Vocational Rehabilitation Counselor,

The Vocational/Business Incubator Program (VIP) is located at the **Illinois Center for Rehabilitation and Education-Roosevelt (ICRE-R)**, 1950 West Roosevelt Road Chicago, Illinois 60608. Documentation and information listed below is for your interested customer. After the VR Counselor meets with the customer to discuss vocational plans, these forms and documents are required for Admissions to the VIP.

1. Forms and documents required for the Vocational/Business Incubator Program:

* **Referral Form IL488-0262 (R-1-13)**
* **Release of Confidential Information Form IL488-1111W (R-08/08)**
* **Individualized Plan for Employment IL488-0694W (09/10)**
* **A copy of Academic Performance Records: IEP, Testing, Transcripts, Diploma, etc.**
* **A copy of Medical Information: history, diagnosis, prognosis, medications, treatments, etc.**

Please send information to Susan Devitt at [susan.devitt@illinois.gov](mailto:susan.devitt@illinois.gov) by email or FAX to 312 433-3254 or mail to VIP Admissions 1950 West Roosevelt Road Chicago, IL 60608. Each application will be reviewed by the Admissions Committee.

If the customer is accepted into any component of the program, the VR Counselor and the customer will be notified of program start date.

While your customer is in the program, the VIP staff will provide written progress reports to the VR Counselor.

Sincerely yours,

Susan Devitt, VIP Admissions

Illinois Center for Rehabilitation and Education – Roosevelt

1950 West Roosevelt Road

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