

A Guide to Applying for OVR Services

The necessary documentation for the prior authorization of requested services has been uploaded to the person's documents on MWMA. Prior authorization is contingent upon the consumer applying for Vocational Rehabilitation Services in order to be placed on a waiting list. It is also your responsibility to assist with the consumer's transition to OVR funding when notification of OVR funding availability is received. We will also be available to assist with the transition.

Information regarding whom to contact at the OVR office covering the participant's county of residence is included in the Coordination of Funding Responsibility Determination and Individual Plan. It is also highlighted on the "Understanding the Coordination of Funding Responsibility Determination and Individual Plan Handout." The appointment should occur promptly; but it does not necessarily need to occur before initiating waiver-funded employment services. If it has not been accomplished by the time a plan change is needed or the current plan expires, services may be discontinued.

Once a counselor receives the referral, a good faith effort will be made to contact the individual in a timely manner. Contact should occur within five working days of receipt of the referral. If the individual decides to pursue application for vocational rehabilitation services, arrangements should be made to meet within thirty days of the date of referral.

Often, the application process can be more quickly completed by taking the following to the OVR appointment, or by providing them to the Vocational Rehabilitation Counselor before the appointment:

- Any Medical Documentation you can legally release / obtain, particularly information that documents the person's diagnosis.
- Names and addresses of Doctors/Hospitals/Schools/etc. that may need to be contacted for additional information.
- A copy of the person's photo ID and a copy of their Social Security card.
- Documentation of the receipt of SSI or SSDI.
- Documentation of Medicaid Waiver funding or placement on a waiting list.
- A list of all medications the consumer is taking.
- A copy of the person's Individual Education Plan or 504 Plan, if applicable.
- A completed copy of the OVR_1_Referral-for-OVR-Services-v4 form

If the person needs assistance to successfully answer questions during the appointment, it is essential that someone who has knowledge of the person's situation accompany them. If the person has a Guardian who is unable to attend the appointment, it is important that someone be responsible for facilitating the Guardian's execution of required forms.