

Hello,

Thank you for your interest in working with the Office of Vocational Rehabilitation (OVR) whose mission is to assist individuals with disabilities in securing and maintaining employment and independence. To request services, complete and submit the online pre-application using the instructions below. If you have difficulty completing your pre-application, please contact your local OVR office for assistance.

1. Go to <https://www.jobgateway.pa.gov/>
2. Click the “Sign In/Register” button at the top right corner of the page.
If you have already registered with JobGateway:
 - i. Sign in using your Keystone ID and password. Select the “Career Services” tab on the top right of the page and choose the “Programs and Services” menu item.**If you are a new JobGateway user:**
 - ii. Click “Register” and follow the online registration process using the on-screen instructions. An email address is required in order to register. On the “Registration Confirmation” screen, select “Request Staff-Assisted Service” button.
3. On the “Request Services” page, select one of two options for OVR services:
“Office of Vocational Rehabilitation – Bureau of Vocational Rehabilitation Services”
OR
“Office of Vocational Rehabilitation – Bureau of Blindness & Visual Services”
4. Select “Request Services” on the bottom of the screen. A pop-up notification will appear providing an explanation of OVR’s mission and basic eligibility criteria. Follow the on-screen instructions, choosing “YES” or “NO”.
 - Choosing “YES” will take you to OVR’s Pre-Application for Services.
 - Choosing “NO” will return you to the previous page.
5. Once you reach the Pre-Application page, use the “START” buttons to complete each section.
 - You may start your pre-application and finish it later by clicking “Save and Finish Later”. Your incomplete pre-application remains available on your JobGateway Dashboard for up to 90 days.
6. When all sections are complete, select the “Submit Application” button. This will send your completed pre-application to the OVR District Office that covers your county of residence. Within 15 days, you will be contacted by OVR to discuss the next steps by phone, mail, or email.

Sincerely,

Philadelphia Office of Vocational Rehabilitation