



# Advocates for Children of New York

Protecting every child's right to learn

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## Applying for ACCES-VR

ACCES-VR is a New York State agency that helps people with disabilities explore their job interests, find a job, and keep it. ACCES-VR (which used to be called VESID) stands for “Adult Career and Continuing Education Services — Vocational Rehabilitation.” If you have a disability and are looking for work, ACCES-VR may be able to help!

### **How can ACCES-VR help me?**

ACCES-VR offers many services to help people get and keep a job, such as:

- Career counseling and guidance
- Job training at a vocational school, college, or on the job\*
- Job coaching (sometimes called “supported employment”)
- Help with transportation costs
- Help with school costs, like tuition, fees, or books
- Funding for college supports, like note-takers or tutors
- Tests to identify your skills, interests, and challenges (these could include vocational, psychological, or assistive technology evaluations)
- Public benefits advice
- Technology and equipment you may need to work, like hearing aids or voice-to-text software\*
- Other services based on your goals and financial need

\* Family income is considered to qualify for these services.

### **Who is eligible for ACCES-VR?**

If you have a disability and need help getting or keeping a job, you may be eligible. If you had an Individualized Education Program (IEP) or a 504 Plan in school, you should apply for ACCES-VR. The amount of money you have may be considered for eligibility. ACCES-VR is available to U.S. citizens and to non-citizens with papers that allow them to work in the U.S. You must be at least 14 years old to get ACCES-VR services. There is no upper age limit for ACCES-VR, so even if you left high school many years ago or never graduated, you can still apply.

### **How do I apply?**

#### **➔ STEP 1: Get an application.**

You can find the application [online](#), available in several languages.

You can also get an application at an orientation session. You don't have to go to an orientation, but you may find it helpful. To sign up, call the ACCES-VR office in the borough or neighborhood where you live (see last page of this fact sheet). Orientations are usually held at least once a month.

➔ **STEP 2: Complete and turn in your application.**

To apply, print and send your application to your local ACCES-VR office. You can drop your application off in person, mail it, or send it by email to [accessvrapplications@nysed.gov](mailto:accessvrapplications@nysed.gov). You don't need to attach any extra paperwork to your application.

**NOTE:** The best way to turn in your application is by email. Make sure to write your full name and "ACCES-VR Application" in the subject line. If you choose to return your application in person, be sure to get the name of the ACCES-VR staff member who received your application.

➔ **STEP 3: Go to an interview with an ACCES-VR counselor.**

Two or three weeks after you turn in your application, you will get a letter with the date and time of your first interview with an ACCES-VR counselor. The letter will also tell you what documents to bring to your interview. You may need to bring:

- Identification (anything with your picture on it; a school ID would be fine)
- Birth certificate
- Social Security card
- Diploma (if you have one)
- School transcript
- IEP or 504 Plan
- Evaluations
- Half-fare MetroCard (if you have one)

When you go to ACCES-VR for your interview, be prepared to talk about what type of work you would like to do and the training or help you think you need. Your counselor may send you to get vocational testing, paid for by ACCES-VR. This testing may take five or more days but is very important to the process. It helps you and your counselor figure out what your skills, interests, and challenges are so that ACCES-VR can create an Individualized Plan for Employment (IPE) that has all of the right supports for you.

**NOTE:** If you miss your appointment, it may be difficult to reschedule. Let your counselor know ahead of time if you are unable to make an appointment.

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## SUCCESS STORIES

*When Thomas finished high school, he wasn't sure what he wanted to do. He applied to lots of jobs in his neighborhood but didn't have any luck. Thomas then went to ACCES-VR and enrolled in a maintenance program. In one year, he had his certificate and a job at JFK airport.*

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*Christina always wanted to be a chef in a restaurant. When she was still in high school, her guidance counselor helped her apply to ACCES-VR. Once Christina graduated, she started culinary school right away, and ACCES-VR helped to pay for her tuition.*

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*Billy got accepted to college, but did not know how he would pay for some of the things that he would need. Through ACCES-VR he was able to get a free computer and printer, funding for tuition, books and room & board.*

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## **Applying to ACCES-VR through your school**

If you apply to ACCES-VR while you're still in high school, you can meet your ACCES-VR counselor at school, along with your parent or guardian and your school's "transition services" person (often your guidance counselor). Every NYC high school should have an ACCES-VR counselor who can work with you and help with your application.

After you graduate from high school, if you have been working with an ACCES-VR counselor, you can stay assigned to that person. This is true even if your school is in a different borough or neighborhood than where you live.

## **What if I disagree with my ACCES-VR Counselor?**

The Client Assistance Program (CAP) helps New Yorkers who have questions or problems getting ACCES-VR services. They can help you figure out what to do if you don't agree with a decision made by ACCES-VR and possibly appeal that decision. You can reach them at:

### **Disability Rights New York**

25 Chapel Street, Suite 1005 • Brooklyn, NY 11201

Tel: 518-432-7861 • TTY: 518-512-3448 • Toll Free: 800-993-8982 • Fax: 518-427-6561

## **ACCES-VR OFFICES IN NEW YORK CITY**

<b>Location</b>	<b>Address</b>	<b>Phone</b>	<b>Fax</b>
Manhattan (Midtown)	116 West 32nd Street, 5th Fl. New York, NY 10001	212-630-2300 212-630-2302	212-630-2365
Manhattan (Harlem)	163 West 125th St., Room 713 New York, NY 10027	212-961-4420	212-961-4423
Bronx	1215 Zerega Avenue Bronx, NY 10462	718-931-3500	718-931-4299
Brooklyn	55 Hanson Place, 2nd Floor Brooklyn, NY 11217	718-722-6700	718-722-6714
Queens	11-15 47th Avenue Long Island City, NY 11101	347-510-3100	718-784-3702
Staten Island	2071 Clove Road, Suite 302 Staten Island, NY 10304	718-816-4800	718-448-4843

*This fact sheet does not constitute legal advice. This fact sheet attempts to summarize existing policies or laws without stating the opinion of AFC. If you have a legal problem, please contact an attorney or advocate.*

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