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# NEW JERSEY DIVISION OF VOCATIONAL REHABILITATION SERVICES (DVRS)





The mission of the New Jersey Division of Vocational Rehabilitation Services is to enable eligible individuals with disabilities to achieve an employment outcome consistent with their strengths, priorities, needs, abilities, and capabilities.

## WHAT IS DVRS?



- The Division of Vocational Rehabilitation Services, is a state agency within the New Jersey Department of Labor & Workforce Development
- DVRS helps individuals with disabilities prepare for, obtain, and maintain competitive employment
- At the federal level, DVRS is monitored by the US Dept. of Education, through the Rehabilitation Services Administration (RSA)
- Our professional staff are highly trained in the field of vocational rehabilitation

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# THE VALUE OF DVRS

- DVRS is a comprehensive workforce development program serving people with disabilities and the employer community
- DVRS staff are disability employment experts
- DVRS provides a full array of work-based learning opportunities and employment related services to assist people with disabilities in support of their chosen career pathway



# WHO SHOULD BE REFERRED?



DVRS serves eligible people with disabilities who want to work in competitive-integrated employment.

This includes:

- Adults (18 and older)
- Out of School Youth (ages 16-24)
- Student in High School (ages 14+)





- DVRS promotes and advocates for Inclusive Employment
- DVRS is committed to creating and supporting career pathways for DVRS consumers

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# STEPS IN THE DVRS PROCESS



# STEP I: THE REFERRAL



Referrals: Individuals of adult age may refer themselves to DVRS. Minors or others under guardianship may be referred by their parent/guardian. Referrals can also be made by hospitals, service providers, state or county agencies and others. Referrals can be completed on the DVRS/DOL website, or by contacting a DVRS office.

- Our confidential referral form can be used to submit a referral, or it can be taken over the phone. The referral can be completed via this link :

[NJDVRS Confidential Referral Form](#)





## STEP 2: APPLICATION PROCESS

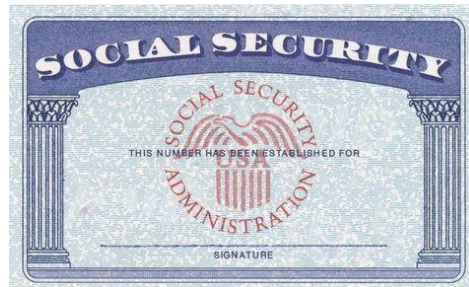


Application Process: When a referral is made, the individual will be contacted by DVRS to set up an Intake Appointment, known as the *Survey Interview*.

If the individual wants to pursue services with DVRS the applicant will then officially apply for services at this time.

# WHAT TO KNOW ABOUT THE SURVEY INTERVIEW

- During the initial meeting, the interviewing counselor will ask questions and collect information about disability history, education, employment, vocational goals, and expectations for DVRS
- The applicant will need to bring proof of identification, a social security card/number and verification of income or benefits, such as Supplemental Security Income (SSI) or Social Security Disability Income (SSDI)



# WHAT TO BRING TO THE SURVEY INTERVIEW

- ✓ Personal identification and contact information
- ✓ Medical or psychiatric evaluations, including all disability & medical diagnoses, and a Diagnostic & Statistical Manual (DSM) diagnosis if there is a mental health and/or a Substance Use Disorder (SUD)
- ✓ In the case of high school students or recent graduates, the most recent Individualized Education Plan (IEP) psychological, social and learning assessments and other pertinent school documentation
- ✓ Results from career interest testing

## STEP 3: ELIGIBILITY DETERMINATION



- In order to be eligible for DVRs services, individuals must have a documented physical, cognitive, or mental/emotional impairment that poses a substantial barrier to employment, and
- Requires vocational rehabilitation services in order to prepare for, secure, maintain, or regain employment consistent with the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice
- The individual must be available for employment

## STEP 4: INDIVIDUAL PLAN FOR EMPLOYMENT (IPE)

### An **IPE**

- Is a written agreement between the consumer and the counselor;
- Will be developed after the consumer is determined eligible for DVRS services; and...
- When there is a determination of the consumer's vocational goal and specific services needed to obtain and maintain employment.



