

Case#

**Education and Labor Cabinet  
Office of Vocational Rehabilitation**

Dear \_\_\_\_\_,

You were determined eligible for Vocational Rehabilitation services on \_\_\_\_\_.

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):

An IPE will be developed by \_\_\_\_\_.

If you agree that this extension of time is warranted, please sign below and return to me.

\_\_\_\_\_  
Consumer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date

Thank you for your cooperation in this matter. If you have questions or concerns, please contact me

Sincerely,

\_\_\_\_\_, Counselor  
Office of Vocational Rehabilitation