

## CHAPTER 7: LRS Policy Manual

<b>Part</b> 110	<b>Name</b> Information and Referral Services	<b>Effective Date</b> *July 1, 2010**
<b>Director</b> Ken York	<b>Signature</b> on file	
<b>Appointing Authority</b> Johnny Riley	<b>Signature</b> on file	

### A. Purpose

The purpose of an expanded system of information and referral is as follows:

1. To ensure that individuals with disabilities who are not being served under LRS' Order of Selection receive accurate vocational rehabilitation information and guidance to assist such individuals in preparing for, securing, retaining, or regaining employment; and
2. To ensure that such individuals, as appropriate, are referred to other federal and state programs, including other components of the statewide workforce investment system.

### B. Services

#### 1. Information

a. As appropriate, to the extent that such services are not purchased by LRS, LRS will provide the following informational vocational rehabilitation services;

- i. individualized guidance and counseling;
- ii. individualized vocational exploration;
- iii. supervised job placement referrals to Workforce Investment;
- iv. assistance in securing reasonable accommodations.

#### 2. Referral

a. As appropriate, LRS will make a referral to the appropriate Federal or State program, including other components of the statewide workforce investment system that is best suited to address the specific employment needs of the individual with a disability.

b. Information provided by LRS to the individual will contain:

- i. a copy of the notice of the referral by LRS to the other agency carrying out the program; and

ii. information identifying a specific point of contact within the agency carrying out the program; and

iii. information and advice regarding the most suitable services to assist the individual to prepare for, secure, retain, or regain employment.

**\*AUTHORIZATION**

Federal Register, Volume 66, Department of Education, 34 CFR 361, Part VI, State Vocational Rehabilitation Services Program, §361.37 and 361.41.

**CONTACT**

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