



**State of Rhode Island  
Department of Human Services  
Office of Rehabilitation Services**

40 Fountain Street ~ Providence, RI 02903  
401-421-7005 ~ 401-222-3574 FAX  
TDD (401) 421-7016 ~ Spanish (401) 462-7791

Thank you for your interest in services provided through the Office of Rehabilitation Services - Vocational Rehabilitation Program. The Vocational Rehabilitation Program is intended to help you obtain a job that matches your skills and interests.

In this packet you will find the Office of Rehabilitation Vocational Rehabilitation fact sheet, Application for VR Services, Health and Functional Capacities Self-Assessment.

**After you have completed pages 1-( , which include your Application (ORS-4) and Current Health and Functional Capacities Self-Assessment form (ORS-3), please sign, and mail these forms back to:**

**Office of Rehabilitation Services  
Attn: Intake  
40 Fountain Street  
Providence, RI 02903**

We look forward to meeting with you to discuss the ORS Vocational Rehabilitation Program.





*“Assisting eligible individuals with disabilities to choose, prepare for, obtain, advance in, and maintain employment.”  
 “In partnership with American Job Center.*

**Application & Initial Information for the Vocational Rehabilitation (VR) Program**

*Please fill out this application to the best of your ability. If you do not feel comfortable disclosing some of the information, you can complete the application when you meet with an ORS Counselor.*

Name: \_\_\_\_\_  
 (Last) (First) (Middle Initial)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell/Video Relay: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_ Veteran: Y  N  E-mail Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

Have You Previously Applied for VR Services: Y  N  Previous Name: \_\_\_\_\_

What is your disability? \_\_\_\_\_

What is your employment or career goal(s)? \_\_\_\_\_

How did you learn about VR? Who referred you? \_\_\_\_\_

Do you receive SSI  SSDI  (**Attach award letter, if available.**) Did you receive a Ticket to Work? Yes  No

What transportation is available to you? Car  Bus  Other

Marital Status: Single  Married  Widowed  Divorced  Separated

Race: (Check all that apply) White  Black/African American  Asian  Native Hawaiian/Pacific Islander   
 American Indian/Alaskan Native

Ethnicity (Check one): Hispanic/Latino Yes  No

Do you speak English? Y  No  If no, what is the primary language spoken? \_\_\_\_\_

Have you currently been unemployed for more than 27 consecutive weeks? Yes  No

Do you want to register to vote? Yes  No  Have you ever been convicted of a felony? Yes  No

**I am applying for Vocational Rehabilitation Services because I want to work, or maintain employment.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent or Guardian (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

**Counselor receipt of application (ORS personnel only):** \_\_\_\_\_

Your assistance in providing the information requested on the following pages will help speed up your eligibility and employment plan process. A Vocational Rehabilitation Representative can assist you in completing the information if you wish. Please contact (401) 421-7005 (Intake) or RI Relay at 711, if you need assistance to complete the form. En Espanol, (401) 462-7791.

**WORK HISTORY** (Most recent job and attach resume)

Employer Name and Address: \_\_\_\_\_

How did you get this job? \_\_\_\_\_

Hrs. per Week: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ - \_\_\_\_\_ Hourly Pay: \_\_\_\_\_

Job Title/Skills: \_\_\_\_\_

Most Liked About Job: \_\_\_\_\_

Least Liked About Job: \_\_\_\_\_

Reason for Leaving Job: \_\_\_\_\_

**EDUCATION & TRAINING**

High School: \_\_\_\_\_ Highest Grade Completed: \_\_\_\_ Diploma: Y  N  Date: \_\_\_\_\_

Special Education Certification of Completion: Y  N  GED: Y  N  Date: \_\_\_\_\_

Special Education [IEP/504]: Y  N  Support Services provided: (e.g. technology, aide, etc.): \_\_\_\_\_

\_\_\_\_\_

College: \_\_\_\_\_ Years Attended: \_\_\_\_\_ Degree Obtained: \_\_\_\_\_

Other Skills/Trainings: \_\_\_\_\_

Certification(s) Obtained: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**DISABILITY / MEDICAL CONDITION (What prevents you from working?)**

