of Developmental Disabilities (DDD):</b>  <a href="http://bit.ly/ddd_homepage">bit.ly/ddd_homepage</a></p>	<p>As changes take place within the service delivery systems, it is vital for families to stay connected with an organization that can provide the most recent and important information.</p> <p><b>The Arc of New Jersey Family Institute keeps you informed, educated and up-to-date</b> on all the latest changes that affect your loved one with an intellectual or developmental disability.</p> <p><b>Sign up today for free!</b>  <a href="http://bit.ly/familyinstitutenewslettersignup">bit.ly/familyinstitutenewslettersignup</a></p> <p>*Remember to discuss college options when meeting with the DVRS counselor.</p> <p>**Type all links exactly as seen including any capital or lowercase letters, and numbers.**</p>



The New Jersey Division of Vocational Rehabilitation Services (DVRS) works with students with disabilities including those with an IEP (Individualized Education Program), who will need help in planning for, getting and keeping a job.

The goal of DVRS is to make your transition (next steps) from school to work an easy one. DVRS can help you by giving you the services you need to find the right job!

### **STEPS IN THE DVRS PROCESS**

- **1. Referral:** As a student, you may be referred to DVRS up to two years before leaving high school. It is usually a staff person from your school like a teacher or someone on your child study team who will refer you to DVRS, but your parent or another adult can as well. You may also refer yourself.
- **2. Application and Intake Appointment:** After you have been referred to DVRS, the next step will be for you to come to one of the local DVRS offices for an Intake Appointment. This is called a "**Survey Interview.**" At this interview you will meet in person with a DVRS counselor. The DVRS counselor will talk to you about DVRS and explain the services that you may need to get the right job and be successful!
- **Services:** A "service" means the different kinds of help you may need with getting and keeping a job. This will include "vocational counseling and guidance." This is when the DVRS counselor helps you decide what job skills you have, what type of job you want to do, and then helps you find the right job when you graduate.

Some people working with DVRS may need other kinds of "services" such as having a person called a "job coach" who can come to your workplace to help you learn your job. Services could also mean some kind of training or schooling that will help you learn how to do your job or prepare for your career.

- **What to know before coming to the Survey Interview:** You may have a parent or another adult that knows you well come with you to this appointment, but may choose to talk with the counselor by yourself at least for part of the appointment time. It is important for you to know that what is talked about in this interview is private and that you (if you are 18 or over) or your parent or guardian will need to give written permission to the DVRS counselor to share your information with others, including your school.
  - The DVRS counselor may also request that you bring personal information with you to the Survey Interview such as your Social Security Card, your student ID, paperwork from your doctor and school records that may have not already been sent to DVRS.
  - During this interview you will be asked questions about yourself. Examples of questions that the DVRS counselor may ask you can be found in the next section called the "SURVEY INTERVIEW GUIDE." You may also be asked to add to what is listed or may decide that there is more information that you want to share with your counselor.

## SURVEY INTERVIEW GUIDE

1. **Personal information:** What is your name, date of birth, Social Security number, phone number and address? With whom do you live? Are you a U.S. Citizen? What language(s) do you speak? In what languages do you read and write and how well?
2. **Disability History:** Who is the name of your doctor(s) or clinic? Are you being treated for any medical or mental health conditions? (This could include special education classifications listed on your IEP.) Do you take any medications? (If you answered yes, do you know the name of your medicine(s) and how it helps you?)
3. **Education:** What grade have you completed? Do you have an IEP or a 504 plan? If Yes, what services do you receive at school and why? (This could mean things like getting extra time when you take a test, or having a tutor who gives you extra help with your school work.) Do you have any difficulties with your classes? If yes, which classes? What are your favorite classes and why?
4. **Employment:** Do you have a work history? If so, what types of jobs have you had and when? Do you have any volunteer experience? Do you have a vocational goal? What type of career would you like when you leave school?
5. **Program Expectations:** A) What kind of assistance or services would you like to get from DVRS? B) How do you see your disability as interfering with your ability to work?

- **Deciding to Apply for Services:** DVRS is a voluntary service. This means that the DVRS counselor will ask you at the end of the Survey interview if you would like to take the next step in working with DVRS. If you do then you will sign the application form. Then, the next step will be for the DVRS counselor to decide if you are eligible to receive DVRS services.
- **3. Eligibility Determination:** Your DVRS counselor will review your school and medical records and with your permission may talk to your school, doctor or other adults in order to figure out if you would be eligible for DVRS. This information is also needed to know what supports and services you will need for a job. If you are eligible for DVRS this means that you will need some type of service to help you with getting and keeping a job. You will get a letter in the mail letting you know if you are eligible and asking you to make an appointment with your DVRS counselor.
- **4. IPE (Individualized Plan for Employment):** Once you have been “determined eligible” for DVRS the next step is to work with your DVRS counselor in developing your IPE. Your IPE includes your vocational goal (the type of work you will be doing) and the services you will receive in order to meet this goal.

