Create an email template for Eligibility Extensions

You can use the information below to create an Outlook e-mail template for eligibility extensions. This will prevent you from having to retype the entire message every time.

1. On the **Home** tab, in the **New** group, click **New E-mail**.
2. In the message body, copy and paste the information below:

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DEPARTMENT OF WORKFORCE INVESTMENT

OFFICE OF VOCATIONAL REHABILITATION

You applied for vocational rehabilitation services on **Click here to enter a date.**

I am expected to make a decision about your eligibility within 60 days of application. In your case, I will be unable to do so because of the following reason(s):

Click here to enter text.

We expect a determination of eligibility will be made by **Click here to enter a date.**. If you have information that would allow me to make this decision more quickly, please contact me as soon as possible.
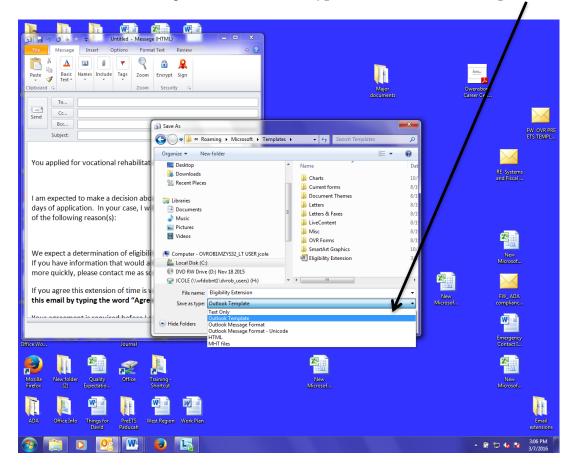
If you agree this extension of time is warranted**, please respond to this email by typing the word "Agree"**

Your agreement is required before I am allowed to extend the eligibility period. If I have not received a response from you by **Click here to enter a date.**, I will not be able to extend the eligibility period and a decision must be made with the available information, which may result in a decision of ineligibility, placement on a waiting list, or **possible case closure**.

Thank you for your cooperation in this matter. If you have questions or concerns, contact me using the information below:

The Kentucky Education Cabinet, Department for Workforce Investment, Office of Vocational Rehabilitation does not discriminate on the basis of race, color, national origin, sex, age, religion or disability.

3. If you have an e-mail signature delete it (if you do not, you will have two signatures on your finished e-mail)
4. In the message window, click the **File** tab.
5. Click **Save As**.
6. In the **Save As** dialog box, in the **Save as type** list, click **Outlook Template**.

7. In the **File name** box, type Eligibility Extension
8. **Save**.

By default templates are saved in the following folders:

Windows 7 and Windows Vista   c:\users*username*\appdata\roaming\microsoft\templates

Windows XP   c:\documents and settings*username*\application data\microsoft\templates

Send an Eligibility Extension from your template:

1. On the **Home** tab, in the **New** group, click **New Items**, point to **More Items**, and then **Choose Form**.
2. In the **Choose Form** dialog box, in **Look In**, click **User Templates in File System**.
3. Select **Eligibility Extension**
4. Click **Open**.
5. Make any additions or revisions to the recipients in the **To**, **Cc**, or **Bcc** boxes. You can also change the text in the **Subject** box and add contents to the message body.

Note Changes made aren't saved to the template. If you use the **Save** command, this creates a draft of your message, but won't update the template.

1. Click **Send**.