

Six Steps to Vocational Rehabilitation

Customer Handbook
Michigan Rehabilitation Services



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The mission of Michigan Rehabilitation Services (MRS) is to assist individuals with disabilities to achieve employment and self-sufficiency.

Welcome to Michigan Rehabilitation Services (MRS)

Our mission at MRS is to assist individuals with disabilities to achieve employment and self-sufficiency.

Welcome and thank you for contacting our agency to learn how we may be able to help you obtain employment. This handbook is designed to answer your questions as to how we assist people with disabilities to reach their employment goals.

Passage of the federal Smith-Fess Act in 1920 is considered the beginning of the public vocational rehabilitation (VR) program for persons with disabilities. Over the years, a number of amendments to this act have strengthened the program. MRS policies and procedures currently reflect the Rehabilitation Act of 1973 as amended in 1998 and the Workforce Investment Act of 1998. These policies and procedures help our counselors provide you with the individualized assistance required to reach your employment goal.

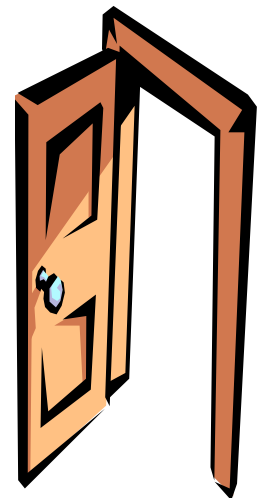
Purpose of MRS

Our purpose is to help eligible individuals with disabilities get and keep a job. If you are eligible, a vocational rehabilitation counselor will help you identify a suitable job goal, determine the services needed to become ready for the job, and assist with the employment search. It is important to remember that any services provided must be in support of your job goal.

About Our Staff

Our staff of rehabilitation counselors help, on average, 7,000 Michigan residents obtain employment each year. Our counselors come from various backgrounds and all have education, training, and knowledge in the areas of career counseling, vocational evaluation, job placement, community resources, and other areas related to employment. Rehabilitation aides, job placement specialists, and other support staff assist our 265 counselors in delivering services to you.

Our counselors look forward to utilizing their skills to help you find the job goal that matches your interests, abilities, capabilities, strengths, concerns, priorities, and resources.



What is Vocational Rehabilitation Counseling?

Vocational rehabilitation counseling is designed to help people with disabilities decide on an appropriate employment goal. The basic idea is to help you identify any barriers interfering with your obtaining employment and to develop solutions to address them. Together, you and your counselor will:

- 1) Assess your strengths, resources, priorities, abilities, capabilities, interests, and rehabilitation needs
- 2) Explore, clarify, and determine your employment and career choices
- 3) Address your disability-related barriers to employment
- 4) Develop and carry out a plan of action (IPE) based on informed choice (see page 3) that will result in suitable employment
- 5) Maintain contact for at least three months to ensure your employment success.

Vocational Readiness

Working with MRS is a commitment on your part to become employed. Throughout this process, your counselor will help you decide if you are ready to work with MRS. To help develop a plan for employment, you may be asked to:

- take interest surveys
- take aptitude assessments
- research different occupations
- learn more about your disability
- get information on the local job market
- try out different jobs and other activities to help you choose a suitable job goal

Selecting and achieving a vocational goal can be a very demanding and stressful process. It requires a lot of mental, emotional, and physical energy. To benefit fully, you will want to be sure your disability is managed to the greatest extent possible. In addition, your counselor has an on-going responsibility to evaluate your ability to benefit from services and obtain employment.

"I would like to express my sincere thanks to my counselor and to your agency. Never before have I been treated with such dignity, respect, and consideration. She has bent over backwards to help me. She has found information for me through other agencies, she acted as an advocate when I really needed someone to help clarify a situation, and she has always been there for me when I needed someone to listen."

Informed Choice

A core value of MRS is “informed choice.” This means you fully participate throughout the entire rehabilitation process. In partnership, you and your counselor will gather the information necessary to make meaningful choices about all aspects of the vocational rehabilitation process. It is important to remember, however, that informed choice does not mean unrestricted choice. A counselor may not always be able to support your choice. If this occurs, the counselor will explain the reason(s) and help you consider alternatives.

Your counselor is always available to explore options and evaluate both positive and negative aspects. It’s important to keep in mind that you are responsible for the choices you make and the results they produce.

