

Kentucky Office of Vocational Rehabilitation

Order of Selection Letter

Instructions

Purpose: The purpose of these instructions is to give directions on filling out the order of selection letter. The order of selection letter is mailed to the consumers who are found to be eligible yet out of selection where their case cannot be served at this time. The letter provides some other referrals and resources that may replace vocational rehabilitation services at least until the Office of Vocational Rehabilitation is serving consumers in that category.

Consumer Name and Address	Enter name and address of the consumer under the heading
Number of Priority Category	Enter the number of the priority category from the eligibility worksheet
Signature of the Counselor	Enter signature as the counselor using an electronic signature or print and do a live signature
Order of Selection Status Date	Enter the date that the consumer entered Order of Selection status
Consumer Name	Enter Consumer Name
Case Number	Enter the case number from CMS

Updated consumer contact information

Leave name, address, telephone, and other phone blank for the consumer

Consumer Signature/Guardian Signature

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 Order of Selection Letter.
3. Enter the recipient's name(s), including the guardian (if applicable) 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, sign the form and date it.
2. Add the Order of Selection date on the second page along with the consumer number. Leave updated consumer information blank for the consumer to fill out.