Describe your limitations to employment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Technology/Supports/Resources needed to work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PHYSICIANS / HOSPITAL / MENTAL HEALTH / PSYCHOLOGIST / SOCIAL WORKER**

**PHYSICIANS/HOSPITAL/CLINIC**

**Specialty**

**Dates Of Service**

Name(s) and Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MEDICATIONS/TREATMENTS**

**Name/Type**

**Dosage/Frequency**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MEDICAL COVERAGE**

Provider \_\_\_\_\_

Claim No. \_\_\_\_\_

Provided by Employer \_\_\_\_\_

**MEDICAID** Y  N    
**MEDICARE** Y  N    
**PRIVATE** Y  N    
**OTHER** Y  N 
**PUBLIC BENEFITS/INCOME****GROSS INCOME**

Amount (Wk./Mo./Yr.)

Wages/Salary _____	\$ _____
Social Security Insurance (SSI) _____	\$ _____
Social Security Disability Insurance (SSDI) _____	\$ _____
Family Independence Program (FIP)/ RIWorks _____	\$ _____
Temporary Disability Insurance (TDI) _____	\$ _____
Workers Compensation _____	\$ _____
Veterans Benefits _____	\$ _____
Unemployment Benefits _____	\$ _____
Private Disability Insurance _____	\$ _____
Pension or Annuity _____	\$ _____
Other Income _____	\$ _____

*(Savings, including spousal income, rents, interest, etc.)*

**REHABILITATION EXPENSES (Non-Reimbursable)****WEEKLY AMT.**

Medical _____	\$ _____
Rehabilitation/Adaptive Technology _____	\$ _____
Other Rehabilitation Needs _____	\$ _____

Cash, Savings and Other Liquid Assets \$ \_\_\_\_\_

**(A financial needs test must be completed for many VR-purchased services. The above income information will be helpful for your initial planning.)**

**CERTIFICATION: (Complete once you have met with a VR Representative)**

I have been provided with an explanation of the VR program, my rights and responsibilities, and I have been given a Client Assistance Program (CAP) brochure. I have been informed that I can appeal decisions, and I have been told how to do this. I have also been advised of the necessity to have all services pre-approved by my ORS Representative and to keep him/her informed of any changes in my situation whether, medical, financial, or otherwise. I certify that the information I give is true and complete to the best of my knowledge and belief, and I know that false or misleading statements or failure to report changes may result in prosecution for intent to defraud. I understand that the information given is CONFIDENTIAL, and it will be used only for purposes directly connected with the administration of the VR program.

**I agree to notify my ORS Counselor when I become employed and allow ORS to access my wage records.**

Signatures: \_\_\_\_\_  
*Applicant*
*Parent or Guardian (if applicable)*
*Date*

Signature of Person who helped you complete application: \_\_\_\_\_ Phone: \_\_\_\_\_

Vocational Rehabilitation Counselor: \_\_\_\_\_



**DEPARTMENT OF HUMAN SERVICES  
OFFICE OF REHABILITATION SERVICES  
40 Fountain Street ~ Providence, RI 02903  
401.421.7005 (V) ~ RI Relay – 711**

*“Helping individuals with disabilities to choose, find, advance in, and keep employment”*

**CURRENT HEALTH AND FUNCTIONAL CAPACITIES SELF-ASSESSMENT**

Please check the boxes that best fit

	AVERAGE	SOME PROBLEMS	COMMENTS
Using Transportation			
Walking			
Climbing			
Hearing			
Speaking/Conversing			
Reading			
Writing			
Mood/Attitude			
Stress			
Getting Along with Others			
Concentration			
Remembering			
Daily Life Routine			
Taking Medication			
Impulsivity			
Making Decisions			
Learning New Tasks			
Planning/Setting Goals			
Accepting Direction			
Punctuality			
Getting/Keeping a Job			
Sitting/Standing			
Bending			
Lifting/Pushing/Pulling			
Gripping/Holding/Feeling			
Balance/Coordination			
Fatigue/Stamina			
Breathing/Allergies			
Vision			

