

# Rehabilitation Services Policy Manual

SECTION  
PART

Service Delivery  
Individualized Plan for Employment (IPE)

SECTION NO.  
PUBLISHED

3-1  
03/21

## Section 3 Service Delivery

### Part 1 Individualized Plan for Employment (IPE)

#### Synopsis of Federal Regulation

Rehabilitation Services (RS) must assure that an IPE is developed and implemented in a timely manner for each individual determined eligible for vocational rehabilitation (VR) services or, if RS is operating under an Order of Selection, for each eligible individual who can be served. *(RS policy: The IPE shall be developed as soon as is reasonably possible, but no later than 90 days after determination of eligibility. This timeline may be extended with the agreement of the client.)*

Services will be provided in accordance with the provisions of the IPE.

RS must conduct an assessment for determining VR needs for each eligible individual or, if operating under an Order of Selection, for each eligible individual for whom RS is able to provide services. The purpose of this assessment is to determine the employment outcome, and the nature and scope of VR services to be included in the IPE.

The IPE must be designed to achieve a specific employment outcome that is selected by the individual consistent with the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

- Employment outcome means entering or retaining full-time, or if appropriate, part-time competitive employment in the integrated labor market, supported employment, or any other type of employment in an integrated setting, including self-employment, telecommuting or business ownership.
- Competitive employment means work in the competitive labor market that is performed on a full-time or part-time basis in an integrated setting, and for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals who are not disabled.

The eligible individual, or as appropriate, the individual's representative, may develop all or part of the IPE without assistance from RS or any other entity, or with assistance from a qualified VR counselor employed by RS, a qualified VR counselor not employed by RS, or other resources.

RS must provide the following information to each eligible individual (or representative) in the appropriate mode of communication:

- Information to assist the individual or representative in developing the IPE.
- Information describing the full range of components that must be included in the IPE.
- An explanation for determining the individual's financial commitments under the IPE.
- Information on assistance to complete the required forms.

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- Additional information that the individual or representative requests.
- A description of the individual's rights and the appeal process.
- Information about the availability of the Client Assistance Program (CAP).

RS must assure that:

- The IPE is a written document.
- The IPE is developed and implemented in a manner that gives the eligible individual opportunity to exercise informed choice in selecting the employment outcome, the settings in which services will be provided, the entity or entities that will provide VR services and the methods for procuring services.
- The IPE is agreed to and signed by the eligible individual, or as appropriate, by the individual's representative.
- The IPE is approved and signed by a qualified VR counselor employed by RS.
- A copy of the IPE and a copy of any amendments to the IPE are provided to the eligible individual, or the individual's representative if appropriate. Copies are provided in the native language or mode of communication of the individual or representative.
- The IPE is reviewed at least annually by a qualified VR counselor and the eligible individual (or representative) to assess the individual's progress in achieving the identified employment outcome.
- The IPE is amended as necessary by the individual (or representative) in collaboration with a qualified VR counselor employed by RS if there are substantive changes in the employment outcome, the VR services to be provided, or the providers of the VR services.
- Amendments to the IPE do not take effect until agreed to and signed by the individual (or representative) and by the qualified VR counselor employed by RS.
- An IPE for a student with a disability receiving special education services is developed in consideration of the student's Individual Education Plan.

## Data for preparing the IPE

### 1. Preparation without comprehensive assessment:

- To the extent possible, the employment outcome and the nature and scope of rehabilitation services to be included in the individual's IPE must be determined based on the data used for assessment of eligibility and priority for services.

### 2. Preparation based on comprehensive assessment:

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- If additional data are necessary to determine the employment outcome and the nature and scope of services to be included in the IPE of an eligible individual, RS must conduct a comprehensive assessment of the unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice, including the need for supported employment services, of an eligible individual, in the most integrated setting possible, consistent with the informed choice of the individual.
- In preparing the comprehensive assessment, RS must use, to the maximum extent possible and appropriate, existing information that is current as of the date of the development of the IPE, including: information available from other programs and providers, particularly information used by education officials and the Social Security Administration; information provided by the individual and individual's family; and information obtained under the assessment for determining the individual's eligibility and VR needs.

