

**Georgia Department of Labor  
Rehabilitation Services  
Northwest Georgia Fact Sheet**

**Where are Rehabilitation Services Offices Located?**

**Dallas Office** - 770.443.3717, TDD 770.443.3731  
**Dalton Office** - 706.272.2303; TDD 706.272.2787; 800.643.6783  
**LaFayette Office** - 706.638.5536; TDD 706.638.5575; 800.233.2567  
**Rome Office Unit 1** - 706.295.6400; TDD 706.295.6753; 800.546.6401  
**Rome Office Unit 2** - 706.295.6400; TDD 706.295.6753; 800.546.6401  
**Regional Office; Rome** - 706.295.6407

**Who qualifies for Vocational Rehabilitation (VR) Services?**

Any citizen of Georgia who has a physical or mental disability that impacts his or her ability to go to work and who can benefit from VR services to go to work is potentially eligible. To qualify for VR services, the disability must be permanent and affect one's ability to do work in at least two ways. A VR Counselor will make the determination after meeting with the applicant.

**How does the process work?**

- The individual meets with a VR Counselor to complete an application for services;
- The VR Counselor and individual discuss how the disability affects his or her ability to work, if the individual will benefit from VR services, and the means to secure employment;
- For those who qualify, assessments are used to determine the services necessary to reach the employment goal;
- A Work Plan is created, outlining responsibilities and services needed to reach the work goal; and
- Financial eligibility requirements may need to be met to receive some purchased services.

**What services are available to help an individual go to work?**

The services available are based on what individuals need to go to work. They may include, but are not limited to:

- Vocational Assessment
- Vocational Counseling & Guidance
- Physical & Mental Restoration Services
- Rehabilitation Technology
- Work Readiness Training
- Job Coaching
- Supported Employment
- Job Search & Job Placement
- School-to-Work Transition
- On-the-Job Training
- Vocational Training
- College & University Training
- Referral to other agencies for needed services

### **What happens after the necessary VR services are received and employment is achieved?**

A 90-day follow-up is provided to the individual and the employer to ensure that there are no problems and the job is a good fit. After the 90-day follow-up period the case is closed. However, the individual can request additional services after the case is closed if they are needed to keep him or her working.

### **Does VR provide permanent Support?**

No, VR does not provide permanent support. It is available as needed for people with disabilities to seek, secure, and sustain employment.

### **Does VR provide services for in-school youth?**

Yes, VR has counselors assigned to some schools to assist eligible youth in the transition from school to work. Contact the local VR office for further information about the schools and services offered.

### **What services does VR provide for employers?**

- **Job Analysis.** A study of an employer's job(s) that defines the purpose of the job(s), the tasks performed by the worker, and the skill requirements.
- **Accessibility Surveys.** Systematic physical analysis of worksite / business locations for the purpose of assisting site operators in improving user access to services and activities.
- **Work Readiness Certification.** Assessing and determining the readiness of a candidate to satisfy the performance expectations of a particular job as specified by the employer.
- **Supported Employment.** Provides a worker who is trained to meet the employer's business needs by a job trainer, who is paid by VR. When the job trainer completes training, arrangements can be made for on-going support to ensure worker retention.
- **Pre-Screened/Qualified Applicants.** VR assesses applicants' abilities and interests and matches them to specific jobs. All applicants will have met minimum work readiness criteria.
- **Job Modifications.** A way to change, rearrange, or negotiate how the job gets done.
- **Job Accommodation.** Another way to change how the job gets done, but usually by adding some tool or changing how some piece of equipment is used.
- **Rehabilitation Technology.** Systematic application of technologies, engineering methodologies or scientific principles to meet the needs of and address the barriers confronted by individuals with disabilities in areas which include education, rehabilitation, employment, transportation, independent living, and recreation. The term includes rehabilitation engineering, assistive technology devices, and assistive technology services.
- **Americans with Disabilities Act (ADA) Consultation.** Technical assistance, information, and clarification to employers about ADA and how it relates to their business.
- **Disability Awareness Training.** Educate managers, supervisors and others regarding the potential impact of stereotypical attitudes on business operations.

### **Where can I refer people for more information?**

More information is available on the Department of Labor website ([www.dol.state.ga.us](http://www.dol.state.ga.us)) and the VR web site ([www.vocrehabga.org](http://www.vocrehabga.org)).