

Administrative Memo

Date: April 22, 2011
To: Directors of Special Education and Teachers of the Visually Impaired
From: Special Education Compliance
Subject: SE-11-002 – Referral of Students to Rehabilitation Services for the Blind

Section 162.1139 of the Missouri Statutes sets forth requirements on the referral of students with Visual Impairments to Rehabilitation Services for the Blind (RSB). The purpose of this memorandum is to remind districts of the provisions of this law and to give guidance as to how referrals should be conducted and documented.

Process for referral from districts to RSB

162.1139 provided that the Department of Elementary and Secondary Education (DESE), Office of Special Education, and the Department of Social Services, Rehabilitation Services for the Blind (RSB) would develop jointly a process for referring identified students from the local education agency (LEA) to the RSB.

All children identified by a school district or the Office of Special education as eligible students, upon receipt of written documentation of parental consent or consent of the student (if the student is at least eighteen years of age) shall be referred to rehabilitation services for the blind.

In order to complete a referral, the following steps should be followed:

1. For any identified students with Visual Impairments, discuss a referral to RSB with parent/guardian/student (age 18+) at the initial IEP. If the parent/guardian/student (age 18+) agrees, obtain written consent (see attached sample form). If the district failed to discuss this referral at the time of the initial IEP meeting, the referral should be discussed at the next IEP meeting.
2. Document on the student's IEP that the referral to RSB was discussed.
3. Maintain documentation in the student's file of the parent/guardian/student (age 18+) decision regarding the referral (see attached sample form).
4. If the parent/guardian/student (age 18+) wishes a referral to be made and has given written consent, forward a copy of the completed referral form to:

Deputy Director, Rehabilitation Services for the Blind
P. O. Box 2320, 615 Howerton Court, Jefferson City, MO 65102-2320

5. The district may also wish to provide copies of the attached RSB flyers “Children’s Services” and “Vocational Rehabilitation Transition Services” to the parent/guardian/student (age 18+) along with a copy of the referral form.
6. The purpose of this referral is for RSB to have the opportunity to discuss the services they can provide to the student.

Process for referral from RSB to DESE/LEAs

A second provision in the law requires RSB to refer eligible students to the DESE and LEAs.

All children identified by rehabilitation services for the blind as being eligible for services will be referred, upon receipt of written documentation of parental consent or consent of the student if the student is at least eighteen years of age, to the local school district and the Office of Special education of the department of elementary and secondary education.

The steps that will be followed for this type of referral are as follows:

1. RSB determines a student eligible.
2. RSB obtains written consent from the parent/guardian/student (age 18+).
3. RSB sends information on student to the DESE, Office of Special Education.
4. DESE notifies district of student referral from RSB.
5. LEA follows up on referral with parent/guardian/student (age 18+).

If you have questions regarding this referral process, contact the Special Education Compliance Section at 573-751-0699 or by e-mail at secompliance@dese.mo.gov.

Enclosures (3)

c: Pam Williams
Special Education Compliance Supervisors
Michael St. Julien

**SCHOOL DISTRICT REFERRAL
TO
REHABILITATION SERVICES FOR THE BLIND**

- I do not wish for a referral to be made at this time.
- I wish for a referral to be made and I give consent to release the following information to Rehabilitation Services for the Blind:

Date

Signature

Student Name

Date of Birth

Address

City, State, Zipcode

Home Phone Number

Work Phone Number (If applicable)

Parent/Guardian Name
(Not required if student is age 18+)

County

School District Name

Contact Name

Contact Phone Number

- Directions:
1. Maintain copy of release in student's record.
 2. Send referral to the attention of: Deputy Director
Rehabilitation Services for the Blind
P.O. Box 2320
615 Howerton Court
Jefferson City, MO 65102-2320

Rehabilitation Services for the Blind

CHILDREN'S SERVICES

Did you know...

1. Rehabilitation Services for the Blind (RS) is a state agency that has staff who specialize in providing free services to **blind/visually impaired children ages 0-14 and the families.**
2. RSB provides casework and/or counseling services to assist the family in **maximizing the child's potential** and minimizing the impact of blindness.
3. RSB staff provide **parent education** on how to stimulate blind/visually impaired children and on how to enhance independent living skills.
4. RSB staff provide **consultation** for blind/visually impaired children and their families, including working cooperatively with schools and other agencies.
5. RSB staff will, at the request of families and/or schools, attend **IEP meetings** to help identify children's needs and how to meet those needs.
6. RSB staff provide **referral and resource** information to schools and families about issues involving vision loss.
7. RSB staff provide services **in the home** and will be happy to explain in more detail what we can do for you.
8. Children ages 14 and older are also served by RSB in our vocational rehabilitation transition program.

FOR FURTHER INFORMATION CALL

1-800-592-6004

Rehabilitation Services for the Blind
P.O. Box 2320
615 Howerton Court
Jefferson City, Missouri 65102-2320

Rehabilitation Services for the Blind

VOCATIONAL REHABILITATION TRANSITION SERVICES

Did you know...

1. Rehabilitation Services for the Blind (RSB) is a state agency that **delivers free vocational rehabilitation transition services to eligible blind/visually impaired youth** (ages 14 and over) and their families statewide.
2. The goal of RSB services is to assist blind/visually impaired youth and their families in the **transition from high school to life in the adult world** and, ultimately, the world of work.
3. RSB staff will, at the request of families and/or schools, attend Individualized **Educational Plan (IEP)** meetings with youth and families to help identify needs and how to meet those needs.
4. RSB staff can supplement the youth's needs during high school with services like **college preparatory programs**, mentoring with successful visually impaired/blind role models and **career exploration**.
5. After graduation from high school, RSB can provide **tuition support** for college or vocational schools, training in **computers and adaptive equipment, skills training in mobility, Braille and daily living activities and more!**
6. RSB vocational rehabilitation **services continue after high school for as long as needed** to reach the consumer's goal of employment in a job that is consistent with their unique strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice.
7. RSB believes that consumer success in adult life starts with a good foundation in high school! **The sooner we can start working with the youth and family, the better!**
8. RSB staff provide our services **in the home** and will be happy to come to you to explain in more detail what we can do for your youth.
9. RSB staff also provide children services to visually impaired/blind children **under age 14** and their families.

FOR FURTHER INFORMATION CALL

1-800-592-6004

Rehabilitation Services for the Blind
P.O. Box 2320
615 Howerton Court
Jefferson City, Missouri 65102-2320