Andy Beshear
GOVERNOR

EDUCATION AND LABOR CABINET
Kentucky Office of Vocational Rehabilitation
Cora McNabb
Executive Director

Jamie Link
SECRETARY

Case Number:

Dear

You have contacted or were referred to the Office of Vocational Rehabilitation (OVR) for potential Vocational Rehabilitation services. OVR provides Vocational Rehabilitation services to eligible individuals with disabilities to assist with obtaining and maintaining meaningful employment. To receive services, an individual must meet eligibility requirements . You can learn more about OVR on our website at: https://kcc.ky.gov/Vocational-Rehabilitation.

I have scheduled the following appointment to meet with you:

Date:

Time:

Estimated length of appointment:

Location:

The length of appointment listed above is only an estimate. There may be topics or items that require additional time. Please take that into consideration when scheduling other appointments and when communicating pick-up to those assisting with transportation.

Below are a list of documents that may assist with determining eligibility for services. Please bring them with you to your appointment. If you do not have any of the documents listed below, your counselor can assist you with obtaining them.

- Guardianship papers (if applicable)
- State-issued Identification or Driver's Permit and/or Driver's License
- Social Security Card or original copy of your birth certificate (or a certified copy)
- Documentation/Proof of Supplemental Security Income (SSI)/Social Security Disability Insurance (SSDI) (if applicable)
- Medical Records and/or Names and Addresses of Doctors, Therapists, and Hospitals (including medications)
- Work history and/or resume
- Log in and password information for any medical sites so that you may access your medical information during our meeting, i.e., My Chart.

If your meeting is by phone or virtual, you will still need to sign paperwork. Forms will be sent to you through a DocuSign email or the U.S. mail.

I look forward to meeting with you to discuss our program and services. If you cannot keep this appointment, please contact me at the email or the phone number listed below. You can also reach my assistant or manager at the email or phone number listed below to reschedule.

The Kentucky Office of Vocational Rehabilitation (KYOVR) does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal laws. Upon request, and to the best of our ability, KYOVR provides reasonable accommodation, including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs. Documents are printed with federal funds. (Rev 05/2025)