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Rights and Responsibilities, 2000

Maine Division for the the Blind and Visually Impaired

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RIGHTS AND RESPONSIBILITIES

LIBRARY USE ONLY

**DIVISION FOR THE BLIND AND VISUALLY IMPAIRED
VOCATIONAL REHABILITATION PROGRAM****CONFIDENTIALITY**

The VR Program must keep and obtain records confidential regarding your condition and progress through the rehabilitation program. These records are confidential. They will be seen only by employees of our agency and will not be released without your written consent to any other person, organization, or agency except for the following reasons:

- In order to protect the individual or others when the individual poses a threat to his/her safety or the safety of others;
- If required by State or Federal law; in response to investigation in connection with law enforcement; and in response to court order; and
- For program audit, evaluation or research purposes. The final product will not reveal any personal identifying information.

With the written consent of you and your representative (if you have one), all information in your case file is available to you except:

- Information that we believe may be harmful to you. This information may be provided through your representative, physician or psychologist; and
- Information obtained from outside of this agency.

RIGHTS OF APPEAL

If you are dissatisfied with any decision concerning the furnishing or denial of services, you may request a review and a determination of that decision (or if appropriate, may request through the individual's representative) a timely review of the determination. Maine Division for the Blind and Visually Impaired shall make reasonable accommodation to your handicap in the conduct of the appeals process.

If you need help with your appeal, contact the:

Client Assistance Program

4C Winter Street

Augusta, Maine 04330

(207) 622-7055 (Voice/TTY)

or

1-800-773-7055 (Voice/TTY)

CIVIL RIGHTS

In accordance with State and Federal Civil Rights law, the Vocational Rehabilitation Program does not discriminate on the basis of sex, race, color, national origin, disability or age in admission or access to services or employment in its programs and activities. Inquiries concerning the application of these regulations and the grievance procedures for the resolution of complaints alleging discrimination may be referred to the Equal Employment Opportunity Coordinator at Department of Labor, Station 54, Augusta, ME 04330, (207) 287-2876 (voice), or 1-800-794-1110 (TTY), or the Assistant Secretary of the Office of Civil Rights, Washington, D.C. 20202.

ORDER OF SELECTION

In accordance with the Rehabilitation Act of 1973, Section 101, the VR Program has implemented an Order of Selection process because the agency's funds are not sufficient to provide rehabilitation services to all eligible people with disabilities. As authorized by Federal law, the Order of Selection assures that when Vocational Rehabilitation services cannot be provided promptly to all applicants determined eligible for services, the needs of those persons with the most severe disabilities will be given preference according to Priority categories. People eligible for the Vocational Rehabilitation Program are assigned to a priority category and placed on a waiting list for services.

COMPARABLE BENEFITS

Individuals who are entitled to comparable benefits from other public and/or private agencies for services or funding to support rehabilitation services (rehabilitation technology services are exempt) will be required to apply for and use them insofar as they do not interfere with an immediate job placement or delay services to an individual who is at extreme medical risk. For a post-secondary education program, the individual will be required to apply for assistance under the Pell Grant Program as well as all campus-based programs.

CLIENT FINANCIAL PARTICIPATION

If you are eligible for services from the VR Program, you will be asked to contribute toward the cost of your rehabilitation program to the extent of your ability to pay. This will be determined through a discussion with your counselor regarding your current financial situation. You will not be asked to financially contribute to any costs related to determining your eligibility.

POST-EMPLOYMENT SERVICES

Post-employment services may be provided to clients who have been determined rehabilitated and need assistance to maintain or regain employment.

APPLICANT/CLIENT RESPONSIBILITIES

The VR Program wants you to know that you have responsibilities:

1. To participate financially in your rehabilitation program to the best of your ability;
2. To cooperate in using other community services when these can be of help in your rehabilitation program;
3. If in training, to maintain satisfactory performance regular attendance; if in academic training, to submit your grades each grading period; and
4. To initiate and maintain regular contact with your counselor and keep all appointments scheduled with other persons as part of your rehabilitation program.