- ✓ You and your DVRS counselor will decide together what your vocational goal will be and what services will be provided to you. This is your plan to help you get the job you want. It is also about getting a job that is the best match for your interests, skills and abilities.
- **5. Case Closure:** You will keep working with DVRS until the services you have gotten have ended and you have been employed for at least 90 days. Your case is then "closed" with DVRS.
  - ✓ You can always come back and apply to DVRS again if your job situation changes.

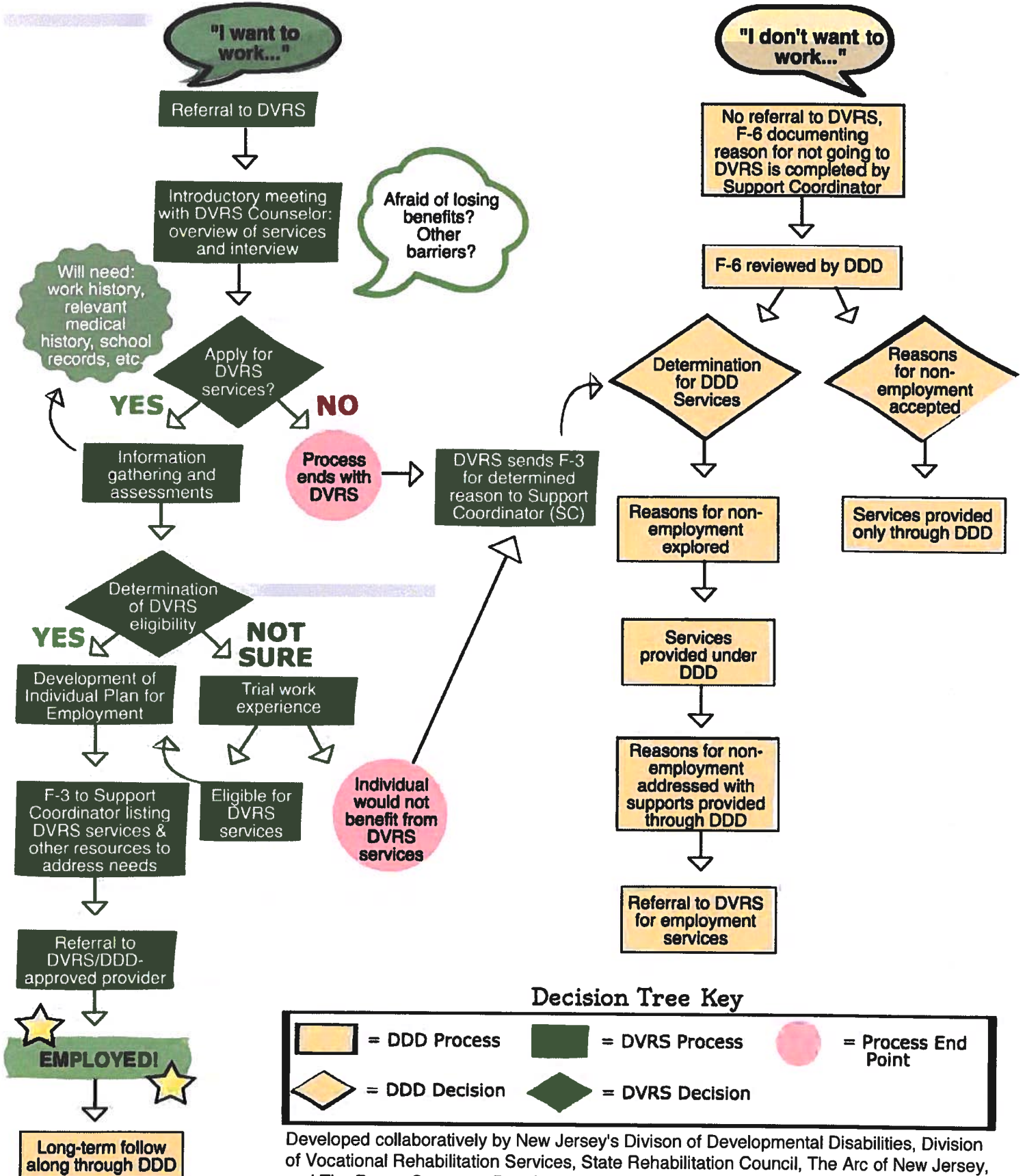
## DVRS FIELD OFFICE CONTACT LIST

<p><b>TRENTON (Central)</b> John Fitch Plaza – 12<sup>th</sup> Floor P.O. Box 398, 08625-0398 <b>ALICE HUNNICUTT, Director</b> 609-292-5987, 609-292-8347/FAX, 292-4033/AH FAX 609-292-2919/TTY, 609-498-6221/VP <a href="mailto:dvradmin@dol.state.nj.us">dvradmin@dol.state.nj.us</a> <a href="http://lwd.dol.state.nj.us/labor/dvrsDVRIndex.html">http://lwd.dol.state.nj.us/labor/dvrsDVRIndex.html</a></p>	<p><b>NEPTUNE (Monmouth)</b> 60 Taylor Avenue, 07753-4844 <b>SUSAN RAKOCI-ANDERSON, Manager</b> <b>KATHY SPACE, Supervisor</b> 732-775-1799, 732-775-1666/FAX <a href="mailto:DVR.Neptune@dol.state.nj.us">DVR.Neptune@dol.state.nj.us</a> NJ Transit Contact: Donna Smith/ Cheryl Neal</p>	<p><b>THOROFARE (Gloucester)</b> Gloucester Regional Service Ctr. 215 Crown Point Rd., Suite 200, 08086-2153 <b>STACEY SMITH, Manager</b> <b>VITO PALO, Supervisor</b> 856-384-3730, 856-384-3777/FAX <a href="mailto:DVR.Thorofare@dol.state.nj.us">DVR.Thorofare@dol.state.nj.us</a> NJ Transit Contact: Teresa Baus</p>
<p><b>BRIDGETON (Cumberland, Salem)</b> 40 E. Broad Street, Suite 204, 08302-2881 <b>KEANE ZIMMERMAN, Manager</b> <b>MARVA FERGUSON, Supervisor</b> 856-453-3888, 856-453-3909/FAX 856-497-0075/VP <a href="mailto:DVR.Bridgeton@dol.state.nj.us">DVR.Bridgeton@dol.state.nj.us</a> NJ Transit Contact: Nicole LaTourette</p>	<p><b>NEW BRUNSWICK (Middlesex)</b> 550 Jersey Avenue, P.O. Box 2672, 08901 <b>JANICE FISHBEIN, Manager</b> <b>VACANT, Supervisor</b> 732-937-6300, 732-937-6358/FAX 732-393-8056/VP <a href="mailto:DVR.NewBrunswick@dol.state.nj.us">DVR.NewBrunswick@dol.state.nj.us</a> NJ Transit Contact: Richard Rodd</p>	<p><b>TOMS RIVER (Ocean)</b> 1027 Hooper Ave., Bldg. 6, 3<sup>rd</sup> Floor Suite 1, 08753-2225 <b>CHERYL DEGRAFF-SHANKLE, Manager</b> <b>TADD MAFFUCCI, Supervisor</b> 732-505-2310, 732-505-2317/FAX <a href="mailto:DVR.TomsRiver@dol.state.nj.us">DVR.TomsRiver@dol.state.nj.us</a> NJ Transit Contact: Patrick Murphy</p>
