# Glossary

This glossary covers common terms that you may hear while working with Vocational Rehabilitation Services (VRS).

**504 Plan**: Students in any K-12 schools with a 504 plan are often those who do not require special education services, yet have a documented disability and need accommodations and/or related services in order to be successful in school.

**Accommodations / Job Accommodations / Reasonable Accommodations**: A reasonable accommodation is a change to a work site or job that makes it possible for an otherwise qualified employee with a disability to do the job.

**Accuplacer**: An adaptive, multiple-choice and essay test that is designed to be a clear measure of academic skills in the areas of math, reading and English. This is the exam used by some colleges to determine which reading, writing and math classes you should start with in college.

**ACT**: A standardized test used for college admissions.

**Assertive Community Treatment (ACT) Teams**:Intensive Mental Health Treatment using a team approach and small caseloads for persons at risk of institutionalization.

**Assistive Technology (AT)**: Is a broad term that includes a wide range of high and low technology devices or services for people with disabilities. Assistive technology promotes greater independence by helping people complete tasks at home, school or work that they could not do on their own, or had great difficulty doing.

**Award Letter / Financial Aid Award Letter**: The award letter comes from the financial aid office from the college or university a student is enrolled in. It outlines all grants, scholarships, work-study programs and some loans offered to the student.

**Benefits / Public Benefits / Disability Benefits**: Government funded programs that provide money or health insurance to people with disabilities.

**Benefits Analysis**: An in-depth report developed to explain how working will affect each public benefit received.

**Career Exploration**: Is the process of learning about yourself and the world of work; identifying and exploring potentially satisfying occupations, and developing an effective strategy to realize your goals.

**Case Manager**: A case manager is a professional who organizes and coordinates support services for individuals with disabilities.

**College Grants**: Are free monetary gifts to people who are pursuing higher education.

**College Loan**: A loan offered to students which is used to pay for education-related expenses. Many of these loans are offered to students at a lower interest rate, such as the Perkins loan or Stafford loan. College loans need to be paid back.

**Community Rehabilitation Providers (CRPs)**: Agencies that VRS partners with to provide job related services.

**Competitive or Community Based Employment**: Working in the community, with or without supports, with employees who do not have disabilities, earning at least minimum wage and at the customary wage for that position.\*

**Consent Forms / Release of Information**: Document(s) required in order to release any private data about individuals to others.

**Conservator**: A person appointed by a judge to protect and manage the financial affairs and/or a person's daily life due to disability needs.

**Consumer**: The individual receiving services, help, or guidance.

**Consumer Financial Participation (CFP)**: A formula used to calculate Vocational Rehabilitation Services’ and family contributions to certain purchased services.

**Counseling and Guidance**: Providing information and supports to explore, develop and implement a plan for employment.

**Customized Employment**: A flexible process designed to personalize the employment relationship between a job candidate and an employer in a way that meets the needs of both.

**Disability**: A physical or mental impairment that substantially limits one or more major life activities.

**Discovery Process**: A vocational assessment rooted in person-centered planning. Discovery is the development of a current profile of interest, skills, and abilities to obtaining work.

**DT&H, Center Based**: Day training and habilitation programs offer non-work services as well as a workplace just for people with disabilities. Work is contracted with businesses and people usually earn less than minimum wage.

**Eligibility (for Vocational Rehabilitation Services)**: Staff review reports from your doctor or other professionals to determine whether you have a disability that makes it difficult to prepare for, get or keep work.

**Employment Plan / Individualized Plan for Employment (IPE)**: Is an agreement between VRS and the job seeker. The plan identifies goals, services and responsibilities to reach employment.

**Essential Job Functions**: The fundamental, crucial job tasks required to perform and maintain a specific position. These essential job functions are outlined in a job description.

**Extended Employment**: No-cost long-term support services offered by community rehabilitation programs to help you keep your job.

**FAFSA / Free Application for Federal Student Aid**: An application which allows the college to determine a students’ eligibility for grants and loans. It must be done every year to receive financial aid.

**Full-Time Employment**: Companies commonly consider anywhere from 30–40 hours per week to be defined as full-time. This varies from business to business.

**Guardian**: A person appointed by the court to take care of and manage the property and rights of a person who, because of age, understanding, or self-control, is considered unable to manage his or her matters.

**Individualized Education Program (IEP)**: **Is a written document of the educational program designed to meet a special education student’s individual needs**.