Informed choice is at the heart of the MRS program. It means that you make choices based on solid information.

An Overview of the Six Steps to Vocational Rehabilitation

Now that you have some general information about our program, let's get started with the six steps to vocational rehabilitation, but first. . . an overview.

It's a process

Like many things in life, vocational rehabilitation is a process. People interested in receiving assistance from MRS often come with a wide range of needs and expectations. You and your counselor will try to sort these things out and work together toward achieving your employment goal. There are certain steps and procedures each counselor must do to make sure MRS complies with federal and state regulations. These steps protect your rights and provide us with an opportunity to gather information needed to help you make informed choices about a good job match.

Here's how it works in a nutshell

The first step is for you to attend an MRS orientation/intake/interview for an overview of the agency. If you decide that MRS is right for you, this is followed by the completion of an application. If you are found eligible, an eligibility determination will follow, and then an Individualized Plan for Employment (IPE) will be written. Along the way, your counselor will provide you with information regarding many community resources, who pays for services, and your rights and responsibilities. Once the services have been provided, you may need assistance with finding a job related to your goal. You can seek work independently or with help from our agency. Once you are employed, you can still count on MRS to help you for at least the first three months of your new job.

For many MRS customers who have not worked in many years or who may have never worked, getting a job can be quite an accomplishment. We ask that you maintain contact with your counselor so that if difficulties arise, your counselor can help evaluate the situation and make recommendations so that you can remain employed. Finally, we will discuss the conditions under which your case will be closed and how you might be eligible for post-employment assistance.

Now we are ready to walk you through the process step by step so that you will know what to expect and how we can help you achieve vocational rehabilitation in six steps.

"My counselor truly helped me help myself. He is always there for me to contact if I need to talk about how my employment is going and to bounce ideas off of. All of this on top of his job of getting me job leads, coaching me before interviews, and going over how the interviews went. His care and concern he showed to not only me, but to my family."

Applying for Services

Step 1

The first step is attending an orientation/intake/interview for an overview of MRS and to have a chance to ask questions. Next, you'll have an opportunity to complete an MRS application. This means you are applying for assistance from MRS with a goal of employment. The next step is to determine eligibility.

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Step 2



Determining Eligibility

Every person who applies for assistance from MRS has the right to know if he or she is eligible. This may seem odd since most people who come to our agency already believe they are eligible for help. But your counselor is required to assess your disability and need for agency services.

There are two reasons why an eligibility determination is important.

First, determining eligibility helps us identify and understand your disability-related functional limitations and/or barriers to employment.

Second, knowledge of your limitations/barriers is the first step in developing an employment plan.

An eligibility determination is based on an applicant having the following:

1) An existing physical or mental impairment

Your counselor will need medical documentation regarding your disability. If the necessary information is not readily available, your counselor may ask you to participate in a medical, psychological, or physical evaluation to obtain information required for an eligibility determination.

Some examples of impairments include: amputation, brain injury, cancer, cerebral palsy, diabetes, epilepsy, hearing loss, heart disease, learning disability, mental illness, multiple sclerosis, muscular dystrophy, substance abuse, and many others.

2) Vocational or work-related barriers because of the disability

MRS often refers to this as having a “substantial impediment to employment.” We are interested in learning if your disability-related barriers pose a major problem to your working given your work history, education, abilities, and capabilities.

3) Requirement of vocational rehabilitation (VR) assistance

The federal rules for MRS state that you must “require” services to obtain and maintain employment. In other words, help from this agency is essential to your working.

4) Can benefit from VR services that will lead to employment

We believe that when you come to MRS, you are interested in working. We also believe that you can work with the help of this agency. Sometimes, discovering whether an individual can go to work with MRS assistance may require an extended assessment or a trial work experience (see below).

Finally, in most cases, you will be notified regarding your eligibility within 60 days. If there is a delay, you will receive a letter from your counselor indicating that an eligibility decision cannot be made within the 60-day period and request your agreement to an extension of time. Once you become a customer, your eligibility will be continually re-evaluated. Services may be discontinued if it appears they will not help you to become employed.

What Is an “Extended Assessment” or “Trial Work Experience”?

An extended assessment is a plan to explore your abilities, capabilities, and capacity to perform in work situations in the community. It may be required when the severity of your disability impacts on your ability to benefit from services. An extended assessment can last up to 12 months and provide a more complete picture of your ability to be employed.