Do you have any other barriers to employment not listed above? \_\_\_\_\_

Have you been hospitalized in the last two years? \_\_\_\_\_

Do you use? Tobacco  Alcohol  Drugs  If yes, how much? \_\_\_\_\_

Do you have a history of dependency on? Alcohol  Drugs  Sobriety Date: \_\_\_\_\_

In planning for work, are you concerned with the loss of SSI/SSDI benefits? \_\_\_\_\_

**This is the best estimate of my abilities and limitations.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**State of Rhode Island**  
**Department of Human Services**  
**Office of Rehabilitation Services**

40 Fountain Street ~ Providence, RI 02903  
 401-421-7005 ~ 401-222-3574 FAX ~ RI Relay 711 ~ Spanish (401) 462-7791

## *Social Security Myths and Facts*

<b>Benefit</b>	<b>Eligibility</b>	<b>How to Apply</b>
<p><i>SSI=Supplemental Security Income</i></p> <p><i>Medicaid=Health Insurance often associated with SSI</i></p>	<p>Must have Disability Diagnosis from the Disability Determination Unit and meet Financial Criteria.</p> <p>Medicaid is often associated with SSI. In most states (but not all) SSI recipients will automatically receive this health insurance. If not, one may have to apply separately. Please be aware that there are many ways to be eligible for Medicaid, not just as an SSI recipient.</p>	<p>You can also apply for SSI or SSDI:</p> <p>By phone - Call 1-800-772-1213 from 7 a.m. to 7 p.m. Monday through Friday. If you are deaf or hard of hearing, you can call TTY 1-800-325-0778.</p> <p>In person - Visit your local Social Security office. (Call first to make an appointment.)</p>
<p><i>SSDI=Social Security Disability Insurance</i></p> <p><i>Medicare=Health Insurance often associated with SSDI</i></p>	<p>An individual or a parent has paid taxes on enough past earnings &amp; have been determined to have a Disability Diagnosis.</p> <p>Medicare is the health insurance often associated with the SSDI benefit. 24 months after becoming eligible for SSDI benefit, individuals will become eligible for Medicare. Medicare has various coverage options including hospital, outpatient, and prescription drug health insurance coverage.</p>	<p>Call the Social Security Administration If you don't have access to the internet. They offer many automated services by telephone, 24 hours a day, 7 days a week. Call toll-free at 1-800-772-1213 or TTY number, 1-800-325-0778, if you're deaf or hard of hearing.</p>

**MYTH: I can't work because I've been determined to have a disability**

**Fact!** Even though you may have been required to prove that you were unable to work at the time of your application, if you choose to work now, SSA will encourage that choice. In fact, it might mean that you have become eligible for benefits from Social Security and other services in your community. These services most likely include help getting a job! We recommend looking into your local Vocational Rehabilitation Services, or you could ask a transition teacher if you are still in school!

\*\*Contact: Office of Rehabilitation Services, 401-421-7005, 40 Fountain Street, Providence, RI or online at [www.ors.ri.gov](http://www.ors.ri.gov) if you would like to become employed.

**MYTH: When I go to work, I'll lose everything, including my cash benefit, and I won't be able to pay my bills so it's not worth working at ALL!**

**Fact!** There are work incentives that are used to calculate what your cash benefit will be when earning income. It is possible that your cash benefit will not be affected at all, or that it is affected only a small amount, but it is very likely that your monthly financial outlook will improve with earning from work. There are different work incentives for the SSI and SSDI program you can get more information here:

<http://www.socialsecurity.gov/disabilityresearch/workincentives.html>.

**MYTH: If I start working, Social Security will decide I'm not "disabled".**

**Fact!** There are different rules for the SSI and SSDI program. When you start working there is no immediate decision that you are not due your benefits. It is, however, VERY important that you update Social Security on your new position and REQUEST a receipt for the earning you reported.