**Informed Choice**: Identifying the choices you have in the Vocational Rehabilitation Services process.

**Intake / Screening**: A meeting that includes the explanation of services and the gathering of relevant client data.

**Integrated Employment**: Refers to jobs held by people with disabilities working where the majority of persons employed are not persons with disabilities.

**Intensive Placement Services (IPS)**: IPS is a type of supported employment which focuses on combining employment service providers with community mental health treatment services.

**Job Coaching**: Providing consultation and training to the job seeker or the business to facilitate successful employment.

**Job Placement**: A process used to develop or identify job opportunities and assist individuals in securing employment.

**Labor Market Information**: Information on the number of people employed or unemployed, unemployment rates, average wages, population, income, occupational projections and other economic variables.

**Limited Use Vendor (LUV)**: An agency VRS partners with on a limited basis to provide employment services.

**Minimum Wage**: The lowest wage legally payable to employees.

**Part-Time Employment**: The Bureau of Labor Statistics defines part-time as working between 1 and 34 hours per week.

**Plan for Achieving Self Support (PASS) / PASS Plan**: A social security program that allows you to set aside [income](http://mn.db101.org/glossary_item.aspx?item-id=3006) and [assets](http://mn.db101.org/glossary_item.aspx?item-id=2071) for expenses related to a specific work goal.

**Post-Employment Services**: Short-term services that are necessary in order to keep, regain or advance in a job after Vocational Rehabilitation Services have ended.

**Postsecondary**:Postsecondary is a reference to any education beyond high school.

**Postsecondary Enrollment Options (PSEO)**: Is a program that allows eligible 10th-, 11th- and 12th-grade students to earn college credit while still in high school.

**Pre-Employment Transition Services**: The Workforce Innovation and Opportunity Act requires that Vocational Rehabilitation Services, in collaboration with local education agencies, have Pre-Employment Transition Services (Pre-ETS) available statewide to all students. Families and team members should consider student needs within the five Pre-Employment Transition Services activities:

* Job exploration counseling
* Work-based learning experiences
* Counseling on opportunities for enrollment in postsecondary education programs
* Workplace readiness training
* Instruction in self-advocacy

**Priority for Services**: When a person with a disability is found eligible for VRS, they are given a “priority service category”. This category is based on the number of barriers or “functional limitations” related to employment. There are seven “functional limitations” that are considered which are: mobility, self-direction, self-care, interpersonal skills, communication, work tolerance, and work skills.

**Representative Payee / Rep Payee**: A representative payee is an individual or organization appointed by Social Security Administration (SSA) to receive Social Security and/or SSI benefits for someone who cannot manage his or her money.

**Retirement, Survivors, and Disability Insurance / RSDI**: Public retirement benefits paid to workers, their dependents, and survivors.

**SAT**: A standardized test used for college admissions.

**Scholarship**: A type of financial aid, in the form of a grant, which does not have to be repaid by the student. Scholarships are most often given to students for one of two reasons: achievement in academics or other areas, or financial need.

**Self-Advocacy**: Self-Advocacy is speaking up for yourself, asking for help when you need it and making your own decisions.

**Social Security Disability Insurance / SSDI**: Public benefits to an individual with a disability and certain family members. Eligibility is based on income history and paying into the Social Security system.

**Social Skills**: The abilities necessary to get along with others and to create and maintain relationships.

**Social Worker**: A professional who organizes and coordinates support services for individuals with disabilities.

**Soft Skills**: **Soft skills** refer to a cluster of personal qualities, habits and attitudes that make someone a good employee and co-worker.

**Subminimum Wage**: A wage less than the federal minimum wage that is allowed if an employer has a 14(c) wage certificate from the U.S. Department of Labor.

**Supplemental Security Income / SSI**: A public disability benefit that is based on financial need.

**Supported Employment**: Working in a competitive job and receiving supports necessary to maintain that employment.

**Transition**: Transition is the passage from secondary school to adult life.

**Transition Students**: Transition age youth refers to students with disabilities in grades nine through twelve as well as students with disabilities age eighteen to twenty-one receiving secondary transition services.

**Vendor**: A business that sells goods or services.

**Work Incentives Connection**: Answers questions about the impact of work on Social Security Disability Insurance, Supplemental Security Income, Medical Assistance, Medicare, Food Support, subsidized housing and other benefit programs used by people with disabilities. If needed, Work Incentives Connection staff research complicated issues and assist individuals in advocating directly with government representatives.

**Work-Study**: A work program that you may qualify for if you apply for financial aid at your college or university.

**Workforce Innovation and Opportunity Act (WIOA)**: A federal law signed in 2014 designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.