## Content of the IPE

The IPE must include:

1. A description of the specific employment outcome that is chosen by the eligible individual that is consistent with the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, career interests, and informed choice.
2. A description of the specific rehabilitation services that are needed to achieve the employment outcome, including, as appropriate, the provision of assistive technology devices or services and personal assistance services, including training in the management of these services. Services must be provided in the most integrated setting that is appropriate for the services involved and is consistent with the informed choice of the individual.
3. Timelines for the achievement of the employment outcome and for initiation of services.
4. A description of the entity or entities chosen by the individual (or representative) that will provide the VR services, and the methods used to procure these services.
5. A description of the criteria that will be used to evaluate progress toward achievement of the employment outcome.
6. The terms and conditions of the IPE, including the rights and responsibilities of RS and the individual, the extent of the individual's financial participation in paying for the cost of services, the responsibility of the individual regarding applying for and securing comparable benefits, and the responsibility of other entities.

## Supported Employment Requirements

The IPE for individuals with the most significant disabilities for whom an employment outcome in a supported employment setting has been determined to be appropriate will also contain:

1. A description of the specific supported employment services to be provided by RS.

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2. A description of the specific extended services needed, which may include natural supports.
3. Identification of the source of extended services, or, to the extent that it is not possible to identify the source of extended services at the time the IPE is developed, inclusion of a description of the basis for concluding that there is a reasonable expectation that those sources will become available.
4. A provision for periodic monitoring to assure that the individual is making satisfactory progress toward meeting the weekly work requirement established in the IPE by the time of transition to extended services.
5. A provision for the coordination of services provided under an IPE with services provided under other individualized plans established under other federal or state programs.
6. To the extent that job skills training is provided, a verification that the training will be provided on site.
7. A provision indicating that placement will be in an integrated setting for the maximum number of hours possible based on the unique strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice of an individual with a most significant disability.

## RS Policy

**Development of the IPE:** Counselors will promote the individual's full involvement and participation in the development of the IPE. The counselor's role in providing information about and guiding the individual in exploration of options is critical to supporting informed choice of the individual. The employment outcome will be emphasized throughout the IPE development and the rehabilitation process.

**Timelines for prompt development of an IPE:** Client follow through is a determining factor in the time needed to develop an IPE. The IPE shall be developed as soon as is reasonably possible, but no later than 90 days after determination of eligibility. This timeline may be extended with the agreement of the client.

**Revisions to the IPE:** In keeping with federal regulatory guidance stated above, minor changes to an individual's program of services do not have to be recorded in a revision to the IPE. If the client and counselor agree to a substantive revision of the IPE by phone, the counselor may note this in the case record and proceed with providing services under the revised IPE. The client may sign the revised IPE during the next visit to the office or the revised IPE may be mailed to the client for signature.

**Vocational objectives:** The vocational objective should be stated with sufficient specificity to be meaningful to the client considering his or her level of vocational development and the employment opportunities available to the person in the local labor market or labor market to which the person is willing to relocate. Initial goals, particularly for transition students, may be stated in terms of a particular type of career or industry, such as clerical work, and subsequently revised as the person focuses on specific employment goals. If more than one choice is appropriate, list a vocational objective that is as close as possible. In the narrative list the other vocational objectives being

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considered. As the case develops, if a different vocational objective is more appropriate, the IPE may be amended. General vocational objectives such as “to be determined” or “competitive employment” may not be used. If an individual is interested in a vocational objective which requires a license, background check or drug screening test, the ability of the client to meet those requirements must be addressed periodically at appropriate stages of the rehabilitation process, including when the vocational objective is being selected, before development of the IPE is completed (Status 12) and when the client is ready for job placement.

