Dear Parents/Guardians:

We are excited to have the opportunity to work with your young adult. Vocational Rehabilitation (VR) is a federally funded volunteer program utilizing taxpayer dollars to assist those with barriers in obtaining and retaining integrated, competitive employment within their communities.

VR will assist your son or daughter in achieving their vocational goals by creating an Individualized Plan for Employment (IPE) providing services tailored to their specific employment needs and their chosen job goal. To meet the federal guidelines required to use federal funds VR must complete a Financial Needs Test before the IPE can be completed and put into action. What this requires is your assistance in providing the following documentation of any of the following that apply:

- If your son/daughter is claimed as a dependent, VR will need a copy of the front page of your most current tax return for the Adjusted Gross Income figure.
- If they are independent and file their own taxes, VR will need the front page of their most current tax return, usually the 1040.
- If they are on Social Security, VR will need documentation confirming they are on Social Security.
- If they are receiving TANF, SNAP, or any governmental financial supports or needs based programs, VR will need documentation verifying these benefits.
- If they are receiving OHP benefits.

This information is secured and confidential. It is not shared outside this agency. VR will not be able to provide the planned services in the IPE without a completed Financial Needs Test. If you have any questions regarding this, please contact your Vocational Rehabilitation Counselor.

We do appreciate your cooperation in our efforts to help your son/daughter achieve their vocational goal and independence for their future success.

“Thank You!”

Respectfully,

Your Vocational Rehabilitation Counselor

Office of Vocational Rehabilitation
Department of Human Services, Oregon

The mission of Vocational Rehabilitation is to assist Oregonians with disabilities to achieve and maintain employment and independence.