

ACCES - VR APPLICATION PROCESS



Option 1:

Usual protocol to apply for ACCES-VR services is for a consumer to attend an orientation to ACCES-VR services at a dedicated district office by appointment only. In addition to a completed application packet, which includes medical information and release forms all consumers will receive an ACCES-VR information booklet.

In order to inquire and make an appointment, please visit or call ACCES-VR either in White Plains or Poughkeepsie, NY.

Click here to visit ACCES-VR on the web:

[White Plains ACCES-VR](#)

[Mid-Hudson ACCES-VR](#)

Option 2:

You may chose to pick up the same packet of information from the vocational services department. Vocational staff would be available to answer any questions or clarify the process at that time. The completed application may be sent directly to ACCES-VR or given to our vocational department.

- ✓ Once the application is registered with ACCES-VR, a screening interview will be scheduled by our vocational staff at which time you will be screened by one of the same.
- ✓ A disposition to eligibility or ineligibility will be rendered by Senior ACCES-VR staff only and not Search for Change vocational staff. A written response will be provided as to that outcome within a two to three week period of time after a completed packet is submitted via: the vocational screening. No packet will be submitted unless it includes all necessary paperwork.
- ✓ Once eligible a ACCES-VR counselor who is assigned to the particular client may authorize a referral for a Diagnostic Vocational Evaluation (**DVE**), which is conducted here at Search for Change vocational department in White Plains.

DVE (5 -15 Day Evaluation)

Monday - Thursday 10:00 a.m. – 4:00 p.m.

- Adjustments to schedule may be made upon request and review to accommodate the needs of individuals.
- Typical duration for a DVE is approximately two weeks to a month and a half, depending on how many units of service are authorized by ACCES - VR.

Participating in a DVE is required to meet all attendance and program requirements. ACCES-VR policy states that a person may not miss more than three days of DVE otherwise jeopardizing their case with ACCES-VR. Of course, legitimate excuses or emergencies would be recognized.

- ✓ Upon completion of the DVE a meeting is held with client, ACCES-VR Counselor and vocational staff to analyze the findings of the DVE and to discuss the next steps towards work.