State of Illinois
Department of Human Services
Division of Rehabilitation Services

Transition Welcome Letter

Case Number:

Dear:

Congratulations! You have been referred to one of the school-to-work programs offered by the Illinois Department of Human Services, Division of Rehabilitation Services (DHS/DRS). This program will help you prepare to find a good job and live independently after you graduate from high school.

You are being referred for services through the following program:

☐ Secondary Transition Experience Program (STEP) - this program provides students with valuable work experience and assessments through a partnership between DRS, schools, students, and their families.

☐ Youth Transition Program - this program provides screening, assessments, and evaluation as indicated by an Individual Plan for Employment. This information is coordinated and shared among secondary schools, DRS, and post-secondary programs.

In order to participate in this program, you must have a very significant disability as determined by DRS. As your DRS counselor, I will let you know if you are eligible for this program. If you are under age 18, I will need to have a written consent from your guardian. I will also obtain information from your school, including your psychological report, medical and social history, social security number and your most recent IEP. All information provided to DRS will be kept totally confidential.

As soon as I find that you are eligible for the program, I will set up a meeting with you. We will talk about and plan for services to help you while you are attending school and after you graduate. In order for DRS to pay for services, we must have your written permission.

If you are not eligible for services or if services are stopped, you will receive a letter of explanation. You will have 30 working days to contact me or DRS if you wish to appeal the decision. The enclosed fact sheet explains the Client Assistance Program (CAP) appeal process.

Congratulation again - I look forward to meeting you! Please feel free to contact me if you have any questions.

Sincerely,