



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

Greetings,

Thank you for your recent inquiry about receiving services from the Department on Disability Services, Rehabilitation Services Administration (DDS/RSA). DDS/RSA provides transition services for DC students with disabilities, ages 14-22. Enclosed is the RSA Referral Form for Vocational Rehabilitation Services, which will express your interest in pursuing vocational rehabilitation services. Please complete this application to the best of your ability. If you need assistance, please contact: **Beverly Cummings** or **Tania Benton** at **202-442-8675**.

In addition to the Referral Form, DDS/RSA will request copies of the following documents for all individuals who want to apply for services:

- **Psychological Evaluation** (Must be completed within last 3 years)
- **Proof of School Enrollment** (Official School Transcript, Report Card)
- **Government Issued Photo ID** (DC One Card, Driver's License, State ID card)
- **Social Security Card**
- **Supporting Documentation:** School Records (IEP/504 Plan), Medical Records, or Social History report that demonstrates the presence of a medically diagnosed disability

If you need assistance collecting any of the required school records or supporting documentation, please contact your Local Education Agency or Special Education Coordinator at your school.

Completed Referrals Form should be scanned/mailed to RSA.Transition@dc.gov. **Do Not** send any documents in the mail. Copies of original documentation can be brought to your initial Intake Interview at your school. Intake is scheduled upon receipt and review of Referral Form.

This agency is proud, ready, and willing to assist you in reaching your employment goals. Thank you for your interest in the Department on Disability Services.

Sincerely,

Willina Robson (signed electronically)

Willina Robson
Program Manager
Rehabilitation Services Administration

