# Vocational Rehabilitation Services Manual B-200: Processing Initial Contacts and Applications

Revised August 27, 2018

## B-204: Application

**…**

### B-204-2: Customer Identification and Authorization for Employment

At the time that the customer is applying for services, VR staff asks the customer to provide original unexpired documents that show that the customer can work legally in the United States. Customers who do not have verification that he or she is able to legally work in the United States are not eligible for VR services.

If a customer says that he or she is legally authorized to work in the United States, but the customer does not have the required unexpired documentation when completing the application for VR services, VR staff:

* allows the customer to complete an application for services;
* explains that the customer must provide documents verifying the customer's identification and authorization for employment before VR can determine the customer's eligibility for VR services; and
* refers the customer to the Department of Homeland Security or other local organizations that can assist the individual in obtaining the required documentation.

#### SSI/SSDI Recipients

If the customer has been determined eligible for SSI/SSDI benefits because of his or her disability, he or she will be presumed eligible for VR services. However, the customer must provide proof of identity and current, unexpired authorization for employment prior to determination of eligibility for VR services. For more information about presumption of eligibility requirements for customers who are eligible for SSI or SSDI due to a disability, see B-300: Determining Eligibility.

#### Maintaining Authorization for Employment Documents

VR customers are responsible for maintaining and providing current employment authorization documents to VR throughout the life of their case in order to maintain eligibility for VR services. The VR counselor must remind the customer of this requirement prior to the expiration of their documents.

…