A trial work experience may include supported employment settings, on-the-job evaluation with supports, volunteer work experience in community settings, or any other work experience in real-work settings. Trial work experiences are conducted in a real-work setting in the community, with supports.

The purpose of trial work experiences and/or extended assessments is to explore services such as accommodations, restoration, training, and assistive technology that would improve your ability to work or reduce or remove the barriers that prevent you from working.

An “order of selection” would go into effect at MRS if MRS became unable to work with all who qualify for services. Under an order of selection, people with the most significant disabilities would be served first.

Step 3

Career Exploration & Developing a Plan

What's a Good Job for You?

Career exploration is your chance to learn about yourself, what job you may like or be good at, the local job market, different working conditions, and how your disability or functional limitations may impact on employment.

A vocational evaluation is one way for us to help you choose a job that will fit your unique qualities. It can consist of completing interest surveys and personality and aptitude assessments. It can be as lengthy as four weeks or as brief as a few hours.

The type of assessment will depend on the information you and your counselor decide is needed for your unique situation. You and your counselor will work together to choose the service provider and date and time of your vocational evaluation. Other career exploration activities may include community-based work experiences, job shadowing, or informational interviews with people who are doing the type of work that interests you. There may even be an opportunity for you to try out a job for a week or month as a way of assessing your abilities. You can learn a lot about a job, employer expectations, and the work environment this way.

Labor Market: Where Does the Job Exist and What Is the Outlook?

One important factor in selecting a job goal is the labor market. If the job doesn't exist in your community, then you need to decide if you would be willing to relocate. Or, if the job outlook is poor, then you may want to continue with your career exploration. The availability of jobs varies greatly from region to region. This is why labor market information is critical. Your counselor will have ideas on how you can learn more about the local job market and outlook for specific occupations.



What Is an Individual Plan for Employment?

Once you and your counselor have agreed on an employment goal, you are ready to write your Individual Plan for Employment (IPE) and list the specific services required to make your plan work.

An IPE is an agreement between you and MRS that identifies your employment goal and services necessary to achieve it (see *Choosing Your Employment Plan*). All decisions regarding your involvement and services with MRS are based on this agreement. The IPE is the document that drives your vocational rehabilitation program. It is the foundation of your success!

All services in your IPE relate to your employment goal.

Examples of services may include:

- Vocational rehabilitation guidance and counseling
- Job search, placement assistance and job-keeping services
- Referral to other agencies for needed services
- Interpreter services
- Occupational licenses, tools, equipment, and initial supplies
- Rehabilitation technology services
- Training — on-the-job or in school
- Hearing aids, artificial limbs, braces, and other health services
- Specific post-employment services necessary to maintain and/or regain employment



All services must relate to your employment goal. It's important for you and your counselor to agree on the services required for successful employment. Remember, every plan is unique and developed specifically for you!

Writing Your IPE

The information sheets *Choosing Your Future* and *Choosing Your Employment Plan* will help you develop a good plan. They both contain information about creating your IPE.

What an Individual Plan for Employment (IPE) includes:

- A specific job goal and when you will reach it
- The services necessary to reach the job goal including service providers, starting dates, and who will pay for the services
- 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
- Michigan Rehabilitation Services' responsibilities
- Your responsibilities
- Signatures from you and your MRS counselor

Options for writing your IPE

You and your counselor can work together to write all or part of your plan, or you can arrange for other persons to help write all or part of your plan. However, keep in mind that your MRS counselor must approve your plan.

Who Pays 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
- Some MRS offices even have on-site job clubs with ongoing workshops and access to computers.

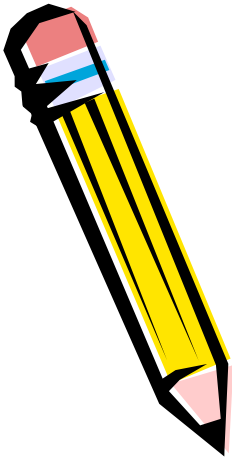
MRS may help with the purchase of other services from public and private sources when they are identified in your IPE and are necessary for your employment success.

Customer contributions

To assist thousands of individuals each year, we have an obligation to responsibly manage MRS 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.

