



**Florida Department Of Education
Division Of Vocational Rehabilitation
Individualized Plan For Trial Work**

Name:

Customer ID:

1. Abilities, Capabilities and Capacities to be addressed:
2. Assessment Method:
3. Supports, Assistive Technology Devices or Services needed:

Source:

4. Contact Person:
5. Location:
6. Duration:
7. Periodic Review:
8. Determination:

Signature

Counselor Signature

**Department of Education
Division of Vocational Rehabilitation
Individualized Plan for Employment**

Determination Of Eligibility

Services included in an Individualized Plan for Trial Work are provided for the limited purpose of determining if you can benefit from vocational rehabilitation services to assist you in becoming employed.

You Have The Right To:

Develop your Individualized Plan for Trial Work with your counselor. This plan will provide details about your trial work experience and any assistance you need to participate in the trial work plan.

Freedom from discrimination based on sex, race, color, religion, national origin, age, marital status, political affiliation, disability or veteran status.

Appeals:

Supervisory Review: If you and your counselor cannot agree, you may ask to speak with your counselor's supervisor. The supervisor will meet with you and your counselor to try to solve the problem.

Fair Hearing: If you are dissatisfied with the Administrative Review or decide to bypass it, you may request a Fair Hearing. This hearing will be conducted by an impartial hearing officer - someone who is not employed by the Division of Vocational Rehabilitation (DVR). You must request a Fair Hearing within 32 days from the time you receive the written Administrative Review decision. You must write the Director of the Vocational Rehabilitation Services to request a Fair Hearing.

Mediation: At the time of requesting a Fair Hearing, information will be provided regarding the availability of mediation. Mediation is a process in which a person called a mediator acts to encourage and facilitate the resolution of a dispute between the Division and you and/or your authorized representative. It is an informal and non-adversarial process with the objective of helping those in disputes reach a mutually acceptable and voluntary agreement.

Client Assistance Program (CAP)

There is a Client Assistance Program (CAP) in Florida. CAP staff can give advice and provide clarification or assistance with the services provided by Vocational Rehabilitation and other agencies.

If you are dissatisfied with services, CAP staff can work with you and VR to help resolve the problem. They may also assist you with an Administrative Review of Fair Hearing. Services are free and CAP is independent of all state agencies providing services to individuals with disabilities. CAP is a statewide program and can be contacted by calling, toll free:

1 (800) 342-0823 (voice)
1 (800) 346-4127 (TDD)

Individualized Plan For Trial Work Instructions

1. **Abilities, Capabilities and Capacities to be addressed:** **Counselors addresses questions or limitations that prevent them from making an eligibility decision. Ask, “Why can’t an eligibility decision be made now?”**
2. **Assessment Method:** **In what kind of trial work experience will the customer participate? On the job training, volunteer placement, etc.**
3. **Support, Assistive Technology Devices or Services needed:** **List supports the customer will need to participate in the trial work experience. Source: list source of devices or services.**
4. **Contact Person(s):** List the person(s) who will supervise and assist the customer during the trial work experience and who are responsible for progress reports and contact information.
5. **Location:** where the trial work experience is located, name of agency or business, the address, telephone number.
6. **Duration:** the trial work experience schedule including beginning and ending dates, hours to be worked on which days of the week (example: 3 hours a day, Monday – Friday)
7. **Periodic Review:** the periodic progress report schedule.
8. **Determination:** Eligible, Ineligible or not able to make a determination as a result of this trial work experience. If the counselor determines the customer is eligible or ineligible, the justification for the decision will appear on the appropriate certification. If the counselor can not make a determination as a result of the trial work experience, another trial work experience plan or extended evaluation plan should be completed.

The Florida Vocational Rehabilitation program receives 78.7 percent of its funding through a grant from the U.S. Department of Education. For the 2019 Federal fiscal year, the total amount of grant funds awarded were \$161,156,579. The remaining 21.3 percent of the costs (\$43,616,711) were funded by Florida State Appropriations.