

Division for Rehabilitation Services

Dear _____ ,

You have been scheduled for a *3-day vocational evaluation* with *VIP Services*.

Your vocational evaluation dates are:_____.

You are to be in attendance from 9:00 am to 3:30pm with a 30-minute lunch break

The vocational evaluation consists of specialized testing to help identify feasible job goals regarding your interests and abilities. The vocational evaluation will involve a variety of activities that will be conducted over the three-day period.

The facility is located at:

2821 Lackland, suite 330 (third floor)
Ft. Worth, Texas 76116

You may bring a lunch or leave to pick up some fast food nearby. There is a hamburger place within one block of the facility. Snack and cold drink vending machines are located within the building.

A handicapped accessible entrance with an automatic hydraulic door opener and designated handicapped parking is located at the rear of the building. There are also handicapped accessible elevators, drinking fountains located throughout the building. Visitor parking is located in the front of the building for those driving their own vehicle.

The dress code is casual, but you should dress appropriately for a work-setting environment. Be sure to bring reading glasses, medication and any assistive devices that you may need.

It is very important that you keep your scheduled appointments. If you cannot keep your appointment, please call VIP Services @ 940-368-9032 at least 24 hours before your scheduled appointment.

Sincerely,

DARS Counselor:_____ (VIP Ph #: 940-368-9032)