

# Kentucky Office of Vocational Rehabilitation

## Eligibility Extension

### Instructions

Purpose: The purpose of these instructions is to give directions on filling out the eligibility extension letter. The letter is mailed to applicants for services if their counselor requires additional time above and beyond the 60 days it requires to determine eligibility. The applicants just need to sign and return the letter if they agree to the additional time.

#### Consumer's Name

Enter the consumer's name

#### Application Date

Enter the date that the applicant applied for services

#### Reason that the counselor will be unable to determine the eligibility within 60 days

Enter reason that the decision on eligibility cannot be made within 60 days

#### Date the determination of eligibility will now be made

Enter date the eligibility determination will be completed

#### Counselor phone number

Enter contact number in case the applicant has questions

#### Signature of the Counselor

Please use these instructions for DocuSign before sending the letter to the consumer and after uploading your signature to the letter

Select Start for quick access to the most common eSignature actions.

1. Select Send an Envelope
2. Use the template of the Eligibility Extension Letter.
3. Enter the recipient's name(s) and contact information.
  - a. As a sender, you will receive a copy of the completed Document.  
Place the copy in the consumer file.

Please use these instructions if sending the letter by regular mail.

1. After entering the name and address for the consumer and the date of the letter, print off the letter and sign it at the bottom before sending it to the consumer. Make a copy and place it in the consumer file.