Comparable benefits (other resources) available to you

In meeting your employment goal, MRS must first use comparable benefits and services available and paid for by another source. For example, if you require psychological services to address mental health issues, your counselor may recommend you seek free assistance from the local community mental health agency rather than from a private psychologist. Likewise, if you require transportation for anything related to your IPE, your counselor may ask that you use public transit and provide you with bus tokens. If you are in a training program, each semester your counselor will ask you to check on your financial aid or to use the money from the sale of your textbooks to pay for the next semester's books.



Following Your Plan

Once your IPE is developed, it serves as your “road map” to a job. It’s important to follow each step of your plan to ensure that you are on track and making progress toward your goal. It is very important to maintain contact with your counselor. Counselors may have over 100 people they are working with, so you and your counselor will need to agree on the frequency and type of contact (phone, e-mail, office visit). It is also important that you contact your counselor if you are unable to keep an appointment with him/her or any other service provider with whom you may be working. This could be a mental health provider, physician, job placement specialist, physical therapist, occupational therapist, substance abuse counselor, rehabilitation nurse, or staff at the local Michigan Works! Service Center.

Step 4

MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH MICHIGAN REHABILITATION SERVICES			
INDIVIDUALIZED PLAN FOR EMPLOYMENT			
Name		Telephone No.	Social Security No.
Job Goal		Date When I Will Reach This Job Goal	
Reason for Choosing This Job Goal:			
My Ability To Learn This Job		My Ability To Do This Job	
Other		My Ability To Retain This Job	
SERVICES NEEDED TO REACH MY JOB GOAL			
SERVICE	SERVICE PROVIDER	WHO WILL PAY FOR THE SERVICES AND HOW MUCH (your funds, other funds, MRS funds)	START DATE
HOW WE WILL KNOW IF I AM MAKING PROGRESS TOWARDS MY JOB GOAL			
SERVICES OR BENEFITS AVAILABLE FROM OTHER PROGRAMS OR RESOURCES THAT WILL ASSIST ME IN REACHING MY JOB GOAL			

"Last year I became associated with MRS after moving from Texas. After being guided by my counselor as well as becoming involved with Job Club and other job-seeking resolutions provided, I was able to find employment soon thereafter. Through MRS efforts, I am employed at a great job, with benefits, which allows me to live independently. Accommodations were made for my disability."

Step 5

"I wish to express my sincerest gratitude to MRS, and especially my counselor, for her ability to provide me with the necessary support that enabled me to start a new career and become self-sufficient. She was able to supply me with mentors, medical services, and testing, which allowed me to use my natural talents and interests in pursuit of a new job. I had little self-esteem when I started the program. I now have a new job, career, and confidence that will help me succeed in the future."

Finding a Job

MRS provides a variety of services to assist you with finding and keeping a job. Some of these include:

- Cover letter and resume writing
- Interviewing skills
- Developing job leads
- Job coaching
- On-the-job-training
- On-the-job-evaluation
- Referrals to other job placement agencies or private providers

A successful job search involves dedication, consistency, and a willingness to do what's necessary. Most successful job seekers use contacts with family and friends, practice their interviewing skills, and do whatever they have to do to go the "extra mile."

Customers often ask counselors, "How long will it take for me to find a job?" The response to this question varies with each person and depends on many factors such as the area you live in, the job you are seeking, and how much time you are willing to put into your job search. The best advice we can give is to approach your job search seriously and be willing to dedicate the time and energy necessary to be successful. That way, you can be sure that when the opportunity comes along, you will be the best-prepared and the most desirable candidate.

Successfully Employed: Closing Your Case

Step 6

Congratulations! You've made it to step six and have joined the ranks of over 200 million working Americans! You should be very proud of yourself and all of your hard work. Even though you are working, your case with MRS will remain open for three months to make sure your employment is a success. Please be sure to maintain contact with your MRS counselor so if you have trouble on your job, your counselor can offer advice and/or assistance that will help you maintain your job. Following 90 days of working, your counselor will close your case. When this occurs, you are considered "successfully rehabilitated."

Even though your case is closed, you may still be eligible for post-employment services. These services allow your case to be re-opened if, because of your disability, your job is in jeopardy. When this occurs, MRS may intervene to provide assistance and help you keep your position. These services vary and will depend on your unique needs.

"Closure without Employment"

There are many reasons why MRS may close your case prior to employment and consider this a "closure without employment."

