

# Kentucky Office of Vocational Rehabilitation

## Eligibility Reconsideration Letter

### Instructions

The purpose of this letter is to provide a way for an applicant, whom the counselor has determined cannot benefit from vocational rehabilitation services, can either ask the counselor to reconsider their decision or make the counselor aware that nothing has changed, and no reconsideration is required. If an applicant would like to have their eligibility reconsidered, they can set up an appointment to discuss it further with the counselor.

#### **Name of Applicant**

Put the name of the applicant at the top of the letter

#### **Signature of Counselor**

The counselor signs the letter

Please use these instructions for DocuSign before sending the letter to the consumer and after uploading your signature to the letter.

Select Start for quick access to the most common eSignature actions.

1. Select Send an Envelope
2. Use the template of the Eligibility Reconsideration Letter.
3. Enter the recipient's name(s), including the guardian (if applicable) and contact information.
  - a. As a sender, you will receive a copy of the completed Document.  
Place the copy in the consumer file.

Please use these instructions if sending the letter by regular mail.

1. After entering the name and address for the consumer, sign the form and date it.
2. Add the Order of Selection date on the second page along with the consumer number. Leave updated consumer information blank for the consumer to fill out.

**Consumer choices/signature**

The consumer must pick one option and sign the letter