

Order of Selection Functional Capacity Assessment Guide for Counselors

The key point in determination of “eligibility” is to assess whether an individual requires VR services because of a disability. You need to assess the impact of the disability on the individuals past and/or future work life.

Order of Selection Categories

To make the order of selection category placement determination, you need to consider the impact of the disability on the individual's history and his/her future vocational potential based on the functional capacity areas below.

What Are the Functional Capacities Areas Under Each Category And How Does It Work?

Limitations in these areas must derive directly from the impairment (disability) and the impediment (limitation) to employment.

CATEGORY	DEFINITION	EXAMPLES OF SIGNIFICANT LIMITATIONS	EXAMPLES THAT ARE <i>NOT</i> LIMITATIONS
Mobility	<p>Mobility means an individual's physical access to his or her environment, either through his or her ability (actions) or with the assistance of others. Mobility also includes significant limitations in transportation to and from worksite based on learning or cognitive impairments</p>	<ul style="list-style-type: none"> • Individual with mental illness who has sufficient anxiety when in public that he/she cannot utilize public transportation effectively. • Individual in a wheelchair who does not have the upper body strength to move around easily in a work environment due to uneven surfaces. • Individual with mobility limitations who is unable to arrange for transportation or transport themselves independently to work. • Individual who has traumatic brain injury and who cannot consistently independently take the bus to work because he/she becomes disoriented when anything unpredictable occurs in routine. • Individual with a significant learning disability who cannot read a bus schedule or road maps. 	<ul style="list-style-type: none"> • Not having a driver's license or not knowing how to drive is not a limitation unless the reason is disability-related. • Having a DUI is not a limitation unless the reason is disability-related. • Not having access to public transportation or choosing not to use public transportation does not present a limitation in this area. • Not driving a car because they do not have funds to pay car insurance or buy gas.

CATEGORY	DEFINITION	EXAMPLES OF SIGNIFICANT LIMITATIONS	EXAMPLES THAT ARE <i>NOT</i> LIMITATIONS
Communication	Communication means the individual's ability to express himself or herself through speech and/or the ability to receive and process communication	<ul style="list-style-type: none"> • Individual with hearing impairment who cannot communicate effectively with hearing co-workers. • Individual with learning disability who cannot read instructions from supervisor and translate them into expected work activities. • Individual with speech impediment who cannot be understood by co-workers or supervisors. • Individual who is unable to complete job task due to being distracted by internal communications (hearing voices). • Individual who is unable to attend to job task due to cognitive dysfunction or mental illness. 	<ul style="list-style-type: none"> • Not being able to speak English is not a limitation in this area. • Individual who mumbles or has a strong accent. • Individual who has hearing impairment, but hearing aids are functional. • Individual who is shy or has a bad attitude.
Self-Care	Self-care means the ability to conduct the essential activities of daily living unassisted by another individual.	<ul style="list-style-type: none"> • Individual with quadriplegia who cannot take care of own toileting needs at work • Requires assistance or supervision for eating, dressing, or personal hygiene. • Individual with brain injury who cannot remember morning grooming procedures without prompting by an attendant – the attendant does not arrive in time to allow this individual to get to work before 10 a.m. • An individual with a developmental disability who cannot manage money because he/she does not understand the concept of money or has severe mathematical limitations. 	<ul style="list-style-type: none"> • Money management. Not having a good credit rating is not a limitation unless the reason is disability-related. • Choosing not to perform personal hygiene activities or being unable to afford personal hygiene items does not indicate a limitation in this area.

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Self-Direction	Self-direction means the capacity to organize, structure and manage activities required to obtain and maintain employment.	<ul style="list-style-type: none"> • Requires a tape recorder or organizational tool to stay on task. • Individual with history of depression who cannot self-motivate to apply for promotions because of depression and medication related lethargy. • Individual with a brain injury who requires frequent prompts to follow directions. • Individual with learning disability who cannot fill out job applications or personnel papers as expected of new employees. • Individual with learning disability who cannot independently read job leads, complete job applications or other work related documents to find or keep a job. 	<ul style="list-style-type: none"> • Individual who is employed but is bored or unhappy in their present job. • Individual with a lengthy criminal history that precludes employment in a particular field. • Individual who chooses not to work due to fear of losing benefits.
Interpersonal Skills	Interpersonal skills mean the individual's ability to interact in a socially acceptable manner with coworkers, supervisors, peers and the general public.	<ul style="list-style-type: none"> • Individual with personality disorder who makes co-workers frightened and uncomfortable. • Individual with depression who is socially isolated and unable to participate in a team project, therefore causing problems with co-workers. • Individual who is "low-functioning" and has severe hearing loss could exhibit certain behaviors (i.e. table-pounding) or sounds (i.e. grunting) that may disturb co-workers. 	<ul style="list-style-type: none"> • Individual who has unrealistic expectations or a sense of elevated importance unless disability related. • Individual who is introverted and prefers to work on tasks and project alone. • Individual who is immature because of age and behaves badly in the work place.

CATEGORY	DEFINITION	EXAMPLES OF SIGNIFICANT LIMITATIONS	EXAMPLES THAT ARE NOT LIMITATIONS
Work Tolerance	Work tolerance means the ability to carry out work tasks in an efficient and effective manner over a sustained period of time.	<ul style="list-style-type: none"> • Individual with anxiety disorder who cannot work when panic attacks occur. Requires very flexible scheduling to accommodate unexpected anxiety. • Individual with a back injury who can only perform light lifting, limited standing and walking required on the job because of pain. • Individual with carpal tunnel syndrome who cannot manipulate with hand and finger dexterity consistently to complete job activities. 	<ul style="list-style-type: none"> • Individual whose personal preference it is to avoid certain work tasks. • Individual who chooses not to work certain work schedules due to child's school schedule or preferred shift. • Individual with limited energy for work due to partying the night before. • Individual who cannot work on a specific day of the week or hours because of religious reasons.
Work Skills	Work skills mean the specific job skills required to carry out work functions.	<ul style="list-style-type: none"> • Individual with 3rd grade academic level who has lifting restriction of 5 pounds because of back injury. Cannot perform unskilled labor. • Individual with brain injury who does not know how to sequence tasks to complete job duties. 	<ul style="list-style-type: none"> • Desire for specialized work skills such as those learned through on-the-job training or academic program. • Limited or no work history does not indicate a limitation in this area. • Individual who lacks computer skills. • Individual who chose to drop out of high school prior to graduation that is not disability related does not have a limitation in this area. • Individual who decides to improve skills or improve wages. • Individual with limited proficiency in English.

The Florida Vocational Rehabilitation program receives 78.7 percent of its funding through a grant from the U.S. Department of Education. For the 2019 Federal fiscal year, the total amount of grant funds awarded were \$161,156,579. The remaining 21.3 percent of the costs (\$43,616,711) were funded by Florida State Appropriations.