

## YOUR RESPONSIBILITIES

Thank you for contacting the Vocational Rehabilitation (VR) Program. We offer a variety of services. If you qualify, the VR Program will assist you in your effort to go to work. We need you to help in this effort also. Please be aware that the VR Program could deny your application or close your case (stop services) if you do not follow through with your responsibilities. Below are some of these responsibilities.

### **\*Keep appointments & stay in contact with your vocational counselor**

It is important that you keep all appointments. If you can't keep an appointment, call ahead to change it.

### **\*Give honest & complete information**

Be honest with your counselor. If you do not want to work, tell him/her. Tell the counselor all you know about your disabilities/abilities, education, jobs, work you like/dislike. Do all you can to help your counselor, especially in getting your medical and other records.

### **\*Tell your vocational counselor about changes in your situation**

Tell your counselor about changes in your address, phone number, medical condition, Medicaid/Medicare, not wanting to work or continue with the VR Program, or other important changes/decisions in your life. Tell your counselor about changes in your SSI/Social Security check and other changes in your finances. You will need to return equipment/supplies the VR Program has bought if you decide not to work or if your case is closed with you not working.

### **\*Help develop your work plan & work hard to complete it**

Tell your counselor what you want in your work plan. You and your counselor will work together to develop a work goal and work plan. If you and your counselor can't agree on what to put in your plan, you can talk to a supervisor or the Client Assistance Program (ask your counselor about this). Work closely with the VR Program staff to get a job. When you go to work, tell your counselor your employer's name and address, your job title, salary, and if your job offers health insurance.

### **\*Do what's in your work plan and any amendments (changes) to it**

You will receive and should keep a copy of your work plan. Follow through with what you agree to do.

### **\*Use other benefits**

Money is limited and many Georgians with disabilities need services. Expect the VR Program to pay only what is needed to get you working. You must apply for and use other benefits like insurance, Social Security, Medicaid, Medicare, Pell Grant, HOPE Scholarship and VA benefits, before the VR Program pays for certain services. Also, use your own or any other funds available to you.

### **Get written approval before expecting the VR Program to pay**

The VR Program won't pay for services, supplies, or equipment unless you first get written approval from your counselor.