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## Section 3 Service Delivery

### Part 2 Scope of Available Services

#### Synopsis of Federal Regulation

The following vocational rehabilitation (VR) services are available:

1. Assessment for determining eligibility and priority for services by qualified personnel, including if appropriate an assessment by personnel skilled in rehabilitation technology.
2. Assessment for determining VR needs by qualified personnel, including if appropriate an assessment by personnel skilled in rehabilitation technology.
3. VR counseling and guidance, including information and support services to assist an individual in exercising informed choice.
4. Referral and other services necessary to help applicants and eligible individuals secure needed services from other agencies, including other components of the state workforce system, and to advise those individuals about the Client Assistance Program (CAP).
5. Physical and mental restoration services, to the extent that financial support is not readily available from a source other than RS (such as through health insurance or a comparable benefit/service).
6. Vocational and other training services, including personal and vocational adjustment training, books, tools, and other training materials, except that no training or training services in an institution of higher education (universities, colleges, community or junior colleges, vocational schools, technical institutes, or hospital schools of nursing) may be paid for with funds under this part unless maximum efforts have been made by Rehabilitation Services (RS) and the individual to secure grant assistance in whole or in part from other sources to pay for that training.
7. Maintenance for additional costs incurred while participating in rehabilitation.
8. Transportation in connection with the provision of any VR service.
9. VR services to family members of an applicant or eligible individual if necessary to enable the applicant or eligible individual to achieve an employment outcome.
10. Interpreter services, including sign language and oral interpreting for individuals who are deaf or hard of hearing, and tactile interpreting services for individuals who are deaf-blind.
11. Reader services, rehabilitation teaching services, and orientation and mobility services for individuals who are blind provided by qualified personnel.
12. Job-related services, including job search and placement assistance, job retention services, follow-up services and follow-along services.

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13. Supported employment services.
14. Personal assistance services.
15. Post-employment services.
16. Occupational licenses, tools, equipment, initial stocks, and supplies
17. Rehabilitation technology, including vehicular modification, telecommunications, sensory, and other technological aids and devices. Rehabilitation technology must be discussed and provided, if needed, at each stage of the rehabilitation process.
18. Transition services.
19. Technical assistance and other consultation services to conduct market analyses, develop business plans, and otherwise provide resources to eligible individuals who are pursuing self-employment or telecommuting or who are establishing a small business operation as an employment outcome.
20. Other goods and services determined necessary for the individual with a disability to achieve an employment outcome.

Reference: § 361.48

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Limits, Nature and Scope of Services

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## Section 3 Service Delivery

### Part 3 Limits, Nature and Scope of Services

#### Synopsis of Federal Regulations

The provision of services is based on the rehabilitation needs of each individual as identified in that individual's Individualized Plan for Employment (IPE) and is consistent with the individual's informed choice. Arbitrary limits on the nature and scope of vocational rehabilitation services to be provided to the individual to achieve an employment outcome may not be established.

Reference: §361.50

#### Rehabilitation Services (RS) Policy

Services shall be provided in the most cost-effective manner in order to prepare the client for employment that is consistent with his or her strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice.

Out-of-state and private services:

- RS has established a preference for in-state services, provided that the preference does not effectively deny the client a necessary service. If the client chooses an out-of-state service at a higher cost than an in-state service, if either service would meet the client's rehabilitation needs, RS is not responsible for those costs in excess of the cost of the in-state service.
- Approval is required for out-of-state services funded by RS. Each RS Program Administrator will route such exception requests through the RS Managers, RS Program Administrator or both. Approval must be given before including such services on the IPE. See Section 1 / Part 13, Miscellaneous administrative issues and [Forms Part 33](#) for a comparative analysis worksheet.
- See Section 3, Part 17 for more information on training.

Duration of services: The duration of each service needed by an individual must be determined on an individual basis and reflected in that individual's IPE.



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Service Codes and Spending Authorities

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## Section 3 Service Delivery

### Part 4 Service Codes and Spending Authorities

#### Rehabilitation Services (RS) Policy

Expenditures should be individually negotiated in all cases based on the client's needs and the Individualized Plan for Employment (IPE), reasonable cost and prudent use of public funds. Spending authorities were established for every service code. The concept of a "spending authority" should not be viewed as a cost cap or limitation on services. Rather, spending authorities are a common method of fiscal oversight on expenditures.