Our experience tells us that the most common reasons involve the following:

- The counselor is unable to locate you.
- You have been incarcerated or incapacitated to the extent you can't work.
- You have failed to cooperate. Some examples include the following: you refuse to help the counselor obtain the necessary medical or psychological information needed to determine eligibility and assess employability; you are unwilling to consider realistic job goals; you do not follow your IPE; you refuse to accept the agency's policies concerning the provision of services; or you make threats or exhibit threatening behavior toward agency staff.
- Your disability/medical condition has worsened to the point of not being able to work.

You will be notified in writing anytime your case is being closed, the reason for the closure, your right to appeal the decision, and the availability of the Client Assistance Program (CAP) to help you (see page 15).

"I would like for my case to be closed due to the fact that I have a job as a child caregiver. I have had this job for over four months now. I am very pleased with it. I really do thank MRS for all that was given to me. I wouldn't have gotten this far without your help. I thank you for building up my self-esteem to look for a job because I didn't have a whole lot of self-esteem before."

Your Rights

As a MRS customer, you have the following rights

- You have the right to be told if there will be a delay in MRS services or if MRS cannot provide services. Situations such as these may be caused by a reduction in funding, staff, or openings at facilities or schools.
- You have the right to make informed choices about your Individual Plan for Employment (IPE).
- You have the right to an annual review of your IPE to see if any changes are needed.
- You have the right to obtain written information from MRS about service options available to you.
- You have the right to review information in your case file if you make the request in writing. However, there are two circumstances when more than your written request will be required:
 1. Information that has been provided by other agencies may be disclosed only with their permission; and
 2. Certain information—such as technical, medical, or psychological reports—may have to be provided through a health professional or other representative.
- You have the right to confidentiality:
 1. All discussions with your counselor are kept confidential. Your counselor will release information in your case file only to those agencies directly involved in your IPE.
 2. MRS will not release information in your case file to other agencies or persons unless you give your permission in writing.
 3. MRS will release information in your case file without your written consent only:
 - a. if required by federal law or regulation
 - b. if required by court order
 - c. in response to investigations for law enforcement, fraud, or abuse
 - d. in situations involving abuse, neglect, exploitation, or safety to protect you or others
 4. You have the right to appeal any agency action regarding your rehabilitation program if you disagree with an MRS decision.
 5. You have the right to have someone assist you in the appeals process.

You have a right to be treated politely and respectfully by MRS staff. You also have a responsibility to treat MRS staff politely and respectfully.

Client Assistance Program (CAP)

You have many rights and responsibilities as an applicant and customer of MRS. To help protect your rights, you have access to the Client Assistance Program (CAP).

The purpose of CAP is to help individuals like you who are receiving services from MRS or a center for independent living. CAP will investigate complaints you may have about vocational rehabilitation services or independent living services. CAP can help you understand your rights and provide you with this information in writing.

CAP can help you with problems you may have, including:

- Difficulty in applying for disability-related assistance
- Difficulty working with your rehabilitation counselor
- Disagreement with your case being closed

CAP can also help if:

- You have been denied services from MRS, your local center for independent living, supported employment, or youth transition programs.
- You are a student with a disability. CAP can help you make the move from school to work and help you identify and receive the services you need to get a job.
- You are an employee with a disability or are looking for a job. CAP can help you understand your rights under the Americans with Disabilities Act (ADA) and can provide you with this information in writing.
- You need a referral to a rehabilitation or independent living program in another part of the state.

CAP is part of Michigan Protection & Advocacy Service, Inc. (MPAS). MPAS is a private, nonprofit organization that offers information and advocacy services to people with disabilities.

Confidentiality and CAP

All discussions you have with CAP staff are confidential. CAP will discuss your situation with others only with your written permission.

CAP and legal services

CAP can help you appeal a decision to an impartial hearing officer regarding your rehabilitation services. Your appeal could be because:

- You have been denied services, or
- You feel you did not receive appropriate services, or
- Services to you were discontinued

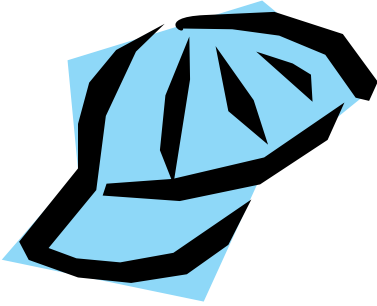
What does CAP assistance cost?