## WHAT SERVICES CAN DVRS PROVIDE?



- The core service provided to DVRS consumers is Vocational Counseling and Guidance conducted by our DVRS counselors
- Diagnostic evaluations and an array of needed adjunct services to assist DVRS consumers in obtaining or maintaining employment
- All services must be in service of the consumer's vocational goal and are individualized based on the consumer's work history, skill level, and disability related barriers as well as the consumer's interests, abilities, and strengths
- Many services are at no cost to the consumer, such as diagnostics, vocational counseling and job coaching, but others are based on a financial needs assessment

# EXAMPLES OF SPECIFIC SERVICES



- Career Assessments
- Benefits Counseling
- Work readiness skills, training
- Work based learning experiences
- Self-Advocacy skills
- Financial support for post-secondary education
- Job coaching, supported employment
- Mental and Physical restoration services
- Assistive technology, workplace accommodations and auxiliary aids such as hearing aids
- Tools & equipment needed for a job

# DVRS SUPPORTED EMPLOYMENT & SPECIALIZED SERVICES



- Assessment & Job Development:
  - Pre-Placement Activities
  - Trial Work Experience (TWE)
  - Community Based Work Experience (CBWE)
  - Internship Development & Supports (IDS)
  - Discovery, Customized Employment (CE)
  
- Placement & Job Coaching:
  - Time-Limited Job Coaching (TLJC)
  - American Sign Language (ASL) Job Coaching
  - Supported Employment (SE) Intensive Job Coaching
  - Long-Term Follow-Along (LTFA)



## STEP 5: CASE CLOSURE



- The consumer's case is closed when the individual has been successfully employed for a *minimum* of 90 days
- This means that the specific services provided through DVRS have ended
- A consumer may reapply to DVRS at any time in the future if the job situation changes, or there is an interest in career advancement

# PRE-EMPLOYMENT TRANSITION SERVICES (PRE-ETS)



- Available to all students with disabilities in need of such services, regardless of whether a student has applied for VR services
- May begin as early as 14 years of age for in-school youth
- Services help students identify career interests to explore through additional Vocational Rehabilitation services
- Pre-Employment Transition Services are considered to be a shared responsibility between the local school district and the NJ Division of Vocational Rehabilitation Services
- Pre-Employment Transition Services cannot be duplicated if provided by the student's local school district

[DVRS website:](#)

[www.nj.gov/labor/career-services/special-services/individuals-with-disabilities](http://www.nj.gov/labor/career-services/special-services/individuals-with-disabilities)



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## Career Services

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**One-Stop Career Centers are currently CLOSED for in-person services.** [➔](#) Submit a request for virtual career services support.

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## Vocational Rehabilitation Services



Any individual with a physical, mental, cognitive, or other form of disability who has a substantial impediment to employment may qualify for the following services through the New Jersey Division of Vocational Rehabilitation Services (DVRS).

The mission of the New Jersey Division of Vocational Rehabilitation Services is to enable eligible individuals with disabilities to achieve an employment outcome consistent with their strengths, priorities, needs, abilities, and capabilities.

### Make a referral

- [Complete the online referral form](#)
- [Pre-ETS Student Referral Form](#)

### Related topics

- [Deaf and Hard of Hearing Services](#)
- [Benefits Counseling Services](#)
- [DVRS Services for Employers](#)

# DVRS OFFICE CONTACTS & LOCATIONS



The list of the offices and contact information can be found on the DVRS website:

[www.nj.gov/labor/career-services/special-services](http://www.nj.gov/labor/career-services/special-services)

