

# TRANSITION

TRACK YOUR PROGRESS

**01**  
**STEP**

Complete DRS application and provide disability documentation.

**02**  
**STEP**

Counselor will determine your eligibility.

**03**  
**STEP**

Have DRS conduct a vocational evaluation.

**04**  
**STEP**

Identify your career goals and services.

**05**  
**STEP**

Complete the financial status form.

**06**  
**STEP**

Develop an Individualized Plan for Employment (IPE).

**07**  
**STEP**

Participate in Career Awareness.

**08**  
**STEP**

Get work experience.

**09**  
**STEP**

Get a cool job with benefits!

*EACH PIECE PUT IN PLACE HELPS BUILD THE FUTURE YOU WANT!*

# TRANSITION: KEEPING TRACK OF YOUR PROGRESS

## FROM DRS APPLICATION TO EMPLOYMENT

The Oklahoma Department of Rehabilitation Services (DRS) assists people with disabilities to prepare for, obtain and retain their jobs. The Transition program helps high school students with disabilities (who are eligible for vocational rehabilitation services) to prepare for employment and life after high school. This process should begin at 15 ½ years of age but can apply at any time.

### Step 1 Complete the application and provide disability documentation. Date completed: \_\_\_\_\_

- ★ To obtain an application for DRS services, ask a teacher from your school or contact DRS at [www.okdrs.gov](http://www.okdrs.gov) or (800) 845-8476.
- ★ Once completed, be sure to sign it (parents must sign if you are under the age of 18), date the application and submit it to the local DRS office - <https://www.okdrs.gov/office-locator>.
- ★ Work with your school and parents on gathering up required documentation about your education and disability to submit with the application to the DRS Counselor.

### Step 2 Counselor determines your eligibility. (Timeframe - 60 days from receipt of application). Date completed: \_\_\_\_\_

- ★ Once all information has been received and the DRS counselor has met with you and your family, they will determine if you are eligible for DRS services.
- ★ Eligibility is based on the significance of your disability, the barriers it places on your ability to be employed, and your ability to benefit from DRS services.

### Step 3 Have DRS conduct a vocational evaluation. Date completed: \_\_\_\_\_

- ★ Ask your DRS counselor to set up a time for you to receive a vocational evaluation to determine what interests and strengths you have to help you better decide on a career choice.
- ★ DRS staff can assist you with this at your school or at a DRS Career Planning Center.

### Step 4 Identify your career goals and services. Date completed: \_\_\_\_\_

- ★ Talk with your family and teachers regarding your career goals and interests.
- ★ Begin taking interest and career assessments through your school or on-line to determine your interests and strengths.
- ★ Research careers to understand education or training required for each job.
- ★ Discuss with the DRS counselor about services that may help you reach your career goal.

### Step 5 Complete the financial status form. Date completed: \_\_\_\_\_

- ★ To determine if you would be required to share in the cost of DRS services, your DRS counselor may ask you and your family to submit household income information.

### Step 6 Develop an Individualized Plan for Employment (IPE). Timeframe: 90 days from eligibility determination. Date completed: \_\_\_\_\_

- ★ Now that you have a career goal in mind and services available to you, your DRS counselor will work with you and your family on developing the plan that will be followed to get you to employment.

### Step 7 Participate in Career Awareness. Date completed: \_\_\_\_\_

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

### Step 8 Get work experience. Date completed: \_\_\_\_\_

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

### Step 9 Get a cool job with benefits! Date completed: \_\_\_\_\_

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

The Client Assistance Program (CAP) at 405-521-3756 is available at any stage to assist you with information and/or advocacy.



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