pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

OFFICE OF VOCATIONAL REHABILITATION

Thank you for your interest in working with the Office of Vocational Rehabilitation (OVR), whose mission is to assist individuals with disabilities in securing and maintaining employment and independence. To request services, complete and submit the online Pre-Application through PA CareerLink using the instructions below. If you have difficulty registering on PA CareerLink or completing your Pre-Application, please contact your local OVR office for assistance.

How do I register on PA CareerLink?

Before you begin, review the following information that is required to register as a new user on PA CareerLink :

- First and last name
- Date of birth
- Email address
    - If you do not currently have an email address, there are many free email providers to choose from, and it usually takes only a few minutes to create an account.
    - Some options include Gmail (www.gmail.com), Microsoft Outlook (www.outlook.com), or Yahoo (www.yahoo).
    - For step-by-step instructions on how to create a new, free email address using any of the above three options, visit http://www.wikihow.com/Make-an-Email-Address-for-Free.
- Address, including city, ZIP code, and county
- Create a **Keystone ID/User Name** with a minimum of six characters
- Create a **password** that meets the following criteria:
    - Eight character minimum
    - One lowercase character
    - One uppercase character
    - One number
    - One special character
- Select and answer three security questions of your choosing
- Review and indicate you've read and understand the Civil Rights Statement

Step 1: Access the PA CareerLink Homepage
Visit www.pacareerlink.pa.gov

Step 2: Register as a new PA CareerLink user or sign in as an existing user
Select **Sign In/Register** near the top right corner of the screen. If you have already registered with PA CareerLink, follow instructions in section A below. If you are registering in PA CareerLink for the very first time, skip to section B.

   A. If you have already registered with PA CareerLink:
   i. Enter your Keystone ID and password and click **Sign In** to be taken to your PA CareerLink Dashboard.
   ii. Select **Career Services** on the top right of the page and choose **Programs and Services** to be taken to PA CareerLink's **Request Services** page.
   iii. Continue to the **How do I submit a Pre-Application for OVR Services?** section of this document.

B. If you are a new PA CareerLink user:

i. Click **Register**.

ii. Enter your **first name**, **last name**, and **date of birth** in the appropriate fields.

iii. "Have you applied for, or are you receiving benefits or services?" **If you have not applied for or are not receiving any of the below services, select "No."**
- o Unemployment Compensation
- o Department of Labor & Industry's Veterans Program employment services
- o Temporary Assistance for Needy Families (TANF)
- o Supplemental Nutrition Assistance Program (SNAP)
- o Trade Act services
- o Other workforce development programs or services administered through the state government

If you have applied for or are currently receiving any of the above benefits or services, select "Yes" and answer the two additional questions that are presented:

- o "Are you registering to comply with the UC (Unemployment Compensation) requirement to register for employment search services?" Yes or No. **Note: If "Yes," you will be required to provide your Social Security Number and be required to create a resume on PA CareerLink. If you are not registering to comply with the UC requirement, select "No."**
- o "Are you a person with a disability seeking OVR services?" **If you are registering in PA CareerLink to complete and submit an OVR Pre-Application, select "Yes."**

iv. Click **Continue**.

v. Complete the **Contact Information** page by choosing your Correspondence Preference (email or mail), entering and confirming your email address, and providing your full location and mailing address(es).

vi. If your mailing address is different from where you are currently residing, uncheck the box that states "Mailing Address is the same as above Location Address" to display additional address fields and provide the second address. If your mailing address and location address are the same, leave this box checked.

vii. Click **Continue**.

viii. Review the Address Check box that is presented, verify the Suggested Address is correct, and click **Continue**.

ix. Complete the **Create User Account** page:
- o Create and enter a **Keystone ID/Username** (must contain a minimum of six characters).
- o Create and enter a **password** that meets the criteria outlined on page 1 of this document.
- o Select **three security questions** of your choosing using the security question dropdown menus and type your answer to each question in the "Answer" fields.
- o View the **Civil Rights Statement** by clicking on the blue link. Indicate that you have read and understood the Civil Rights Statement by placing a checkmark in the box on the screen under the three security questions.

x. Click **Continue**.

xi. Review the **Registration Confirmation** page, which confirms the Keystone ID you created and provides your **Participant ID**. You will also receive an email containing this information.

xii. Click the **Request Staff-Assisted Service** button in the middle of the Registration Confirmation page to be taken to PA CareerLink's **Request Services** page.

xiii. Continue to the **How do I submit a Pre-Application for OVR Services?** section below.

How do I submit a Pre-Application for OVR Services?

The following information is <u>required</u> to complete and submit an OVR Pre-Application:

- Name
- Address
- Contact information
- Date of birth
- Citizenship status
- OVR referral source
- Veteran status
- Voter registration designation
- Student status (if under the age of 22)
- Your disability (or disabilities) and year of onset
- Career interests (if any)
- Current living arrangement and mode(s) of transportation
- Primary source of financial support
- Which, if any, public support benefits you receive (SSDI, SSI, Unemployment Compensation, etc.)
- Whether you receive Medical Assistance (MA) Waiver Services through the PA Department of Human Services (intellectual disability and/or autism services)
- Medical insurance information
- Specific areas of difficulty related to employment and your disability, such as mobility, self-care, work tolerance, communication, etc.

The following information is <u>not</u> required to complete and submit the Pre-Application, <u>but if provided may help decrease the time it takes to determine your eligibility for services</u>:

- Language preference and any communication needs you may have, such as a foreign language interpreter, sign language interpreter, Braille, large print, etc.
- Contact person, such as a family member or friend
- Social Security Number
- Education history
- Work history
- Case manager name(s) and contact information if receiving services from other agencies
- Any medical conditions for which you have been treated in the past or those you are currently experiencing
- Names and contact information of any medical professionals treating your disability
- Any medications you currently are prescribed

Step 1: Select an OVR program

- On the **Request Services** page, select one of two options for OVR services:

    A. **Office of Vocational Rehabilitation – Bureau of Vocational Rehabilitation Services**
    or
    B. **Office of Vocational Rehabilitation – Bureau of Blindness and Visual Services**

<u>Helpful Hint</u>: You can find out more information about each of these options by hovering over the gold question mark to the right of each option. A short description of each program's services will be displayed.

- After selecting one of the two above options, click the **Request Services** button.

Step 2: Verify that you want to work and have a disability that currently creates difficulties for you in terms of getting, keeping, or advancing in employment

- Review the information presented in the Referral for OVR/BVRS or OVR/BBVS window regarding OVR's mission and basic eligibility criteria, and respond "Yes" or "No" to the statement that is displayed. <u>To continue to the OVR Pre-Application, you must respond "Yes" to this statement</u>. Selecting "No" and Continue will return you to the previous page.

- Click **Continue** to proceed to the OVR Pre-Application.

Step 3: Complete the OVR Pre-Application

- There are **six sections** to the Pre-Application:
    1. Personal Information
    2. Education Information
    3. Disability and Employment Information
    4. Household Information
    5. Waiver Services and Other Agency Involvement
    6. Medical Information

- Use the **Start** buttons to complete each section.

- You may start your Pre-Application and finish it later by clicking the **Save + Finish Later** button at the bottom of the Pre-Application landing page. Your incomplete Pre-Application will remain available on your PA CareerLink Dashboard for up to 90 days.

- When all sections are complete, select the **Save** button and **SUBMIT**.