This Section lists the Counselor's spending authority for specific categories of services. Counselors or clients may initiate requests for exceptions. Approvals above the Counselor's spending authority must be reasonable and based on individual circumstances, an identified vocational rehabilitation need, and IPE services.

- Rehabilitation Managers have the authority to approve expenditures of no more than \$1,999 above the Counselor's spending authority.
- RS Regional Program Administrators have the authority to approve expenditures of no more than \$4,999 of the total cost. Each RS Regional Program Administrator will route such exception requests specifying whether the request must first go through the RS Manager or whether the request can be made directly to the RS Program Administrator.
- Requests for approval of higher amounts should be directed to RS Administration Office. Such requests must include the RS Program Administrator's recommendation. Exceptions to established rates must be approved by the Administration Office.

In all circumstances, the Exceptions Request Form ([Forms Part 54](#)) must be completed. Upon final action (approval or denial) at the Regional level, the form must be routed to the Administration Office. This information will be used for an ongoing review of the appropriateness of the spending authority levels, statewide consistency, and for program evaluation.

#### Key to Abbreviations:

LOC = Life of Case

PA = Per Authorization

SC = Service Codes

RM = Rehabilitation Manager

AO = Administration Office

In order to comply with state purchasing requirements, any individual purchases of \$5,000 or more must go through DCF, State, RS purchasing procedure. In addition, if accumulated purchases total more than \$5,000 to the same vendor in the same state fiscal year, these purchases must also be

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referred to DCF, State, RS purchasing procedure. Components of the same item or same purchase may not be split to avoid these requirements.

*Please see additional notes in the chart below for special circumstances.*

| Service code and title                         | Examples   | Counselor spending authority                         |
|--|--|--|
| 001 Customer service                           | See service description<br>Hourly fee only.<br>Use service code 801 for mileage. | Negotiated hourly fee; may be authorized by PA only. |
| 025 IPE research #1: Referral                  | See service description<br>30% of negotiated total fee for IPE research.         | \$150 LOC  |
| 026 IPE research #2: Research                  | See service description<br>30% of negotiated total fee for IPE research.         | \$150 LOC  |
| 027 IPE research #3: IPE/signed                | See service description<br>40% of negotiated total fee for IPE research.         | \$200 LOC  |
| 028 Case Coordination #1: Referral             | See service description<br>Negotiated fee.                                       | \$200 LOC  |
| 029 Case Coordination #2: Qtrly intervals      | See service description<br>Negotiated fee.                                       | \$2,000 LOC  |
| 030 Purchasing Support #1: Referral            | See service description<br>30% of negotiated total fee for Purchasing Support.   | \$150 LOC  |
| 031 Purchasing Support #2: Purchase authorized | See service description<br>30% of negotiated total fee for Purchasing Support.   | \$150 LOC  |

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|--|---|------------------------------|
| 032 Purchasing Support #3: Item delivered  | See service description<br>40% of negotiated total fee for Purchasing Support.  | \$200 LOC                    |
| 110 Driver Assessment<br><br><i>Does not include driver's ed training. See SC 545.</i><br><br><i>May be used only if on IPE.</i> | Driver evaluation<br>Evaluation for driver accommodations<br>Evaluation for zero-effort steering  | \$2,000 LOC                  |
| 120 Radiology & Laboratory   | Blood tests<br>CAT scans<br>Chemical profiles<br>CT scans<br>Dental X-rays<br>EKG<br>Imaging services<br>Lab work<br>MRI<br>Myelogram<br>Panoramic X-ray<br>TB test<br>Urinalysis<br>X-rays | \$500 PA                     |

