

Nez Perce Tribe Vocational Rehabilitation Services

271 B Street P.O Box 365 · Lapwai ID 83540 · 208-843-9395 · Fax 208-843-9396
401 Idaho St· Kamiah ID 83536 · Ph 208-621-4817 · Fax 208-935-0540 · Toll Free 1-866-440-1109



"Focus on individualized plan for employmen "

Consumer Check off List

Below is a list of the supporting documents you will need to provide for your case file in order to receive NPTVRS Services. Please bring these documents with you when you come to the NPTVRS office or for your first NPTVRS appointment. Providing this documentation will help speed up the application process.

Please know it may take up to sixty-days (60) to receive your medical disability(s). No financial support will be provided until Nez Perce Tribe Vocational Rehabilitation Services receives your medical report.

- D Proof of residency in our service area, such as a Utility bill in your name
- ☐ A signed letter from the individual you reside with stating you live with them at their physical Address. (If you claim you are homeless)
- g Your tribal enrollment card or CIB**
- D Documentation of any income you are receiving, check stubs or earning statements, TANF, General Assistants SSDI, **SG Veterans Benef Welfa£\$ etc.**
- D A copy of your high school diploma, GED and/ or any college degree(s).**
- D If you are a high school student, a copy of your Individual Education Plan (IEP).**
- p A copy of Inpatient Treatment completion within the year or prior year**
- b Must have a working phone number or a good message number to contact you.**
- D Bring in **YOUR** Proof of ownership for any expected vehicle repairs, vehicle registration, title and proof of vehicle insurance. (Must be signed documents)
- p Current list of medications**
- J If you are seeking Behavioral Health (BH) counseling, please provide documentation you have completed inpatient treatment within the year. Outpatient treatment may be consider IF you are in compliance with attending your BH sessions.**
- CJ The contact name of your medical or mental health providers, g at and presenu**
- D The contact name of your State Probation Officer
- D The contact name of your Federal Parole Officer and your medical report

The Nez Perce Tribe Vocational Rehabilitation Services **DOES NOT** pay for:

- Delinquent traffic tickets and/or fines
- Delinquent student loans
- Delinquent bills and/or debits
- Vehicle repairs when the consumer is not the owner of the vehicle needing repair(s).
- Outstanding phone bills (Landline and or cell)
- Internet hook up or monthly bills
- NPTVRS will not accept a "General Delivery" as your mailing or physical address.

No tribal Vocational Rehabilitation Services will be provided until the NPTVRS program receives your medical/ and or behavioral health report(s) and you have signed your Individual Plan of Employment (IPE).



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APPLICATION FOR SERVICES

1.	Name (Last, First, Initial):			
	List your Disability(s):			
	Mailing Address:		Physical Address (Street Address):	
	County you reside:		Do you live: <input type="checkbox"/> On <input type="checkbox"/> Near (Nez Perce Reservation)	
	Date of Birth:		Social Security Number: XXX-XX- _____	
	Marital Status:		Email Address:	
Home Phone:		Cell Phone:	Message Phone:	Work Phone:
2.	How many under your immediate care in the home? _____ Please list household below:			
	Name: _____ Relationship _____ Date of Birth _____			

Housing Type:		Own	Rent-Non Tribal Housing	Rent Tribal Housing <input type="checkbox"/> Homeless
3.	Tribal Affiliation:		(Proof/copy) Certificate of Indian Blood/Enrollment card # _____	
4.	Emergency Contact (Name & Phone Number):			
5.	Last Employer, Supervisor Name, & Phone:		Position/Duties:	
	Reason for leaving:		Start Date:	End Date:
	Previous Employer, Supervisor Name, & Phone:		Position/Duties:	
	Reason for leaving:		Start Date:	End Date:
	6. Level of Education Completed: <input type="checkbox"/> GED in progress <input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> College			



Nez Perce Tribe Vocational Rehabilitation Services

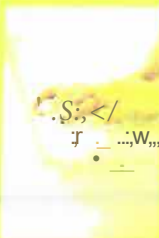
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	Name of last School attended:		Years Completed:
	Type: <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Other		
	Start Date:	End Date:	<input type="checkbox"/> Still attending. Projected day of completion:
7.	Interests/Hobbies:		
8.	Conviction/Arrested Date:	Probation/Parole Date:	DUI's? <input type="checkbox"/> Yes <input type="checkbox"/> No How Many?
	Probation/Parole Officer Name:		
9.	Medical: <input checked="" type="checkbox"/> Indian Health <input type="checkbox"/> Medicare/Medicaid <input type="checkbox"/> Other: Please list: Provider/Specialist's Name: _____		
10.	Primary Source of Income: <input type="checkbox"/> Family <input type="checkbox"/> General Assistance (GA) <input type="checkbox"/> SSI <input type="checkbox"/> SSDI <input type="checkbox"/> Public Assistance <input type="checkbox"/> TANF <input type="checkbox"/> Veteran's Assistance <input type="checkbox"/> Welfare <input type="checkbox"/> Other:		
11.	Referral Source:	Services Requested:	
12.	Military Service: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Branch of Service:	
	Entry:	Date of EAS:	
13.	Do you own reliable transportation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Year: _____ Make: _____	
	Public Transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a bus pass? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	State: _____ DL#: _____	On File <input type="checkbox"/> Yes <input type="checkbox"/> No
SIGNATURE OF APPLICANT NR Staff NR Director			
	_____ Applicant (<i>Must sign and date</i>)		_____ Date
	_____ NPTVRS Counselor/Specialist		_____ Date
	_____ NPTVRS Director		_____ Date
1	Consumer TVR#	Reviewed by:	Date: <i>I I</i>

The Rehabilitation Process -----



Below are steps developed for applicants and participants showing the process of our services. Our goal is to assist in seeking, obtaining and sustaining employment based on the participant's abilities and to become self reliant.