CAP provides its services at no cost to Michigan residents. This is a federally funded program.

How can I contact CAP?

You can call the CAP toll free number, 1-800-292-5896, from 8:30 a.m. to 5:00 p.m., Monday through Friday. This telephone number is accessible by both voice and TTY.

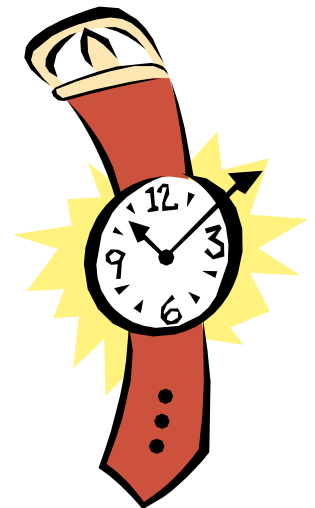
CAP is located at 4095 Legacy Parkway, Suite 500, Lansing, MI 48911-4263. CAP is a part of Michigan Protection & Advocacy Service, Inc. (MPAS).



Your Responsibilities

Along with your rights come responsibilities. Please read each of these carefully:

- You have a responsibility to provide the information MRS needs to determine your eligibility and develop your IPE. If you do not make needed information available, MRS will be unable to provide you with assistance.
- You have the responsibility to be an active partner in the vocational rehabilitation process. This means that you will be expected to participate and make informed choices throughout your program.
- You have a responsibility to participate financially in your vocational rehabilitation plan to the best of your ability. If you are unable to do so, you will not be denied services.
- You have a responsibility to use other community services and benefits in your IPE. For example, if you are eligible for Medicaid, you will be expected to use this toward the medical service in your Individual Plan for Employment.
- You have a responsibility to keep all appointments and arrive on time for all meetings. When you are unable to do so, you will be expected to call ahead of time to cancel and reschedule your appointment. This is important because attendance is critical to your success. Employers often expect that new hires not miss any work the first 90 days of employment. Poor attendance is the number one reason people are fired from their jobs.
- You have a responsibility to maintain contact with your counselor. Most of the time, case closure occurs because your counselor is not able to contact you. Unfortunately, it is very common for clients to move or change phone numbers and not notify their counselors. You have a responsibility to keep in contact with your counselor and notify him or her of changes in your living arrangements.





- You have a responsibility to cooperate with your counselor. Failure to cooperate with your counselor or the service providers listed in your IPE is another common reason a case may be closed. At MRS, vocational rehabilitation is a process based on a partnership between you and your counselor. Cooperating and working with your counselor will help you reach your employment goal.
- If applicable, you have a responsibility to assign your Ticket to Work to MRS.
- You have a responsibility to report any changes in your circumstances that could affect your ability to maintain contact with MRS or follow through with your IPE.
- You have a responsibility to perform satisfactorily in training or in any other activity related to your rehabilitation. This includes regular attendance.
- You have a responsibility to return any equipment purchased for you by MRS if you no longer use it for its intended purpose. MRS may be able to use the items with other individuals to assist them in reaching their employment goals.

Ticket to Work & Self-Sufficiency

If you receive Social Security disability benefits and want to work, you should learn about the Ticket to Work program. It is a voluntary program that makes entering or re-entering the workforce easier for you.

MRS is a public vocational rehabilitation agency and one of the many Employment Networks that can help you get a job. MRS takes all Tickets regardless of the type of work you can do. MRS can help you with the encouragement, support, and job services necessary to meet your employment goal.

Once you are eligible for MRS services, you will work with a skilled professional counselor to help you make decisions about your employment future. You will receive employment-related services and information on Social Security work incentives that may help you work more hours and make more money even if you are not able to be self-sufficient from disability benefits.

Disability Management Program

Michigan Rehabilitation Services' Disability Management Program is a statewide resource for employers and employees who need assistance with management of work-related injuries. This service is available to independent and self-insured employers to maximize productivity and minimize costs associated with disabilities that prevent people from returning to work. This program is a fee-for-service program mandated to cover costs by Michigan's Public Act 315 of 1982.

The staff of the Disability Management Program can assist in three major areas:

Return-to-Work services are arranged and provided to facilitate an early return to work for persons who have been absent due to injury or illness.

