

Appendix D

Example Career Counseling Services Letter

Letter date

Client Name

Street Address

City, State, Zip

Dear (Client Name),

This letter is verification that you completed Career Counseling Services provided by the Utah State Office of Rehabilitation on (Date of Career Counseling Service). This service meets the 511 requirements for Career Counseling Services and is designed to provide you with information and resources to pursue employment for competitive wages. This includes information about employment resources and community programs that are available in your area to help you pursue employment for competitive wages.

Your Career Counseling Services included an overview of job types and employment options as well as a discussion about programs available to support you in pursuit of competitive, integrated employment. During your Career Counseling session, you were referred to the following programs to meet your individual employment needs: (VR Office Referred to and address, Benefits Planning, DSPD, etc).

Your next step, should you wish to pursue employment at or above minimum wage, is :

If you choose to continue working for subminimum wage, you will need to receive Career Counseling Services every six months during your first year and annually thereafter. This will likely be scheduled by your employer, however, Career Counseling Services can be scheduled at any time by contacting me at (801) 887-9504.

The Disability Law Center may also be a source of information and support as you decide what the best employment option is for you. The Disability Law Center can be contacted at 1-800-662-9080 (Voice) or 1-800-550-4182 (TTY).

Sincerely,

511 Coordinator

Utah State Office of Rehabilitation