<p><b>CAMDEN (Camden)</b> 2600 Mt. Ephraim Ave., Suite 103 08104-3290 <b>JEFFERY DEITZ, Manager</b> <b>JENNIFER VENEZIANI, Supervisor</b> <b>JEFFREY CLARK, Supervisor</b> 856-614-2500, 856-614-2538/FAX 856-831-7599/VP <a href="mailto:DVR.Camden@dol.state.nj.us">DVR.Camden@dol.state.nj.us</a> NJ Transit Contact: Charlotte Bagley</p>	<p><b>NEWARK (Essex)</b> 990 Broad Street, 2<sup>nd</sup> Floor, 07101 <b>ELIZABETH A. DAVIS, Manager</b> <b>CARREL COREUS, Supervisor</b> <b>WILLIAM SCHULZ, Supervisor</b> 973-648-3494, 973-648-3902/FAX 862-772-7166/VP <a href="mailto:DVR.Newark@dol.state.nj.us">DVR.Newark@dol.state.nj.us</a> NJ Transit Contact: Carol Tucker</p>	<p><b>TRENTON (Mercer)</b> Labor Station Plaza, P.O. Box 959 28 Yard Avenue, 08625-0959 <b>HAIRONG (HELEN) LIU, Manager</b> <b>CHERI THOMPSON, Supervisor</b> 609-292-2940, 609-984-3553/FAX 609-498-7011/TTY &amp; VP <a href="mailto:DVR.Trenton@dol.state.nj.us">DVR.Trenton@dol.state.nj.us</a> NJ Transit Contact: Miledy Diaz</p>
<p><b>ELIZABETH (Union)</b> 921 Elizabeth Ave., 3<sup>rd</sup> Floor 07201 <b>MYRNA PINCKNEY, Manager</b> <b>PAT WILLIAMS, Supervisor</b> 908-965-3940, 908-965-2976/FAX 908-965-3995/VP <a href="mailto:DVR.Elizabeth@dol.state.nj.us">DVR.Elizabeth@dol.state.nj.us</a> NJ Transit Contact: Carol Serrano/Vanessa Harris</p>	<p><b>PATERSON (Passaic)</b> 200 Memorial Drive, 1<sup>st</sup> Floor, 07505 <b>ROSEMARY PETRIZZO, Manager</b> <b>DEBRALU HAGERMAN, Supervisor</b> 973-742-9226/Option 3 or 973-340-3400, 973-279-5895/FAX 973-968-6556/VP <a href="mailto:DVR.Paterson@dol.state.nj.us">DVR.Paterson@dol.state.nj.us</a> NJ Transit Contact: Karen Brown</p>	<p><b>WESTAMPTON (Burlington)</b> 795 Woodlane Road, Suite 201 08060 <b>STACEY SMITH, Manager</b> <b>FERNE ALLEN, Supervisor</b> 609-518-3948, 609-518-3956/FAX <a href="mailto:DVR.Westampton@dol.state.nj.us">DVR.Westampton@dol.state.nj.us</a> NJ Transit Contact: Claudia Rivera</p>
