

# Opening a Case with Employment and Independence for People with Disabilities

Employment and Independence for People with Disabilities (EIPD), formerly Vocational Rehabilitation (VR), is a division within the North Carolina Department of Health and Human Services.

## 1. Call your Local EIPD Office

[Find the phone number for your local office.](#) Indicate your interest in opening up a case. EIPD will schedule an intake appointment for you.

## 2. Attend Intake Appointment

If you can, bring these documents to your appointment: documentation of your disability, verification of your identity, and documentation of your right to work in the United States.\*

## 3. EIPD will Determine Eligibility

EIPD has up to 60 days to determine eligibility for services after the intake appointment unless there is a justified need to extend. EIPD will need documentation of your disabling condition to determine eligibility.

## 4. Complete Assessments

If you are eligible for services, your EIPD counselor might request additional assessments to gather more information about your abilities, aptitudes, and how your disability may impact you in employment.

## 5. Develop Plan for Employment

You will work with your counselor to develop an Individualized Plan for Employment (IPE). The IPE will include your employment goal and the services needed to help you reach that goal. EIPD must develop the IPE no more than 90 days after you are found eligible, unless there is a justified need to extend.

## NC Client Assistance Program

[The Client Assistance Program \(CAP\) can help people navigate EIPD if they have issues or want additional information about EIPD.](#)

## \*Examples of Documentation

Psychological and medical evaluation reports are examples of disability documentation. [For examples of documents that establish one's identity and right to work in the United States, see page 2 of this PDF.](#)