## DVRS Central Office

1 John Fitch Plaza	<b>Phone:</b>	609-292-5987
12 <sup>th</sup> Floor	<b>Toll free:</b>	866-871-7867
P.O. Box 398	<b>Fax:</b>	609-292-8347
Trenton, NJ 08625-0398	<b>VP:</b>	609-498-6221

[dvradmin@dol.nj.gov](mailto:dvradmin@dol.nj.gov)

**NJ DVRS OFFICE LOCATIONS & CONTACT INFORMATION**

<p><b>CENTRAL</b>  <b>ELIZABETH</b> (Union)                      921 Elizabeth Ave., 3<sup>rd</sup> Floor                      Elizabeth, NJ 07201</p> <p>908-965-3940/PHONE                      908-965-2976/FAX                      908-242-3563/VP  <a href="mailto:DVR.Elizabeth@dol.nj.gov">DVR.Elizabeth@dol.nj.gov</a></p>	<p><b>CENTRAL</b>  <b>NEPTUNE</b> (Monmouth)                      60 Taylor Avenue                      Neptune, NJ 07753-4844</p> <p>732-775-1799/PHONE                      732-775-1666/FAX                      732-606-4961/VP  <a href="mailto:DVR.Neptune@dol.nj.gov">DVR.Neptune@dol.nj.gov</a></p>	<p><b>CENTRAL</b>  <b>NEW BRUNSWICK</b> (Middlesex)                      550 Jersey Avenue                      New Brunswick, NJ 08901</p> <p>732-937-6300/PHONE                      732-937-6358/FAX                      732-393-8056/VP  <a href="mailto:DVR.NewBrunswick@dol.nj.gov">DVR.NewBrunswick@dol.nj.gov</a></p>
<p><b>CENTRAL</b>  <b>SOMERVILLE</b> (Somerset, Hunterdon)                      75 Veterans Memorial Drive East                      Suite 101                      Somerville, NJ 08876-2952</p> <p>908-704-3030/PHONE                      908-704-3476/FAX                      732-393-8056/VP  <a href="mailto:DVR.Somerville@dol.nj.gov">DVR.Somerville@dol.nj.gov</a></p>	<p><b>CENTRAL</b>  <b>TOMS RIVER</b> (Ocean)                      1433 Hooper Ave.                      Suite 214                      Toms River, NJ 08753-2225</p> <p>732-505-2310/PHONE                      732-505-2317/FAX                      732-606-4961/VP  <a href="mailto:DVR.TomsRiver@dol.nj.gov">DVR.TomsRiver@dol.nj.gov</a></p>	<p><b>CENTRAL</b>  <b>TRENTON</b> (Mercer)                      Labor Station Plaza                      28 Yard Avenue, P.O. Box 959                      Trenton, NJ 08625-0959</p> <p>609-292-2940/PHONE                      609-984-3553/FAX                      609-498-7011/VP  <a href="mailto:DVR.Trenton@dol.nj.gov">DVR.Trenton@dol.nj.gov</a></p>
<p><b>NORTH</b>  <b>HACKENSACK</b> (Bergen)                      60 State Street, 2<sup>nd</sup> Floor                      Hackensack, NJ 07601-5471</p> <p>201-996-8970/PHONE                      201-996-8880/FAX  <a href="mailto:DVR.Hackensack@dol.nj.gov">DVR.Hackensack@dol.nj.gov</a></p>	<p><b>NORTH</b>  <b>JERSEY CITY</b> (Hudson)                      438 Summit Avenue, 6<sup>th</sup> Floor                      Jersey City, NJ 07306-3187</p> <p>201-217-7180/PHONE                      201-217-7287/FAX                      201-616-0447/VP  <a href="mailto:DVR.JerseyCity@dol.nj.gov">DVR.JerseyCity@dol.nj.gov</a></p>	<p><b>NORTH</b>  <b>NEWARK</b> (Essex)                      990 Broad Street, 2<sup>nd</sup> Floor                      Newark, NJ 07102</p> <p>973-648-3494/PHONE                      973-648-3902/FAX                      862-772-7166/VP  <a href="mailto:DVR.Newark@dol.nj.gov">DVR.Newark@dol.nj.gov</a></p>