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| Service code and title  | Examples  | Counselor spending authority |
|---|---|------------------------------|
| <p>130 Medical/Physical/Dental Assessment</p>   | <p>Audiological exam<br/>Dental exam<br/>ENT exam<br/>Eye exam<br/>Functional capacity evaluation<br/>General medical exam<br/>Hearing assessment<br/>Low vision exam<br/>Neurological exam<br/>Occupational therapy evaluation<br/>Optical exam<br/>Physical exam<br/>Physical therapy evaluation<br/>Specialized medical exams<br/>Tympanometry</p>   | <p>\$500 PA</p>              |
| <p>140 Records</p> <p><i>Best practice: Define the date range of the records you want to receive.</i></p> | <p>Addiction recovery summary<br/>Addiction treatment records<br/>Alcohol and drug treatment records<br/>Copy charges<br/>Court records<br/>Definitive medical summary<br/>Doctor's notes<br/>Hospital records<br/>Medical history<br/>Medical records<br/>Mental health center information<br/>Patient records<br/>Police report<br/>Post-secondary school records<br/>Probation or parole reports<br/>Psychiatric hospitalization records<br/>Psychologist's notes or records<br/>Psychotherapy reports</p> | <p>\$100 LOC</p>             |

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| Service code and title                    | Examples  | Counselor spending authority  |
|---|---|---|
|   | Transcripts<br>Treatment records<br>Written medical summary                             |   |
| 150 Vocational Evaluations                | Vendor mileage, if approved, goes in SC 801   | \$450 LOC   |
| 155 Community Based Work Assessment       | Provider fee<br>EACH is the unit  | \$750 LOC   |
| 156 CBWA client compensation              | COMP is the unit  | 80 hours<br>\$580   |
| 160 Independent Living Assessment         |   | \$150 LOC   |
| 170 Psychological/Alcohol/Drug Assessment |   | \$850 LOC   |
| 180 Assistive Tech Assessment             |   | \$2,200 LOC   |
| 200 Health Insurance Premium              |   | \$2,400 LOC   |
| 210 Drugs & Supplies                      | Prescriptions must be on file.  | \$1,500 LOC   |
| 220 Surgery                               | Surgeon fees<br>Assistant surgeon<br>Cataract surgery<br>Laser surgery                  | \$4,999 LOC combined authority with SC 250<br><br>(220 and 250 may not exceed \$4,999 counselor spending authority for LOC) |
| 230 Anesthesia                            | Anesthesiologist fees and charges<br>Dental anesthesia under SC 280 for dental services | \$1,000 LOC   |
| 240 Medical Treatment                     | Follow up eye exam<br>Follow up doctor visit  | \$500 LOC   |

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|--|---|---|
| <i>(Related to the disability, as opposed to general medical treatment under intercurrent illness)</i>   | Physician's office visit  |   |
| 245 Intercurrent Illness Treatment<br><br><i>Policy regarding authorization—requires PA approval if was an emergency that wasn't authorized in advance of the treatment occurring.</i> | Medical care for acute conditions arising during rehabilitation and constituting a barrier to employment.   | \$6,750 LOC   |
| 250 Hospital Care (In/Out Patient)   |   | \$4,999 LOC combined authority with SC 220<br><br>(220 and 250 may not exceed \$4,999 counselor spending authority for LOC) |
| 260 Chiropractic Services  |   | \$500 LOC   |
| 270 Visual Aids/Optical Devices  | Large print measuring cups and liquid level indicators<br>Braille labeler<br>Brailler<br>Cane, folding<br>White cane<br>CCTV<br>Digital voice recorder<br>Dome magnifier<br>Large print overlay<br>Low vision magnifier<br>Recorder<br>Speaking dictionary<br>Talking calculator<br>Talking compass<br>Talking watch<br>Video magnifier | \$4,999 LOC   |

