

## Email Extension Instructions

The Referral and Applicant, Eligibility, and Individualized Plan for Employment sections of the Policies and Procedures Manual has been changed to reflect the approved use of e-mail as a means of documenting a consumer's agreement to an extension of time for both eligibility determination and IPE development.

As of the 03/22/2017, e-mail may be used as a method of documenting an agreement of extension if the following conditions are met:

1. The consumer has given consent to communicate by e-mail on the OVR-2
2. The communication must occur before the respective 60 day/90 day deadlines for eligibility and IPE development,
3. The e-mail must contain the information from OVR-6B (e-mail version) or OVR-7F (email version).
4. The consumer must clearly communicate agreement with the extension in their response.

To summarize: e-mail may now be used as a method of documenting the counselor and consumers agreement to an extension of time for eligibility determination and IPE development. All other policies and procedures regarding eligibility, IPE, and the caseload documentation apply.

The e-mail versions of the OVR-6B and OVR-7F below can be copied and pasted into an e-mail prior to sending to a consumer. **Be sure to include contact information in your e-mail signature line.**

OVR-6B (email version) Updated 06/15/2015

**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.

---

**OVR-7F (email version) Updated: 06/15/2016**

**DEPARTMENT OF WORKFORCE INVESTMENT  
OFFICE OF VOCATIONAL REHABILITATION**

You were determined eligible for Vocational Rehabilitation services on [Click here to enter a date.](#)

I am required to develop an Individualized Plan for Employment (IPE) with you within 90 days from your date of eligibility determination. In your case, I will be unable to do so for the following reason(s):

[Click here to enter text.](#)

An IPE will be developed by [Click here to enter a date.](#)

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 IPE period. If I have not received a response from you by [Click here to enter a date.](#), I will not be able to extend this deadline which may result in 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, marital status or disability.