<p><b>NORTH</b>  <b>PATERSON</b> (Passaic)                      200 Memorial Drive, 1<sup>st</sup> Floor                      Paterson, NJ 07505</p> <p>973-742-9226 (Option 3) or 973-340-3400/PHONE                      973-279-5895/FAX                      973-968-6556/VP  <a href="mailto:DVR.Paterson@dol.nj.gov">DVR.Paterson@dol.nj.gov</a></p>	<p><b>NORTH</b>  <b>PHILLIPSBURG</b> (Sussex, Warren)                      445 Marshall Street                      Phillipsburg, NJ 08865</p> <p>908-329-9190 (Option 2)/PHONE                      908-454-8334/FAX                      908-645-0616/VP  <a href="mailto:DVR.Phillipsburg@dol.nj.gov">DVR.Phillipsburg@dol.nj.gov</a></p>	<p><b>NORTH</b>  <b>RANDOLPH</b> (Morris)                      13 Emery Avenue, 2<sup>nd</sup> Floor                      Randolph, NJ 07869</p> <p>862-397-5600 (Option 4)/PHONE                      973-895-6420/FAX                      973-607-2034/VP  <a href="mailto:DVR.Randolph@dol.nj.gov">DVR.Randolph@dol.nj.gov</a></p>
<p><b>SOUTH</b>  <b>BRIDGETON</b> (Cumberland, Salem)                      40 E. Broad Street, Suite 204                      Bridgeton, NJ 08302-2881</p> <p>856-453-3888/PHONE                      856-453-3909/FAX                      856-497-0075/VP  <a href="mailto:DVR.Bridgeton@dol.nj.gov">DVR.Bridgeton@dol.nj.gov</a></p>	<p><b>SOUTH</b>  <b>CHERRY HILL</b> (Camden)                      101 Woodcrest Road, Suite 127                      Cherry Hill, NJ 08003-3620</p> <p>856-549-0600/PHONE                      856-795-4782/FAX                      856-831-7599/VP  <a href="mailto:DVR.Camden@dol.nj.gov">DVR.Camden@dol.nj.gov</a></p>	<p><b>SOUTH</b>  <b>PLEASANTVILLE</b> (Atlantic)                      2 South Main St., 1<sup>st</sup> Fl., Suite 2                      Pleasantville, NJ 08232</p> <p>609-813-3933/PHONE                      609-813-3959/FAX                      608-813-3958/TTY                      609-224-1218/VP  <a href="mailto:DVR.Pleasantville@dol.nj.gov">DVR.Pleasantville@dol.nj.gov</a></p>
<p><b>SOUTH</b>  <b>RIO GRANDE</b> (Cape May)                      3801 Rt. 9 South, Unit 3                      Rio Grande, NJ 08242</p> <p>609-224-2010/PHONE                      609-224-2047/FAX                      609-224-1218/VP  <a href="mailto:DVR.RioGrande@dol.nj.gov">DVR.RioGrande@dol.nj.gov</a></p>	<p><b>SOUTH</b>  <b>SEWELL</b> (Gloucester)                      1480 Tanyard Rd, Suite A                      Sewell, NJ 08080</p> <p>856-384-3730/PHONE                      856-384-3777/FAX                      856-342-0342/VP  <a href="mailto:DVR.Sewell@dol.nj.gov">DVR.Sewell@dol.nj.gov</a></p>	<p><b>SOUTH</b>  <b>WESTAMPTON</b> (Burlington)                      795 Woodlane Road, 2<sup>nd</sup> Floor                      Westampton, NJ 08060</p> <p>609-518-3948/PHONE                      609-518-3956/FAX  <a href="mailto:DVR.Westampton@dol.nj.gov">DVR.Westampton@dol.nj.gov</a></p>