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## **MEMORANDUM**

**TO:** Executive Directors, DSN Boards of Case Management  
CEOs, Contracted Service Providers of Case Management  
and Case Management Supervisors

**FROM:** Lori Manos, Associate State Director-Policy *fm*

**DATE:** April 16, 2025

**RE:** Employment Services-Individual and South Carolina Vocational Rehabilitation  
Department (SCVRD) Protocol

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The purpose of this memo is to inform Case Management providers that the process for requesting Employment Services - Individual through the Intellectual Disability/Related Disabilities (ID/RD), Community Supports (CS) and Head and Spinal Cord Injury (HASCI) waivers have not changed. Prior to requesting Employment Services – Individual, Case Managers must ensure services are not available through IDEA (School) or the Rehabilitation Act of 1973 (SCVRD). Verification using SCVRD Closure Request form must be obtained indicating there is no open case and/or the person is not eligible for services. This process and the appropriate forms are located on the DDSN Portal:

- Business Tools- Forms- Case Management-SCVRD Employment Referral Protocol
- Business Tools- Forms- Day Services - SCVRD Employment Referral Protocol

If you have any questions, please contact Becky Peters by email at [becky.peters@ddsn.sc.gov](mailto:becky.peters@ddsn.sc.gov). Thank you.