Making a Referral for the DHS Division of Rehabilitation Services

The Division of Rehabilitation Services (DRS) works with people with a wide range of disabilities in obtaining competitive employment, including current high school students over the age of 14 ½. DRS works with individuals with disabilities and their family members to assist them in making informed choices to attain full community participation through employment, education, and independent living opportunities. A student with a disability may be eligible for DRS services if the disability causes problems in preparing for, finding, or keeping a job. A referral should be made to DRS especially if there is a need for assistance in transition to employment or if a student needs additional skill development after high school to succeed in the work force.

NOTE: An individual must have a valid Social Security Number (SSN) in order to be referred to the Division of Rehabilitation Services (DRS).

HOW TO COMPLETE A STUDENT DRS REFERRAL
To make a referral to connect a CPS student to DRS services, the following steps must be completed by the high school case manager/service provider:

STEP #1 Download and print the DRS Referral packet located on the CPS Knowledge Center.

STEP #2 The student and parent/guardian must complete the “DRS Referral Packet” and return it to the student’s case manager/service provider.

STEP #3 Once the case manager/service provider receives a completed “DRS Referral Packet” with all the appropriate completed and signed consent and release forms, the case manager/service provider must gather all required supporting documentation. These documents are listed on the “DRS Referral Document Checklist” within the “DRS Referral Packet” on page #2.

STEP #4 The Case Manager/Service Provider must submit all the required signed consents, supplemental documents and student records to the Transition Services Team. A list of these documents can be found in the DRS Referral Packet. Copies of these documents should be scanned and emailed or faxed to:

Transition Services
ATTENTION: Transition Team
SUBJECT: DRS Referral (Student Name & CPS ID #)
Fax Number (773) 535-4404 or (773) 553-1801
Scan/Email: to drsreferrals@cps.edu

Do you have questions regarding the CPS/DRS referral process? Please contact drsreferrals@cps.edu.