1. **Application for services must be submitted with proof of tribal membership (Federally Recognized) & schedule appointment with a counselor.**
2. **Meet with counselor** provide current diagnosed disability through your provider.
3. **Complete Participant Application Interview** and other required forms
4. **Determine Eligibility Within 60 Days of Application Received**
5. **Approved/Disapproved** for services
6. **Develop and implement Individual Plan For Employment (IPE).**
7. **Begin VR services** as it relates to IPE.
8. **Provide employment searches** and utilize job-placement assistance.
9. **Remain in regular contact** with counselor and receive services related to IPE and comply with **Client Rights and Responsibilities** to ensure services.
10. **Achieve employment outcome**, conclusion and Successful Service!

An applicant or participant may request a resolution of disagreement through either and Administrative Review or fair hearing through the Client Assistance Program (CAP).

Confidentiality -----

Our program services are **CONFIDENTIAL** and should not be shared with others. NPTVRS may provide other essential services on an individual basis if proven to be necessary to achieve the goal of employment.

Counseling is strictly confidential. Participants identity and what is discussed is held with the strictest confidence. We do *not* exchange information without the participant's written consent.

Exceptions to this policy are determined by the Nez Perce Tribe and Idaho State Law which:

- (a) directs NPTVRS to contact the appropriate agency if we become aware that you or someone else is in imminent danger or if a minor/and or dependent adult (e.g. elderly or impaired) is being abused (including sexually).
- (b) permits courts to subpoena counseling records for legitimate reasons.

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Nez Perce Tribe NPTVRS Staff Positions

Program Director	NPTVRS Counselor
NPTVRS Specialist	Employment & Outreach
NPTVRS Office Specialist	

Nez Perce Tribe
Vocational Rehabilitation Services



Assisting with counseling, vocational training, placement services to improve employment opportunities, quality of living and financial independence in our tribal communities.



"...focuses on individual plan of employment..."

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NPTVRS

"To assist American Indians with disabilities in obtaining and retaining employment and maximizing their ability to live independently in their communities. Our primary objective focuses on an individual plan of employment. We are committed to the Tribe and both public and private organizations."

Who is eligible?

To determine eligibility, the NPTVRS has and applied criteria to determine if our services are applicable to a individual with a disability and if their sporadic employment is due in part to their disability. In order to apply for services, the applicant must:

- **Be a member of a Federally recognized Tribe**
- **Residing on or near the Nez Perce Reservation**
- **Have a documented physical/mental disability causing substantial impediments to employment**
- **Have reasonable employment expectations that are achievable**

Qualifying Disability

To apply, you need a current documented disability severe enough it prevents you from attaining and maintaining employment specifically due to your disability. Your provider may assist our counselor in determining if your barriers are caused by your disability.

Student Transition Services

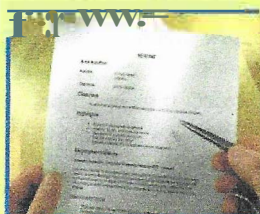
NPTVRS also assists students with a disability ages 16-18 who are in high school or getting a GED to transition into the workforce.



Employment Barriers

Vocational barriers are preventing employment as it relates to the disability. Barriers vary per participant. Every case is unique and individual needs vary.

Services Provided



Upon determining the applicant's eligibility for services an Individual Plan of Employment (IPE) is developed and agreed to. A counselor can assist with resume building, pre and post-employment services, counseling, vocational training, and placement services to improve employment opportunities to ensure there is a quality of living and financial independence in our tribal communities. Re-occurring services are limited and must be specific to existing Individual Plan of Employment (IPE).

We do not pay for debt or services needed prior to approval. We can refer you to the appropriate public and/or private agencies to apply for their services.

A participant may be requested and required to explore other funding opportunities from like services to ensure the participant utilized other services related to their disability or need.

Taking charge of your life!!---



Participation in a vocational rehabilitation program can give you more independence, improve your self-esteem and empower you to take charge of your life.

NPTVRS assists participants in setting realistic and reasonable employment goals that are achievable, produce longevity and build independence. Once we determine your employment goals, we will focus on steps to find successful and sustainable employment. We understand the need to secure employment, however we also want to ensure you are satisfied with your employment.

We strive to meet the needs of our participants and hope to assist our participants in successful employment and self-reliance. We want to see individuals continue their employment goals and meet them with great success.

Request resolution of disagreements through either and Administrative review or fair hearing. Client Assistance Program (CAP)

We are not a Social Services agency. Our program focus is to aid those who have barriers to employment due to a disability.

