

# APPLICATION 34 CFR 361.41

Updated and Approved March 12, 2024

An individual has submitted an application when the individual, or as appropriate, the individual's parent, family member, guardian, advocate, or authorized representative, has signed an agency Application Release for Services form, has submitted a signed, written request for services, or has otherwise requested services and has provided information necessary to initiate an assessment for determining eligibility and priority of services, and the individual is available to complete the assessment process.

At the time of application, an individual should have a thorough understanding of what services and outcomes they might anticipate. An individual should also understand the choices they need to make as well as their rights and responsibilities. The individual shall be made fully aware of the availability of the Client Assistance Program (CAP). The individual or, as appropriate, the individual's designee, must sign the Application Release for Services form. If the individual or the representative does not wish to sign the form, this should be documented on the form and if a reason is given, this too should be documented. Services may be provided in spite of a refusal to sign. Once the application process has been completed, funds may be authorized to cover expenses related to assessing the individual's eligibility for services.

During this process and throughout the VR process, thorough demographic information, including information about primary and secondary disabilities, must be obtained to ensure appropriate reporting of data in federal reports.

## SUPPORTING DOCUMENTATION

Counselor must enter supporting documentation in the case management system. This may include:

- Signed Application Release for Services form; or
- Date stamped application if received by IDB via [mail/fax/drop off].

The application date in the case management system MUST match the signature date on the application/form, or it must match the date stamp if received by mail/fax or dropped off at IDB.