**MYTH: People who work are not eligible for SSI**

**Fact!** People can work and receive SSI. Cash benefits might be reduced due to earnings but the probability of the overall financial outcome being better than receiving benefits alone is VERY HIGH. There are very few situations where the financial outcome would be better than work and receiving SSI.

**MYTH: SSI benefits will stop if a person goes into a training program, such as a vocational or university program.**

**Fact!** SSI benefits will continue if you continue to remain financially eligible and meet the disability criteria. If a student is under the age of 22, then there are even more options to earn more money and to school/training programs.

**Myth: If I try to go to work, I will automatically lose my Medicare or Medicaid.**

**Fact!** First, as long as you keep receiving a benefit check of any amount, you will keep your health insurance. If you earn enough that your Social Security Disability Insurance (SSDI) checks stop, Medicare can continue for up to 93 months. If you currently receive Medicaid, you should be eligible to continue to receive Medicaid even after you stop receiving Supplemental Security Income (SSI) benefits due to work. To be eligible you need to meet certain requirements, which include earnings below a threshold amount set by your state. Even if your earnings exceed the state threshold, you may still be eligible and should talk to your state Medicaid office. For more information about Keeping Your Medical Benefits after cash benefits stop, visit [ssa.gov/redbook](http://ssa.gov/redbook). The State of RI also has a program called the Sherlock Plan that may apply in your situation that allows for Medicaid for people who work. Contact the Sherlock Center Work Incentives Planning Assistance Program at 401-456-4733 for more detailed information.

**Websites to explore:**

**These websites provide some further tools and information regarding benefits counseling, information, and fact sheets that are readily available to the public:**

<https://yourtickettowork.ssa.gov/resources/service-provider-outreach-toolkit.html>

<https://yourtickettowork.ssa.gov/resources/factsheets.html>

<https://yourtickettowork.ssa.gov/resources/ttw-tutorials.html>

**\*\*References: Social Security Redbook(SSA.Gov)**

**APSE Top 10 Myths and Facts of Social Security Benefits and Work**



# Work Incentives Information & Benefits Counseling

Do you know you can work while receiving SSI/SSDI disability benefits?

**Yes, it is true!** If you receive disability benefits and want to work, program rules known as “work incentives” make it possible. You can learn about work incentives from various publications published by the Social Security Administration (SSA), by attending a public information session, and/or by connecting with a certified Work Incentives Benefits Specialist. You can also join the Sherlock Center mailing list to receive timely information.

## How can a Work Incentives Benefits Specialist help you?

### Find out how to use work incentives

A Work Incentives Benefits Specialist can show you how to establish and use work incentives such as:

- Plan to Achieve Self-Support
- Impairment-Related Work Expenses
- Student Earned Income Exclusion
- Continued Medicaid Coverage for Individuals Who Work 1619(b)
- Expedited Reinstatement

**These are just a few of the incentives!**

### Get support at all stages of employment

Services may be just in time, ongoing, and for the short-term or long-term. Some of the services you can receive from a Work Incentives Benefits Specialist include:

- Support with communicating with various agencies such as Social Security or Human Services.
- Benefits Summary & Analysis (BS&A)– a written report summarizing the impact of employment on your current benefits.
- Ongoing support when there are changes with your income, health insurance, or household.
- Developing a plan for coordinating and managing work incentives and changes in benefits.

*Building a relationship with a benefits specialist can result in a long lasting resource throughout your career.*

### Learn to manage your benefits

If you have multiple benefits, it can be challenging to navigate all of the different systems. Benefits like SNAP, Housing, Medicaid, and others may change when you are working. A Work Incentive Benefits Specialist can support you with understanding these changes while you work.

