

## Eligibility

Once the medical documentation is received and uploaded into the CMS, support staff sends VRC a work request (WR).

- Tracking Inbox
- Work Request
- New
  - Task
  - Priority
  - Assign to
  - Due date
  - Instructions

The VRC receives an email with subject line – Work Request Assigned to you. The email will state there is a WR assigned to you with a direct link to the WR to complete the eligibility.

## Completing the Eligibility

- In the CMS, the VRC signs into the client's record.
- Using the assessment completed at the application meeting, complete the Disability screen.
- The CMS will select priority level - significant or most significant - as a result of the areas checked.
- Counselor Rationale-Reports used (eye report, IEP, client interview, etc) resulting in blindness hinders to prepare for work. Unsupported disabilities (i.e. TBI hinders the ability to maintain employment).
- VRC goes back to the client's program (cannot use the back arrow button) and go the Certificate of Eligibility (COE).
- Complete the COE and Send to Supervisor for Review.
- Choose supervisor from the drop-down box.
- Save.
- Enter password as signature

VRC receives an email that the COE is pending review.

Once the supervisor approves the COE, the VRC receives an email that the COE has been approved. The email has a direct link to the client's record.

- Go to the COE page.
- Go to the pencil icon at the bottom of the page and enter password.

VRC is to contact the individual to inform them of the eligibility determination and set up a meeting to complete the Individual Plan for Employment.

While in the client's program:

- Click on Program Note
- +New
- Complete eligibility case note
- Go back to Program
- In the COE, click on button - Generate Eligibility Letter
- A Program Document will automatically create in new screen
- VRC edit the letter based on the meeting time set up for IPE