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| Service code and title   | Examples  | Counselor spending authority |
|--|---|------------------------------|
|  | Visual aids<br>CCTV repair<br>Digital notetakers  |                              |
| 271 Glasses and contact lenses   | Eye glass frames and lenses<br>Contact lenses<br>Glasses<br>Lens<br>Tinted lenses   | \$250 LOC                    |
| 280 Dental Services  | Anesthesia associated with dental services<br>Dental services<br>Bridges – moved from SC 380 (prosthetics)<br>Crowns<br>Dentures– moved from SC 380 (prosthetics)<br>Caps<br>Partial dentures<br>Fillings<br>Root canal<br>Teeth cleaning<br>Tooth extraction<br>Oral surgery | \$3,000 LOC                  |
| 290 Hearing Aids/Audiological Devices<br><br><i>Does not include hearing aid dispensing fee due to federal distinction between the device and services to help acquire the device – see SC 417</i> | Amplifier<br>Batteries for hearing aids<br>Doorbell amplifier<br>Ear molds<br>Flasher alarm<br>Hearing aids<br>Signalers<br>Sonic boom alarm clock<br>TTD<br>TTY<br>Hearing aid repair<br>Hearing aid reprogramming   | \$3,000 LOC                  |
| 320 Psych Treatment (Not Assessment)   | Psychiatric medication checks<br>Psychiatric therapy sessions   | \$1500 LOC                   |

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|---|---|--|
| 330 Alcohol/Drug Services (Not Assess)  |   | \$300 LOC                                    |
| 340 Psychological Services (Not Assess)   |   | \$1500 LOC                                   |
| 350 Physical/Occupational Therapies   |   | \$500 LOC                                    |
| 360 Speech/Hearing Therapies  |   | \$1,000 LOC                                  |
| 365 Counseling & Guidance-General<br><br><i>Includes information and referral.</i>  | Provided by the VR counselor  |  |
| 370 Counseling & Guidance-Substantial   |   |  |
| 375 Benefits Counseling<br><br><i>This must now be included on the IPE if it is anticipated that it will be provided, per federal requirements.</i><br><br><i>This service is provided to individuals who are interested in employment but who are uncertain of the impact of work income on benefits and entitlements being received. This service typically involves an analysis of current benefits, financial situation, and the effect of different income levels. It is intended to provide the individual with the opportunity to make an informed choice regarding the pursuit of employment.</i> | Consultation with Working Healthy Benefits Specialist or other qualified benefits counselors  | No cost, or provided as a comparable benefit |
| 380 Prosthetics<br><br><i>Does not include fitting fee – see SC 417</i>   | Prosthesis  | \$4,999 LOC                                  |
| 390 Orthotics   | Braces<br>Cane (for support, not white or folding cane)<br>Compression stocking<br>Crutches<br>Orthotic shoes<br>Shoe inserts<br>Sit/stand stool<br>Support stockings<br>Walker | \$500 LOC                                    |



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| 410 Other Assistive Devices,<br>Not Otherwise Listed   | Back cushion (not for WC)<br>Communication boards   | \$4,999 LOC                             |
| 411 Wheelchairs  | Custom seating<br>Jay or Roho cushions<br>WC<br>Power WC<br>Footplates<br>Three-wheel scooter<br>WC parts<br>WC repair  | \$20,000 LOC<br><br>Use state contract. |
| 412 Vehicle Modification   | Vehicle modifications for accessibility<br>Repairs to vehicle modification equipment  | \$13,500 LOC<br><br>Use state contract. |
| 413 Computer Equipment<br><br><i>All computer equipment uses this service code. KMIS will have an additional field on the Service Authorization to indicate if the computer or software is being purchased for training, reasonable accommodations, business establishment, job placement or other (specify). This will allow all computers to be purchased under one code, but then correlated correctly to the RSA category.</i> | <i>Would NOT include internet which would be included under maintenance (except internet tied specifically to business establishment).</i><br><br>Computers<br>Disks<br>Hardware<br>Docking stand<br>Keyboard<br>Mouse<br>Power supply<br>Printer<br>Scanner<br>Software<br>Tablets<br>Wrist rest<br>JAWS or other screen reading software<br>Zoom text | \$2,500 LOC<br><br>Use state contract.  |