Services for Employees who are **at risk** of losing their jobs because of illness or injury.

Prevention of disabilities through ergonomic assessment and consultation on workplace design and equipment. This includes education of the worker and manager to promote good body mechanics and a safe work environment.

Special Programs

If you would like more information about the Ticket to Work program, ask for a copy of "Important Questions to Consider About the Ticket to Work Program."

Special Programs

"My business has given me an opportunity to develop my future, a possibility I may not otherwise have had."

Self-Employment

Self-employment has long been part of the economic landscape in America, but for persons with disabilities, self-employment is a strategy that has long been underutilized.

Self-employment is a broad category for various options, including self-employed tradesperson, professional, contractual service worker, or technical worker as well as owning a small or micro business enterprise. Generally, self-employment is defined as "the consumer owns, manages and operates the planned endeavor for profit or fee and is not considered to be an employee of another person, business or organization."

Developing a self-employment plan can be complex and overwhelming. Please consult with your MRS counselor so that he or she can give you important information before you get started with becoming self-employed.

Michigan Career and Technical Institute

The Michigan Career and Technical Institute (MCTI), operated by Michigan Rehabilitation Services (MRS), has provided training for adults with disabilities in Michigan since 1944. MCTI offers a unique blend of caring human support services and state-of-the-art training for jobs needed in business and industry today.

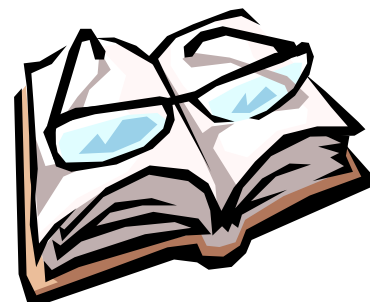
The campus — located on the shores of Pine Lake in southwest Barry County — is accessible. For eligible adults who have a physical or mental disability, tuition and room and board are free. A career assessment service is available to help students explore their career options. A full spectrum of health, psychological, and social work services is also available. In addition, all classrooms as well as the dormitory rooms, cafeteria, library, and leisure services are located in one building for easy accessibility out of the weather.

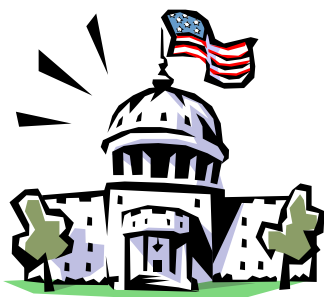
Depending on aptitude and interest, students may choose to enroll in one of 13 training programs. Each training area has an active Business Advisory Committee comprised of employers in that field. Their participation assures students that the curriculum and equipment meet business and industry standards. MCTI is accredited by the North Central Association of Colleges and Schools and the Commission on Accreditation of Rehabilitation Facilities. The school's training programs are approved by the U.S. Department of Veterans Affairs.

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Michigan is home to 1.7 million people with disabilities—one in every five residents.





Voter registration forms are available at all State of Michigan offices, including MRS. We would be happy to give you this form to complete and mail to your county clerk.

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"I was involved in a serious motorcycle accident. I was in a coma for almost a month and now have a closed head injury. Before the accident, I was a machinist. I tried to return to that profession, but the injury prevented that. I have tried returning to school more than once to see if I can do something with my life, but I failed there as well. When I was ready to give up, each time my MRS counselor was there to back me up and give me the help that I needed, never letting me quit and always giving me support. I am now learning about computers."

Job Search Log

Company Name & Address	Person Contacted & Phone Number	Date of Contact	Next Steps

Important Names, Phone Numbers & E-Mail Addresses

Name _____
Telephone Number _____
E-Mail Address _____

Name _____
Telephone Number _____
E-Mail Address _____

Name _____
Telephone Number _____
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Name _____
Telephone Number _____
E-Mail Address _____



Michigan Rehabilitation Services
Michigan Department of Labor & Economic Growth
P.O. Box 30010
Lansing, MI 48909
1-800-605-6722 (voice, toll free)
1-888-605-6722 (TTY, toll free)
www.michigan.gov/mrs
E-Mail: MRS-CustomerAssistance@michigan.gov

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January 2005. 4882-6026. Cost of printing 35,000 copies: \$17,174.94 or \$0.49 a copy. 0304-798 DLEG-MRS