

**Who can apply?** There are 4 questions you must answer.

1. Do you have a disability?
2. Do you disability prevent you from working?
3. Do you need VR services to help you find a job?
4. Do you want to work?

**How to apply?** There are 3 ways

1. Go to a DOR Office near your home or apply online to fill out application <https://www.dor.ca.gov/Content/DorIncludes/documents/Forms/dr0222.pdf>.
2. Call a DOR office near your home, talk with a counselor and request an application for by mail for you to fill out
3. Apply online @ [www.dor.ca.gov](http://www.dor.ca.gov) or print an application from website to fill out and mail to the DOR office then DOR will contact you to set up an appointment to start the interview. Bring the application and other papers. When you meet with your DOR.

**What to BRING to your first appointment:**

- Any documents you have about your disability.
- Recent records and benefit letters (i.e.; Social Security Administration, Ticket to Work Program, or another referral)
- A list of names, addresses, and telephone numbers of doctors, professionals, and organizations you have consulted about your disability.

**Determining Eligibility:**

- After obtaining enough information, you and your counselor will determine your eligibility for services within 0-60 days of receiving your application and information gathered at your first appointment.
- Once determined eligible for services, you and your counselor will jointly develop your Individualized Plan for Employment (IPE). The IPE is your written plan listing your job objective and the DOR services you will receive to reach your employment goal.

**Brief overview of DOR Services process**

There are 7 steps:

- 1) Apply for services
- 2) Eligibility
- 3) Priority for services
- 4) Writing an IPE
- 5) Providing services
- 6) Finding a job
- 7) Case closure

The steps must be completed in the order listed to follow the timeline and to make the process go smoothly.