

# Kentucky Office of Vocational Rehabilitation

## Eligibility Letter

### Instructions

Purpose: The purpose of these instructions is to give directions on filling out the eligibility letter. The eligibility letter is mailed to consumers who have been found eligible for services for the Office of Vocational Rehabilitation. A copy is also placed in the consumer file in front of the eligibility worksheet.

**Consumer Name and Address** Enter name and address of the consumer under the heading

### Signature of the Counselor

Please use these instructions for DocuSign before sending the letter to the consumer and after uploading your signature to the letter

Select Start for quick access to the most common eSignature actions.

1. Select Send an Envelope
2. Use the template of the Eligibility Letter.
3. Enter the recipient's name(s) and contact information.
  - a. As a sender, you will receive a copy of the completed Document.  
Place the copy in the consumer file.

Please use these instructions if sending the letter by regular mail.

1. After entering the name and address for the consumer and the date of the letter, print off the letter and sign it at the bottom before sending it to the consumer. Make a copy and place it in the consumer file.

**Date of Signature** Enter date of the signature next to the signature