



## EMPLOYMENT SERVICES REFERRAL

State Form 56644 (12-18)  
 FAMILY AND SOCIAL SERVICES ADMINISTRATION  
 DIVISION OF DISABILITY AND REHABILITATIVE SERVICES  
 VOCATIONAL REHABILITATION (VR) SERVICES

**IMPORTANT:** Include collateral information such as intake case notes, application information, information learned so far (including, if applicable, the Discovery Profile), evaluations, guardian information, or other information as applicable.

Participant Information							
<b>Name:</b>	Amy Sample	<b>VR Identification Number:</b>	12345	<b>Date of Birth</b> (month, day, year):	10/1/73	<b>Gender:</b>	Female
<b>Address:</b>	0000 Ridge Drive Richmond, IN 47374	<b>Telephone:</b>	765-555-1111	<b>Alternate Contact:</b>	Husband's cell: 765-555-2222		
<b>E-Mail:</b>	ASample@gmail.com	<b>Primary Disability:</b>	Orthopedic – Back and Neck Injuries	<b>Secondary Disability:</b>	None	<b>Severity Level:</b>	MSD
<b>Referral Date</b> (month, day, year):	1/2/2019	<b>Provider:</b>	Ace Employment Services				
<b>VR Counselor:</b>	Johnny Counselor	<b>VR Counselor Contact:</b>	Phone: 765-555-1234 Address: 52 S. 2 <sup>nd</sup> Street, Richmond, IN 47374				
<b>VR Case Coordinator:</b>	Jane C. Coordinator	<b>VR Case Coordinator Contact:</b>	Phone: 765-555-5678 Address: 52 S. 2 <sup>nd</sup> Street, Richmond, IN 47374				
<b>Anticipated Services Needed:</b>							
<input checked="" type="checkbox"/> Discovery <input type="checkbox"/> Job Readiness Training <input checked="" type="checkbox"/> Employment Service Milestones <input type="checkbox"/> Job Search / Placement Assistance <input type="checkbox"/> On the Job Supports Short Term <input type="checkbox"/> Supported Employment Services							
<b>Please describe specific needs, additional comments, special considerations, expectations, transportation options, etc.:</b>							
<p>Amy injured her back and neck in a motorcycle accident in February 2018. She is unable to lift over 15 lbs. and cannot tolerate repeated bending, lifting, or reaching overhead as was required in her job of 20 years as a cabinet finisher at Indiana Cabinet Company. Prior to her job in the cabinet factory, she worked for a cleaning company. She can no longer perform such physical work due to her restrictions. She is interested in finding a job as a receptionist in an office setting, but is not sure she can perform the duties.</p>							
<b>Basic Information</b> (If unknown, enter 'N/A'.)							
<b>Primary Job Interest:</b>	Receptionist or something similar						
<b>Secondary Job Interest:</b>	N/A						
<b>Work History</b>	1998-2018 – Indiana Cabinet Company – Cabinet Finisher, lifting cabinet doors and other parts overhead to a painting line, and spraying with finish or paint as ordered.  1992-1998 – General Cleaning Company – Performed home and office cleaning duties, mopping, vacuuming, dusting, cleaning bathrooms, etc.						
<b>Barriers/ Impediments:</b>	Unable to lift over 15 lbs. No repeated bending, lifting, reaching overhead. Needs to work 1 <sup>st</sup> Shift due to husband's work schedule and children's school and activities.						
<b>Accommodation Needs</b>	To be determined, depending upon the job.						
<b>Education Level</b>	HS Diploma						
<b>Academic Level</b>	No difficulty with reading, writing, or basic math.						

<b>Reported Preferences</b>	States she would like to try working in an office setting. Does not want to work outside of city limits.
<b>Source(s) of support</b>	At this time, her husband's salary is the only income for this family. No public assistance.
<b>Other Information Collected</b>	Amy reports she is nervous about looking for a new line of work. She is unsure of her skills.