



DRS Web Referral

ILLINOIS DEPARTMENT OF HUMAN SERVICES

Division of Rehabilitation Services
(DRS)

Contact information

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ILLINOIS DEPARTMENT OF HUMAN SERVICES:

Division of Rehabilitation Services:

- Education Assistance → Financial
 - Two Year Degree/Certification Program
 - Four Year University/College Program
 - Accredited Trade School
- Employment Assistance → Supports
 - Job Coaching
 - Applications
 - Job Leads



Other Services Available through DHS

Home Services

Blind Services

**Hard of Hearing
Services**



Next Steps

You will receive a letter:

Dear Customer,

You are receiving this letter because you have a desire to receive sponsorship towards your college education from the Division of Rehabilitation Services (DRS). DRS is able to assist you with this endeavor however there are steps that must be taken to find you eligible for financial assistance as it is NOT automatically given; DRS is who makes the decision in this matter. The most critical part of this process is the timely submission of the required documentation on your part. This information is needed every semester to be considered for DRS sponsorship, it is required and not optional. It is your responsibility (the customer) to supply this information, not the school though they can assist. It must be submitted by the designated deadline, unless you contact your counselor, requesting additional time to supply them. It is important that you understand, failure to supply the documentation in a timely fashion will result in non-payment towards your education by the Division of Rehabilitation for that semester, no exceptions will be made. You, the customer, must have an identified vocational goal that requires post-secondary education.



Next steps

The required documentation that you must submit is as follows:

- ACT/SAT scores
- College Acceptance Letter (major must be declared and relates to intended vocational goal)
- HS Transcripts (Can be unofficial)
- Parents Tax Returns (1040 not W2s)
- FAFSA Award letter (Financial Aid)
- Signed IPE (Individualized Plan for Employment)



Next steps

*Note – for Community College Initiative, the family income/tax returns are still required as this is a federal program therefore income status still needs to be noted in the case. * Please submit these documents at the same time via email, mail, or fax, with the preferred method being email. Deadline is November 1st for Spring admission, May 1st for Fall admission.

Financial Analysis Breakdown: DRS conducts financial analyses every year because it is required for all DRS Cases. This document helps us know if the customer has an annual financial participation as well as if we can or cannot cover costs. Based off the number of individuals in the home, there is a median household budget allowance that is taken into consideration when collecting household income tax returns from all family members. These amounts let the counselor know what can be paid for or if you have a participation. If you have a participation, you will have to pay the school the amount, which may change annually, before DRS can pay.



After you submit your college checklist:

If your DRS counselor has approved your funding request for your education, you need to submit the following:

