



**Commission  
for the Blind**

# Vocational Rehabilitation Policy Manual

# INTRODUCTION

The NYSCB *Vocational Rehabilitation Policy Manual* provides vocational rehabilitation (VR) staff with policy and procedure information needed to assist individuals through the VR process.

Although every effort has been made to produce a thorough and comprehensive manual, situations will likely arise which have not been addressed or there may be a need for clarification of information in the manual. All staff are encouraged to raise questions through supervisory levels regarding the manual's content.

If the question is not able to be addressed at the local level, it should be raised to the Program Services Unit in the home office. Questions can be presented either in writing or verbally. A concise summary of the facts surrounding the situation in question should be provided including the specific policy in question, any differing interpretations of the policy and a proposed solution.

Program Services Unit staff will review and research the issue or policy in question. This may require consultation with district office staff, legal counsel and possibly Rehabilitation Services Administration (RSA) staff. Responses will be provided in a timely manner.

NYSCB VR services are provided in accordance with federal, state and NYSCB policies, guidelines and funding capabilities.

The VR Program is administered in accordance with Title VI of the Civil Rights Act of 1964 (42 USC 200d et seq., federal regulations at 45 CFR Part 80 and the New York State Human Rights Law, where no person will be excluded from participation, be denied the benefits of, or be subjected to discrimination under such program on the basis of age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, marital status, or disability.

The VR program is also administered in accordance with Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112 and federal regulations (45 CFR Part 84) where no person in the state who is otherwise qualified, will be denied services on the basis of disability.

**NEW YORK STATE COMMISSION FOR THE BLIND  
VOCATIONAL REHABILITATION POLICY MANUAL**

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