STATE OF CONNECTICUT
BUREAU OF REHABILITATION SERVICES (BRS)
Secondary Transition School Referral Process

The process outlined below is designed as a guide for special education and transition staff at _____ High School who refer students with disabilities to BRS for transition assistance from HS to employment which may include postsecondary education. This process is designed to support increased collaboration.

_____ HIGH SCHOOL PROCEDURES FOR WORKING WITH BRS

I. Student Identification, Review and Referral to BRS

- **When the _____ High School contact person identifies potential students with disabilities for referral to BRS, the school will obtain a signed release of information from the student or parent (if student is under age eighteen), allowing for discussion and sharing of information with BRS.**
- **BRS liaison counselor and school contact person should connect in the early fall (Sept-Oct) to schedule a time to meet to complete the informal review process. School contact person will then refer the appropriate students to the BRS liaison counselor.**
- The name of the current BRS liaison counselor can be found at the BRS website: **http://www.brs.state.ct.us/SchoolToWork/counselors.htm**.
- _____**BRS liaison counselor** (email, phone)
- _____**School contact person** (email, phone)

II. Orientation for Students Referred to BRS

- BRS liaison counselor will provide _____ HS with orientation dates to be held at the school. With advance notice BRS can conduct an evening orientation at the HS for students/parents unable to attend a day session. **OR**
- **BRS liaison counselor and school contact person will arrange dates for individual orientation meetings.**

III. BRS Intake and Application Process

- **Students interested in applying to BRS must either contact the BRS liaison counselor or have a parent or school contact person schedule an intake appointment. Intake appointments can be held at the HS or the local BRS office.**
- **The school contact person and parents should encourage students to meet with BRS liaison counselor in the local BRS office to become familiar and comfortable with the agency prior to graduation.**
- When the intake is completed BRS will request copies of records from the school and/or health care provider(s) to help determine eligibility.

IV. BRS Eligibility Determination

- By law, BRS must establish eligibility within sixty days of application. Therefore it is crucial to receive all pertinent documentation related to the disability from the family and school as soon as possible.
- Occasionally BRS is unable to establish eligibility within the sixty days. If this occurs the counselor will request that the applicant sign a waiver to extend the time period beyond the sixty days.
- If the student is determined eligible the career counseling and guidance process will begin.
- If the student is not determined eligible a meeting will be offered to the family and school personnel to discuss the reason for the decision.

V. BRS Career Counseling and Plan Development

- Strong efforts will be made to develop a mutually agreed upon individualized plan for employment (IPE) prior to graduation.
- As noted previously, school staff and parents should encourage the students to meet with the BRS liaison counselor in the local BRS office to become familiar and comfortable with the agency prior to graduation.

VI. BRS Service Provision

- All services provided to students working with BRS are done through a mutually agreed upon employment plan that may require approval of the local BRS office supervisor.
- The term "mutually agreed upon" is a contract between counselor and student.

School Contact Person: _____ **Date:** _____

BRS Liaison Counselor: _____ **Date:** _____

BRS Referral Process →→→Turn Over→→→