**Copy of class
schedule**

Itemized tuition bill

**Required book list from
college bookstore
website or syllabus**



Next steps

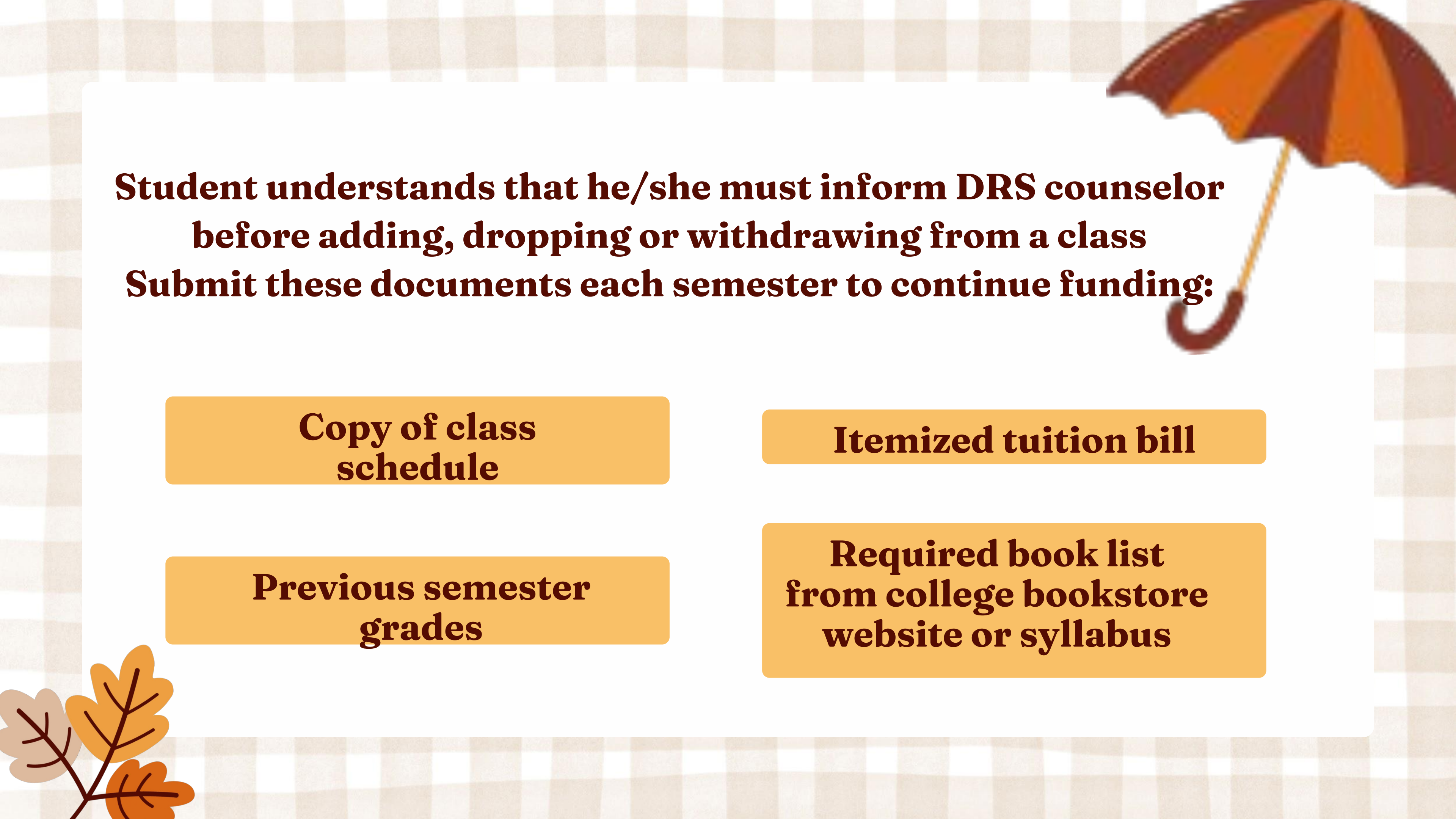
- Prior to the start of school, the DRS counselor and the student will meet to complete the following:
- **INDIVIDUALIZED PLAN FOR EMPLOYMENT** form must show your college and who will pay what--signed and dated.
- **NOTIFICATION OF TRAINING SERVICES APPROVED** form signed each semester
- Read and understand **INFORMATION AND INSTRUCTIONS FOR STUDENTS RECEIVING DHS-DRS FINANCIAL CONTRIBUTION** form



Next Steps

Student must be aware of and understand the following rules:

- Student must fill out Financial Aid Application every year in January/February prior to next school year in order to continue school the following fall semester (i.e. January 2023 for Fall 2023 and Spring 2024 semester)
- Student is responsible in making an appointment and coming to see DHS-DRS counselor if they want to continue attending school for the following semester
- Student understands that he/she must inform DRS counselor before adding, dropping or withdrawing from a class



**Student understands that he/she must inform DRS counselor
before adding, dropping or withdrawing from a class
Submit these documents each semester to continue funding:**

**Copy of class
schedule**

Itemized tuition bill

**Previous semester
grades**

**Required book list
from college bookstore
website or syllabus**

DRS Document Checklist for Student and Families (FYI)

- FAFSA Award Letter (Financial Aid)
- ACT/SAT Scores
- High School Final Transcript (can be unofficial)
- Family Federal Tax Return Documents (1040 not W2)
- College/University Acceptance Letter (major must be declared and relates to intended vocational goal)
- Signed IPE (Individualized Plan for Employment) Form
- Itemized tuition bill
- Copy of Class Schedule
- Required book list from college bookstore website or syllabus
- Documentation of Disability (*copy of most recent IEP and Reevaluation*)
- Supplemental Security Insurance (SSI) Information (*if applicable*)
- Student's State ID/Driver's License
- Student's Social Security Card



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