# Vocational Rehabilitation Services Manual C-1300: Transition Services for Students and Youth with Disabilities

Revised December 3, 2018

## C-1308: Transferring a Transition Services Case

An individual who is a student with a disability and is working with a TVRC is transferred to a general VR caseload after he or she no longer meets the student with a disability definition and has demonstrated regular participation in planned services. A student who is assigned to a VR counselor with a dual caseload (includes both adult and students / youth) is not typically transferred to another caseload. Instead, they continue services with the same counselor until they are ready for closure.

When a student no longer meets the student with a disability definition and is demonstrating participation in his or her VR case, in most cases it is appropriate to transfer the case to a general VRC caseload.

The exception is when in individual no longer meets the student with a disability definition at approximately the same time they are ready for successful closure. In that case, the TVRC may close them successfully.

The transfer of a transition services case is processed in the same manner as any other VR case. For more information on processing case transfers, refer to D-304: Transfer of Cases.

#### Best Practice

Unless the student is moving to a new region, best practice is for the student to have at least one joint contact with the TVRC and the receiving VR counselor before the transfer to discuss any pertinent issues and facilitate the process. The student's IPE must be followed, unless amended by the VR counselor and the student.

When there are questions related to transferring a student from transition services to general VR services, the VR Supervisor should address them.