



## EXTENSION OF TIME TO DETERMINE ELIGIBILITY INSTRUCTIONS

### PURPOSE

To give an extension of time to gather information necessary in determining eligibility when there is an exceptional and unforeseen circumstance beyond the control of the Agency and agreed upon by the individual or individual's representative. The Vocational Rehabilitation (VR) Counselor shall describe in this extension of time the circumstances that are beyond the Agency's control which justifies the extension and the agreed upon period of time.

### PREPARED BY

Vocational Rehabilitation Counselor and Individual

### INSTRUCTIONS

**I agree to allow an extension of \_\_\_\_\_:** Enter the two-digit number of days (example 09 days, 15 days).

**In order to obtain the following information:** Enter a description of documents or specific reason for the delay in determining eligibility.

**because of circumstances:** Enter a specific description of why the extension is needed to determine eligibility.

Applicant signs and dates the form.

Applicant's representative signs and dates the form if appropriate.

### DISTRIBUTION

Original: Case Record  
Copies: Individual