We are glad you have decided to work with OOD to achieve your job goal. As you work with your counselor, throughout your case, you will be asked to make important choices about services and who will provide those services.

Your counselor is available to help and support you as you choose service providers. Your counselor will give you additional information and resources about the service provider options available to you. ***Please talk to your counselor if you have questions and/or need help at any time.***

You also have the right to have a representative (e.g., family member, teacher) to help and support you choose service providers. With your permission, your counselor can share service provider information and resources with your representative, and they may attend service planning meetings with you and your counselor.

You are encouraged to talk to potential service providers – which can help you find the best match for you. The following steps can be used as a guide as you find and talk to potential providers.

# 1. Search for Providers

* A list of OOD-approved providers can be found on OOD’s website: [**https://prd.ood.ohio.gov/providersearch/**](https://prd.ood.ohio.gov/providersearch/)
* Once on the *Provider Search page*, you can search for providers based on the provider’s name, your location, and the type(s) of service(s) you need.

# 2. Narrow down your options by gathering more information.

* Review the Provider Scorecards (found on the *Provider Search page*) – which have information about:
	+ the people the provider serves (by disability, race/ethnicity, gender, etc.)
	+ the results of the provider’s job placement services (by job type, hours, wages, etc.)
* Talk directly to potential providers
* Here are some helpful hints if you choose to talk directly to providers.

|  |  |
| --- | --- |
| ***Be prepared to talk about yourself.*** | ***You may also ask providers questions like:*** |
| ***For example:**** *the kind of job you want;*
* *the amount of money you would like to earn;*
* *where you are willing to go to work; and*
* *what kind of job(s) you have done in the past.*
 | * *How will you help me find a job?*
* *How often will we talk while I am receiving services?*
* *What do you expect me to do as part of my services?*
* *Who will I be working with in your organization?*
* *What are the qualifications of your staff?*
 |

# 3. Choose your best match and tell your counselor.

* You, your counselor, and (if you want) your representative will talk about and confirm your choice.
* Your counselor will take the next step(s) to start your service(s) with your chosen provider.

You should keep in contact with your counselor during the time you are receiving services.

If you are not happy with the services you are receiving from your chosen provider, you should talk to your counselor to help resolve provider issues – which may include discussion about choosing a new provider.