



«ROAddress»

«CurrentDate»

«FullName»

«MailingAddress»

In Reply Refer to Both:

«ROStationNumber» / 28

VA File Number:

«ClaimPayee»

Dear «LastName»:

We have received your application for Vocational Rehabilitation and Employment benefits. Now you must meet with a VA counselor. During this meeting, we'll gather information to determine if you qualify for these benefits. This letter tells you the following:

- When and where you will meet with your counselor
- What happens at the meeting
- What you need to bring with you to the meeting
- Who will pay for your travel expenses
- What to do if you have questions or concerns

When and where is the meeting?

We have scheduled your meeting for the following time and place:

| | |
|-------------------|------------------------------|
| Date: | «AppointmentDate» |
| Time: | «AppointmentTime» |
| Place: | «AppointmentPlace» |
| Counselor: | «CaseMgrTitle» «CaseMgrName» |

What happens at the meeting?

You should plan for the meeting to last 2 hours or more. This meeting may also involve some vocational testing. At the meeting, we'll discuss the following with you:

- Your work history and job interests
- Your past training and education
- Your disabilities and how they affect your life
- Other questions you may want answered

2.

«FullName», «ClaimPayee»

Even if you don't qualify for vocational rehabilitation, you will still receive career and educational counseling at no expense to you. This counseling is a considerable benefit even by itself. It would cost you several hundred dollars if you had to pay for it.

What do you need to bring with you to the meeting?

You should bring the following paperwork to the meeting:

- A completed *Counseling Record – Personal Information* (VA Form 28-1902w), which we have enclosed with this letter
- Training records (including military training), transcripts, and resumes
- Job certifications, such as an apprentice or journeyman rating card
- Recent medical records that VA may not have

Who will pay for your travel expenses?

We will pay the cost of your travel under the following general guidelines:

| If the round trip from your address to the place for your evaluation is . . . | We will pay . . . |
|--|--|
| Inside the city limits | Public transit costs |
| From 50 to 300 miles | .17 cents per mile or the cost of commercial transportation |
| More than 300 miles | a. .17 cents per mile or the cost of commercial transportation; b. Our Government rate for a hotel for the night before the evaluation; and c. An allowance to help you pay for your meals |

You will receive payment for your travel expenses the day you come in for your appointment.

3.

«FullName», «ClaimPayee»

What if you have questions or concerns?

Please call your counselor during normal business hours if you have questions or need to reschedule your appointment:

| If you live . . . | Call . . . |
|---------------------------------|-------------------------|
| Within the local calling area: | «CaseMgrPhone» |
| Outside the local calling area: | Toll free «ROTollPhone» |

You may also contact your counselor by e-mail at any time over the Internet at:

«CaseMgrEmailAddress»

We look forward to meeting with you.

Sincerely,

«VREOName»

Vocational Rehabilitation and Employment Officer

Enclosure: VA Form 28-1902w