

# Kentucky Office of Vocational Rehabilitation

## Eligibility Worksheet

### Instructions

The purpose of the eligibility worksheet is to determine if an applicant who applies for services is not only eligible for services with the Office of Vocational Rehabilitation but also the functional limitations, priority category, and order of selection for that applicant's case.

- Name:** Enter the name of the applicant
- Counselor:** Enter the name of the counselor
- Case Number:** Enter the case number
- Date of Eligibility Determination:** Enter the date that eligibility was determined
- Major Impairment:** Enter the major impairment
- Major Impairment code:** Enter the 4-digit code of the major impairment
- Secondary Impairment:** Enter the 4-digit code of the secondary impairment
- Other Impairments:** Enter any other impairments
- SSI/SSDI Recipient:** Check the box if the applicant's SSI/SSDI status has been verified
- Amended Date:** Enter the date that the eligibility worksheet was amended if it was amended
- Counselor Initials:** Enter the initials of the counselor

## Step 1: Determine Eligibility

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### Presumptive Eligibility

#### **Social Security Verification**

Check yes or no if social security has been verified (if no, move to Basic Eligibility)

#### **Intention to achieve an employment outcome**

Check yes or no if the applicant intends to achieve an employment outcome (if no, the applicant is ineligible)

**If you answer both questions yes, move to Step 2.**

### Basic Eligibility

#### **Physical or Mental Impairment**

Check yes or no if the applicant has a physical or mental impairment

#### **Substantial Impediment to Employment**

Check yes or no if the applicant has an impairment that constitutes or results in a substantial impediment to employment

#### **Vocational Rehabilitation services required**

Check yes or no if vocational rehabilitation services are required for the applicant to prepare for, secure, retain, advance in, or regain employment

#### **Intention to achieve an employment outcome**

Check yes or no if the applicant intends to achieve an employment outcome

#### **Benefit in terms of employment**

Check yes or unknown if the applicant can benefit in terms of employment

**If all five answers are No, the applicant is ineligible. Stop filling out the form.**

**If all five answers are Yes, the applicant is considered eligible, and move onto Step 2.**

## **Step 2: Determine Limitations to Functional Capacities**

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Determine limitations to functional capacities. Do the impairments listed seriously limit any of the seven functional capacities listed? Check all the appropriate functional capacities.

### **Attendant Factors**

List any attendant factors and be specific

## **Step 3: Determine if the applicant is an applicant with a significant disability**

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SSI/SSDI Recipients are presumed eligible. If this is the case, move onto Step 4.

### **Limitations**

Check yes or no if the applicant has an impairment that limits one or more functional capacities

### **Services**

Check yes or no if the applicant requires multiple services over a period of time

If both answers are no, skip Step 4 and move onto Step 5.

If both answers are yes, the applicant has a significant disability. Move to Step 4.

## **Step 4: Determine if the applicant is an applicant with a Most Significant Disability**

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### **Significant Disability**

Check yes or no if the applicant is limited in two or more of the functional capacities

If yes, the applicant has a most significant disability. If no, the applicant has a significant disability.

## **Step 5: Determine the priority category**

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Select the priority category based on the number of functional capacities.

## Step 6: Determine the order of selection

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Select whether the application is eligible and accepted or eligible and out of selection.

### Progress Note

Enter the eligibility progress note.