Choosing Your Employment Plan with Michigan Rehabilitation Services

Information About Your Options in Planning

When you are determined eligible for services with Michigan Rehabilitation Services (MRS), you will need to develop a written Individualized Plan for Employment (IPE) or Employment Plan. This plan will show how you will achieve your employment goal. You have several options in developing this plan:

- You and your MRS counselor can work together to write all or part of your plan.
- You can arrange for other persons to help write all or part of your plan, including someone from a disability advocacy organization.
- You or your representative can write your own plan on a form provided by MRS.

The plan takes effect when it is approved and signed by you and your MRS counselor.

Making Choices About Your Plan**

You will need to make many choices in planning. MRS counselors are specially trained to assist you in making these choices; and they have important information that can help you make informed choices. You can make choices about:

- How you and MRS will learn about your job strengths and career needs.
- Your employment goal.
- The services you will need to reach your goal.
- Who will provide the services.
- How the services will be arranged.

**If you receive Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI), speak to an MRS counselor about assistance and supports available to individuals desiring to enter the workforce, including benefit planning assistance.

Learning More About Your Job Needs

To develop your job goal and IPE, you and your counselor may need to find out more about your job needs. Questions will need to be asked, such as: What are your skills, abilities, and job interests? How does your disability affect working? What careers would you like to explore? How will working affect your current benefits? Are there other issues that need to be dealt with before you can work?

Your counselor can discuss many ways you can find answers to these questions. These may include:

- Exploring your job skills and needs.
- Reviewing school, work, health records or other information.
- Interest and aptitude testing.
- Helping you know the job market.
- Work assessments or job tryouts.
- Exploring helpful technology.

Putting Your Written Plan Together

Once you have selected a specific job goal, you will have to decide which services will help you reach this goal. MRS offers many job-related services. These include:

- Job and career counseling.
- Training and job placement.
- Physical aids or devices.
- Help in exploring self-employment.
- Support services, such as interpreters, job coaches and transportation.

Your counselor can give you details about these and other services, qualified service providers and costs.

continued

What an Employment Plan Includes

Your written IPE must contain the following:

- A specific job goal and when you will reach it;
- Services to reach the job goal - including service providers, starting dates and funding arrangements;
- How MRS will know if you are making progress toward your job goal;
- Services and benefits from other programs that will help you reach your job goal;
- MRS responsibilities;
- Your responsibilities; and
- Approval signatures from you and your MRS counselor.

Who Will Pay for Services?

Many services are available to you at no cost. These include:

- Vocational counseling.
- Disability assessment.
- Vocational evaluation.
- Placement services.
- Cover letter and resume writing training/assistance.
- Some offices even have on-site job clubs with ongoing workshops and access to computers.

MRS may help with the purchase of other services from public and private sources when they are identified in your IPE and are necessary for your employment success. Services must be approved in writing and authorized in advance by MRS before MRS can pay for them.

To help thousands of individuals each year, MRS has an obligation to responsibly manage funds. As a result, you will be asked to contribute to the cost of services identified in your IPE to the extent you are able. If you are unable to contribute financially, those needed services will still be provided.

What if My Counselor and I Disagree?

You have several choices if you and your counselor disagree about your employment plan. You can:

- Talk with your counselor to see if the disagreement can be worked out.
- Talk to the counselor's supervisor.
- Ask for a formal hearing in writing within 30 days after the decision you wish to appeal was made. The hearing request must be sent to the MRS Bureau Director, Michigan Rehabilitation Services, P.O. Box 30010, Lansing, MI 48909. The formal hearing will be held before an impartial hearing officer within 60 days after your appeal request is received, unless both parties agree to extend the time.
- Once you request a hearing, you also have the right to ask for mediation by an impartial mediator. Mediation will not interfere with your right to a hearing.

In addition, the Client Assistance Program (CAP) can help you understand your rights and help you with an appeal. You can reach CAP by calling the toll-free number 800-288-5923 (voice/TTY).

Michigan Rehabilitation Services
Michigan Department of Health and Human Services
P.O. Box 30010
Lansing, MI 48909
800-605-6722 (toll free, voice)*
MRS-CustomerAssistance@michigan.gov
www.michigan.gov/mrs

*TTY users may contact MRS by dialing 711 and providing the relay operator with the toll free number.

MRS is funded 78.7% with USDOE-RSA Title I federal funds, and 21.3% with state and local funds.

MDHHS Michigan Department of Health & Human Services

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.

MRS PROMOTING ABILITIES Michigan Rehabilitation Services