<p><b>HACKENSACK (Bergen)</b> 60 State Street, 2<sup>nd</sup> Floor, 07601-5471 <b>VACANT, Manager</b> <b>MAXINE BECKER, Supervisor</b> 201-996-8970, 201-996-8880/FAX <a href="mailto:DVR.Hackensack@dol.state.nj.us">DVR.Hackensack@dol.state.nj.us</a> NJ Transit Contact: Donalette Miller</p>	<p><b>PLEASANTVILLE (Atlantic)</b> 2 South Main St., 1<sup>st</sup> Fl. Suite 2, 08232 <b>CANDACE TITANSKI, Manager</b> <b>J. MICHAEL MARGRAF, Supervisor</b> 609-813-3933, 609-813-3959/FAX 608-813-3958/TTY, 609-241-7064/VP <a href="mailto:DVR.Pleasantville@dol.state.nj.us">DVR.Pleasantville@dol.state.nj.us</a> NJ Transit Contact: Leslie Heyer</p>	<p><b>WILDWOOD (Cape May)</b> 3810 New Jersey Avenue, 08260 <b>CANDACE TITANSKI, Manager</b> <b>VACANT, Supervisor</b> 609-523-0330, 609-523-0212/FAX 609-224-1218/VP <a href="mailto:DVR.Wildwood@dol.state.nj.us">DVR.Wildwood@dol.state.nj.us</a> NJ Transit Contact: Karen Sandora</p>
<p><b>HACKETTSTOWN (Sussex, Warren)</b> 223 Stiger Street, Suite A, 07840-1217 <b>ANTONEY SMITH, Manager</b> <b>SCOTT MCGILL, Supervisor</b> 908-852-4110, 908-813-9745/FAX <a href="mailto:DVR.Hackettstown@dol.state.nj.us">DVR.Hackettstown@dol.state.nj.us</a></p>	<p><b>RANDOLPH (Morris)</b> 13 Emery Avenue, 2<sup>nd</sup> Floor, 07869 <b>ANTONEY SMITH, Manager</b> <b>JOAN WLAZLOWSKI, Supervisor</b> 862-397-5600 (3), 973-895-6420/FAX 862-242-5412/VP <a href="mailto:DVR.Randolph@dol.state.nj.us">DVR.Randolph@dol.state.nj.us</a> NJ Transit Contact: Beverly Halgren</p>	
<p><b>JERSEY CITY (Hudson)</b> 438 Summit Avenue, 6<sup>th</sup> Floor, 07306-3187 <b>ANAND SUMAITHANGI, Manager</b> <b>JORGE DELGADO, Supervisor</b> 201-217-7180, 201-217-7287/FAX 201-942-0085/VP <a href="mailto:DVR.JerseyCity@dol.state.nj.us">DVR.JerseyCity@dol.state.nj.us</a> NJ Transit Contact: Madeline Ribarte</p>	<p><b>SOMERVILLE (Somerset, Hunterdon)</b> 75 Veterans Memorial Dr., Suite 101 08876-2952 <b>JANICE FISHBEIN, Manager</b> <b>ELIZABETH CONTE, Supervisor</b> 908-704-3030, 908-704-3476/FAX 866-954-1190/VP <a href="mailto:DVR.Somerville@dol.state.nj.us">DVR.Somerville@dol.state.nj.us</a> NJ Transit Contact: Danielle Kwan</p>	



# Employment Decision Tree for DDD-Eligible Individuals

This decision tree displays the path to employment services for individuals that are eligible for DDD. If determined eligible for DDD services, supports can be provided by DDD throughout the employment decision process.



Developed collaboratively by New Jersey's Division of Developmental Disabilities, Division of Vocational Rehabilitation Services, State Rehabilitation Council, The Arc of New Jersey, and The Boggs Center on Developmental Disabilities.