

**STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
BUREAU OF REHABILITATION SERVICES (BRS)**

Secondary Transition School Referral Process

The outline below is designed as a guide for transition staff and teachers at _____ High School who refer students with significant disabilities to BRS for transition assistance from high school to work and/or career. The outline is our attempt to serve students more efficiently with a user friendly step-by-step process.

_____ HIGH SCHOOL PROCEDURES FOR WORKING WITH BRS

I. Student Identification, Review and Referral.

- After the _____ High School staff member identifies potential students with disabilities for referral to BRS, the school will obtain a signed release of information from the student or parent, (if under age eighteen), allowing for discussion and sharing of information.
- **BRS liaison counselor should be contacted in the early Fall to schedule a time to meet with school staff to complete the informal review process. School staff will then refer the students to the BRS Orientation Group.**
- The name of the current BRS liaison counselor can be found by calling 800-537-2549 or at the BRS website <http://www.brs.state.ct.us/SchoolToWork/counselors.htm>

II. Orientation for Referred Students and their Parents/Caretakers

- BRS liaison counselor will provide _____ HS with orientation dates to be held at the school. With advance notice, BRS can also conduct an evening orientation at the high school for parents unable to attend a day session. **OR**
- BRS liaison counselor will provide _____ HS with a schedule to arrange individual orientation meetings.

III. Intake and Application Process

- Students or parent(s) interested in applying to BRS must contact the BRS liaison counselor to schedule an intake appointment. Intake appointments can be held at the high school or the local BRS office. School staff and parents should encourage the students/consumers to meet with BRS liaison counselor in the local BRS office, to become familiar and comfortable with the agency prior to graduation.
- When the intake is completed BRS will request copies of records from the school and/or health care provider to help determine eligibility.

IV. Eligibility Determination

- BRS by law must establish eligibility within sixty days of application. Therefore it is crucial to receive all pertinent documentation related to the disability from the family and school.
- Occasionally BRS is unable to establish eligibility within the sixty days. If this occurs the counselor will request that the applicant sign a waiver to extend the time period beyond the sixty days.
- If the student is determined eligible the career counseling and guidance process will begin.
- If the student is not determined eligible a meeting will be offered to the family and school personnel to discuss the reason for the decision.

V. Career Counseling and Plan Development

- Strong efforts will be made to develop a mutually agreed upon individualized plan for employment prior to graduation. As noted previously, school staff and parents should encourage the students/consumers to meet with the BRS liaison counselor in the local BRS office. to become familiar and comfortable with the agency prior to graduation.

VI. Service Provision

- All services provided to consumers of BRS are done so through a mutually agreed upon employment plan that may require approval of the local BRS office supervisor.
- The term mutually agreed upon is a contract between counselor and student/consumer.