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| <p>414 Home Modification</p> <p><i>Home modifications are intended to remove barriers to access and functioning as needed to achieve the employment outcome. All home modification requests require Administration office approval. If modification of rental property is being considered, the following issues must be addressed: portability of the modification, the property owner's agreement to the modification, the client's rent history (frequency of moves), and evidence that the client intends to remain at the residence for a reasonable period of time.</i></p> <p><i>Requires consultation and approval with Administration Office prior to authorization for purchase to assure compliance with DCF, State, RS requirements.</i></p> | <p>Accessible remodeling<br/>Door widening<br/>Grab bar installation<br/>Ramp<br/>Bath lift</p>  | <p>Approval at RS Admin Office</p> |
| <p>415 Worksite Modification</p> <p><i>Requires consultation and approval with Administration Office prior to authorization for purchase to assure compliance with DCF/State requirements.</i></p>   |  | <p>Approval at RS Admin Office</p> |
| <p>417 Assistive Technology Services</p> <p><i>Does not include assistive tech training. See SC 591.</i></p>   | <p>Hearing aid dispensing fee<br/>Prosthetic fitting<br/>WC analysis and recommendations<br/>Evaluation of the need for AT equipment<br/>Assistance in acquiring AT equipment<br/>Selecting, designing, fitting, customizing, adapting, repairing AT devices</p> | <p>\$1,500 LOC</p>                 |
| <p>510 4-Year College and University</p>   | <p>Tuition and fees only</p>   | <p>Indexed to the Board of</p>     |

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| <i>Academic training leading to a bachelor's degree.</i>   |  | Regents rate per semester   |
| 511 Graduate-Level College or University<br><br><i>Academic training leading to a degree beyond the bachelor's level, such as a master's degree, Ph.D., or JD.</i>   | Tuition and fees only  | Indexed to the Board of Regents rate per semester   |
| 512 Junior College, Community College, Technical College<br><br><i>Academic training above the high school level leading to an associate's degree, a certificate or other recognized educational credential.</i>   | Tuition and fees only  | Indexed to the Board of Regents rate per semester   |
| 520 Basic Academic or Remedial Training  | Remedial training<br>Literacy training   | \$300 PA  |
| 530 Occupational or vocational training<br><br><i>Occupational, vocational or job skill training provided by a community college and/or business/vocational/trade school to prepare individuals for employment in a recognized occupation. Does NOT lead to an associate's degree, a certificate or other recognized credential.</i> | Tuition and fees only<br><br>Computer training<br>Office skills training<br>Peer specialist training | \$1,600 LOC   |
| 535 Tutors<br><br><i>When this service is provided to individuals in post-secondary education, it is subject to the Memorandum of Agreement with Institutions of Higher Education. See: <a href="http://www.dcf.ks.gov/services/RS/Pages/RSp%20partners.aspx">http://www.dcf.ks.gov/services/RS/Pages/RSp%20partners.aspx</a></i>    |  | Up to \$20 per hour not to exceed \$4,000 LOC<br>"Up to" means the counselor negotiates the lowest rate available not to exceed \$20 per hour |

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| 540 Training books  | Would not include computers – moved to SC 413.<br>Would not include parking permits – moved to SC 800.<br>Would not include supplies | \$750 per semester           |
| 541 Supplies for training   | Paper supplies<br>Pens, pencils<br>Ink cartridges  | \$50 PA (per semester)       |
| 545 Training services not otherwise listed  | GED training<br>Training leading to high school diploma<br>CPR training<br>Driver education  | \$500 LOC                    |
| 550 Job readiness training<br><br><i>Training provided to prepare an individual for the world of work on issues such as appropriate work behaviors, getting to work on time, appropriate dress and grooming, increased productivity.</i>  |  | \$500 LOC                    |
| 555 Job Preparation   |  | \$1,700 LOC                  |
| 560 On-the-Job Training<br><br><i>Training in specific job skills by an employer. The trainee is paid and will remain in the same or similar job upon successful completion. Usually VR pays the employer for a share of the trainee's salary during the on-the-job training time period.</i> |  | \$1,500 LOC                  |

