Idaho Division of Vocational Rehabilitation
Applying for IDVR Services
Policy Document

Policy Name: Applying for IDVR Services		
Effective Date: 11/01/2026	Revision Date:	Retirement Date:
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1.0 POLICY STATEMENT

The purpose of this policy is to ensure the prompt and equitable processing of referrals and applications for Idaho Division of Vocational Rehabilitation (IDVR) services. These standards establish the expectation that applicants are informed of their rights, responsibilities, and the purpose of vocational rehabilitation (VR) services within IDVR's mission. For the purposes of this policy, “applicant” refers to either the individual applying for services or guardian, whichever is applicable.

2.0 LEGAL AUTHORITY

34 CFR § 361.41, 34 CFR § 361.42, 34 CFR § 361.52, 34 CFR § 361.38 (a)(1)-(4),

3.0 SCOPE/APPLICABILITY

This policy applies to all IDVR employees, IDVR applicants, and prospective IDVR applicants.

4.0 STANDARD

4.1. Inquiries and Referrals:

4.1.1. IDVR will respond to all general inquiries and referrals for VR services, including those from One-Stop service delivery systems, within seven (7) business days. IDVR will provide timely responses to all inquiries and referrals using an appropriate and effective communication method.

4.2. Applying for IDVR Services:

4.2.1. IDVR offers an intake interview to gather information and initiate the assessment process used to determine eligibility for VR services.

4.2.2. An application is submitted when:

4.2.2.1. The applicant has completed and signed the IDVR Application; or

4.2.2.2. The applicant has completed and submitted a request for VR services through a One-Stop intake process; or

4.2.2.3. The applicant has otherwise requested VR services from IDVR; and

4.2.2.4. The applicant has provided information necessary for IDVR to initiate an assessment to determine eligibility and priority for services; and

4.2.2.5. The applicant is available to participate in and complete the assessment process for determining eligibility for VR services within federally established timeframes.