### When you connect with a Work Incentives Benefits Specialist, you will find out:

- What work incentives are available to you
- How to report your earned income
- How to minimize overpayments
- How to access and maintain health insurance
- What happens when your income increases

### Contact Us

#### RI Work Incentive Planning & Assistance Project:

**Jeanne Fay**, WIBS Manager

**Email:** [jfay@ric.edu](mailto:jfay@ric.edu)

**Direct line:** 401-456-4733

**Vicki Ferrara**, WIPA Director

**Email:** [vferrara@ric.edu](mailto:vferrara@ric.edu)

**Direct line:** 401-456-8092



#### Sherlock Center on Disabilities / RI College

600 Mount Pleasant Avenue, Providence, RI, 02908

Voice: 401-456-8072

TTY via RI Relay: 711 or (800) 745-5555

Spanish via RI Relay: 711 or (866) 355-9241

**[www.sherlockcenter.org](http://www.sherlockcenter.org)**

# Work Incentives Information & Benefits Counseling

Learn More & Stay Informed!

<p><b>SSA Publications and Resources</b></p> <ul style="list-style-type: none"> <li>• <b>Working While Disabled: How We Can Help</b> <a href="https://www.ssa.gov/pubs/EN-05-10095.pdf">https://www.ssa.gov/pubs/EN-05-10095.pdf</a></li> <li>• <b>RED BOOK a Guide to Work Incentives</b> <a href="https://www.ssa.gov/redbook/">https://www.ssa.gov/redbook/</a></li> <li>• <b>Social Security Work Website</b> <a href="https://www.ssa.gov/work/">https://www.ssa.gov/work/</a></li> <li>• <b>Ticket To Work Website</b> <a href="https://choosework.ssa.gov/">https://choosework.ssa.gov/</a></li> </ul>	<p><b>Attend a Public Information Session</b></p> <p>The Sherlock Center offers Information Sessions for youth and adults at locations throughout Rhode Island. For a list of current dates and locations, visit our website.</p> <p><a href="http://www.sherlockcenter.org">http://www.sherlockcenter.org</a></p>	<p><b>Join our mailing list</b></p> <p>Join the Sherlock Center mailing list to receive up-to-date event announcements and information related to work incentives and benefits counseling. You can join the mailing list from our website or by using the link below.</p> <p><a href="http://bit.ly/2xvYGtL">http://bit.ly/2xvYGtL</a></p>
---	--	--

## How to Access Work Incentives Benefits Counseling

### There are several ways to access Work Incentives Benefits Counseling:

- If you receive services from **ORS-Office of Rehabilitation Services or SBVI**, contact your VR counselor.
- If you receive services from **DLT- DEI grant**, contact your DEI counselor.
- If you receive funding from **BHDDH-DDD**, ask your BHDDH Social Worker for an ICE RF form, or ask your Agency Services Coordinator to request work incentives benefits planning on your behalf.

**If you do not receive services from any of the above organizations**, contact the **Ticket to Work Help Line**. The help line will answer your questions and, if needed, will refer you to the Rhode Island Work Incentive Planning & Assistance (RIWIPA) Project.

**Help Line:** 866-968-7842 / 866-833-2967 (TTY)

## Wage Reporting Requirements

If you receive benefits from the following organizations, you are required to report your wages. How to report wages is different for each organization. Learn more at the organization's website or contact a representative.

Organization	Example of Benefits	Website
Social Security Administration	SSI, SSDI	<a href="https://choosework.ssa.gov/about/wage-reporting/index.html">https://choosework.ssa.gov/about/wage-reporting/index.html</a>
RI Department of Human Services	SNAP, Medicaid, RI Works	<a href="http://www.dhs.ri.gov/Programs/index.php">http://www.dhs.ri.gov/Programs/index.php</a>
RI Housing Authority	Public or Subsidized Housing	<a href="https://www.rihousing.com/">https://www.rihousing.com/</a>

### Rhode Island Work Incentives and Planning Assistance Project

Sherlock Center/RI College · 401-456-8072 (V): 800-745-5555 (TTY RI Relay): 866-355-9241 (Spanish RI Relay)  
[www.sherlockcenter.org](http://www.sherlockcenter.org)

This document is funded through a Social Security cooperative agreement and is published at taxpayer expense. Although Social Security reviewed this document for accuracy, it does not constitute an official Social Security communication. (2019)