



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

Family Investment Administration
ACTION TRANSMITTAL

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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF**

FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR

RE: DIVISION OF REHABILITATIVE SERVICES (DORS) CONTRACT

ORIGINATING OFFICE: OFFICE OF PROGRAMS

SUMMARY:

Family Investment encourages case managers in Local Department of Social Services (LDSS) to refer customers to the Division of Rehabilitative Services (DORS). We also understand that there have been circumstances that affected the number of referrals. Being a State agency, DORS has been held to the hiring freeze and has been unable to hire the number of Vocation Rehabilitation Specialist that they had anticipated hiring. This resulted in acceptance of fewer referrals in certain areas. However, the number of referrals from local departments has also not been as high as anticipated.

This action transmittal provides information and clarification for local department staff about making referrals to DORS.

DORS provides:

1. Career assessment and evaluation services designed to determine whether:
 - The individual is a person with a physical or mental impairment that constitutes or results in a substantial impediment to employment;
 - The individual can benefit in terms of employment outcomes through the provision of vocational rehabilitation services; and
 - Services are required to assist the individual prepare for, enter into, and engage in or retain gainful employment.
2. Intensive case management and service coordination for individuals found eligible for vocational rehabilitation services.

- Services provided will be identified in an Individualized Plan for Employment (IPE) mutually developed between the TCA customer and the Vocational Rehabilitation Specialist, including, but not limited to:
 - Assistive Technology aid and devices including prosthetics
 - Occupational skill training
 - On-the-Job training
 - Job coaching and other supported employment services
 - Transportation and maintenance in support of primary services
 - Rehabilitation technology services
- 3. Other goods and services determined necessary for the individual with disabilities to achieve employment outcomes.
- 4. Information and referral services and technical assistance to the LDSS for individuals not determined eligible for comprehensive services.
- 5. FIA central with a monthly report for each local DSS that includes:
 - Overall referrals to DORS (by customer type i.e, applicant, former customer, non-custodial parent of TCA customer);
 - Number of customers served by DORS;
 - Results of DORS referrals (individuals employed, average wage and average hours per week).

Appropriate referrals to DORS

Following is a brief description of the TCA individuals who local departments should refer to DORS:

1. TCA customers with a short term medical disability of 12 months or less

Case managers should use discretion when referring individuals with a short term medical disability (under 12 months) to DORS. Individuals with short term disabilities may have worse medical conditions than some with long term disabilities but because they will recover, they are not eligible for SSI. Customers who have a job or those who have job skills are not suitable candidates for DORS. Refer people who:

- Have a medical disability of 5-11 months,
- Upon recovery have no skills or have limited skills to become self supporting,
- Need to learn new skills,
- Have been unable to hold a job for various reasons, or
- Based on the LDSS assessment or customer statement, the customer appears to have a learning disability.

2. TCA customers who have been denied SSI and are not in appeal status

- Customers can be required to be in DORS as part of their FIP plan and as a work activity.
- Many of these people have disabilities, but with new skills can become self-supporting.

Example: A construction worker hurts his back and has to stop working at his occupation. He is disabled and always will have back problems. DORS can help him learn new skills.

3. TCA DEAP customers (Individuals who voluntarily want a DORS referral)

- State law prohibits requiring DEAP disabled people to participate in a work activity.
- Participating in DORS may actually hinder the customer's application for SSI.
- Refer them if they want to go.
- Some customers would rather work then receive disability.

4. Non-Custodial Parents of TCA Customers

- Many non-custodial parents have disabilities or lack the skills that will allow them to become self-supporting and in turn support their children.

5. Those at-risk and potentially eligible for TCA who meet 200% of poverty level

6. Those disabled transitioning youth (age 17-21 from needy at-risk families)

- Physically disabled teens or those with learning disabilities leaving TCA because their parents' or caretaker relative's TCA case is closing,
- Teens who are graduating or have graduated from school (or dropping out of school) who do not have skills to support themselves, or
- Disabled teens leaving foster care

Local Departments of Social Services may use their own referral form or use the referral form on DORS website: <https://www.dors.state.md.us/DORS>. Click on referral on the right side.

INQUIRIES:

Please direct TCA policy questions to Marilyn Lorenzo at 410-767-7333, or Gretchen Simpson at 410-767-7937. Refer DORS questions to Brenda Rupp in the Bureau of Work Opportunities at 410-767-8822.

cc: DHR Executive Staff FIA Management Staff
 Constituent Services DHR Help Desk