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| <p>561 Apprenticeship Training</p> <p><i>This is a work-based training program that combined hands-on, on-the-job work experience in a skilled occupation with related classroom instruction. The following factors are associated with apprenticeships: includes supervision and structured mentoring; provides for wage increases as skills increase; based on an employer-employee relationship; and provides an industry-recognized certification of completion.</i></p> |                            | \$1,500 LOC  |
| <p>575 Job Coaching – short term</p> <p><i>On-the-job supports provided to an individual who has been placed in employment. Services are intended to stabilize the placement and enhance retention. Such services include short-term job coaching for persons who do not have a supported employment IPE.</i></p>  |                            | <p>\$1,200</p> <p>30 hours @ \$40 per hour</p>     |
| <p>576 Job Coaching – supported employment</p> <p><i>On-the-job supports needed to support and maintain an individual with a most significant disability in supported employment. Individuals have a supported employment IPE.</i></p> <p><i>May be used when all five components of Customized Employment are authorized, or for Discovery/Supported Employment cases.</i></p>  |                            | <p>\$2,000 LOC</p> <p>50 hours @ \$40 per hour</p> |
| 590 Independent living Skills Training   |                            | \$1,000 LOC  |
| 591 Assistive technology training  | Service provider agreement | \$1,200 LOC  |
| 593 Comprehensive Blind Skills Training (facility-based).  | Service provider agreement | Approval at RS Admin Office                        |

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| <p>Refer to provider agreements.</p> <p><i>Requires consultation and approval with Administration Office prior to authorization for purchase to assure compliance with DCF, State, RS requirements.</i></p>  |  |                              |
| 594 Orientation & Mobility (community-based)   | Service provider agreement                                 | \$3,000 LOC                  |
| 595 Rehabilitation Teaching (community-based)  | Service provider agreement                                 | \$3,000 LOC                  |
| 596 Communication skills training for persons who are blind or visually impaired   | Service provider agreement                                 | \$3,000 LOC                  |
| 609 Guided Placement   | Service provider agreement                                 | \$1,700 LOC                  |
| 610 Self-Directed Placement  |  | No cost                      |
| 614 Job Development-Action Plan  | Service provider agreement                                 | \$500 LOC                    |
| 615 Job Development-Placement  | Service provider agreement                                 | \$700 LOC                    |
| 616 Job Development-Stabilization  | Service provider agreement                                 | \$700 LOC                    |
| 617 Job Development-45 Days  | Service provider agreement                                 | \$800 LOC                    |
| 618 Job Development-Extended Plan  | Service provider agreement                                 | \$500 LOC                    |
| 619 Job Development-Closure  | Service provider agreement                                 | \$1,300 LOC                  |
| <p>620 Occupational Tools</p> <p><i>All tool purchases must use this service code. KMIS will an additional field on the Service Authorization to indicate if the tools were purchased for training, job placement or other (specify).</i></p> <p><i>Does not include initial stocks and supplies, see SC 623</i></p> | <p>Mechanic tools</p> <p>Drafting tools</p>                | \$3,000 LOC                  |
| 621 Licenses   | <p>Commercial driver's license</p> <p>Driver's license</p> | \$125 LOC                    |

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| <i>Reinstatement fees are not allowed.</i>   | Nursing license<br>Occupational license<br>SW license<br>Real estate license  |                              |
| 622 Business Establishment<br><br>Use Kansas Correctional Industries for office furniture.   | Accounting services<br>Advertising<br>Business start-up expenses<br>Deposit on business rental property<br>Liability insurance for business<br>Office supplies for business | \$2,000 LOC                  |
| 623 Internet for business establishment if necessary, on approved business plan  |   | \$150 LOC                    |
| 624 Technical Assistance for business establishment  | Review of feasibility of business plan<br>Service provider agreement/\$60 per hour  | \$180 LOC                    |
| 625 Initial stocks and supplies  |   | \$1,000 LOC                  |
| 655 Community-Based Job Tryout   | Provider fee<br>Unit is EACH  | \$175 LOC                    |
| 656 CBJT client compensation   | Unit is COMP  | 80 hours<br>\$580            |
| 700 Maintenance/Basic Subsistence<br><br><i>Increased costs due to participation in VR for basic subsistence (food, shelter, clothing)</i><br><br><i>Maintenance analysis worksheet is required.</i> | Rent<br>Housing<br>Utilities<br>Natural gas<br>Electricity<br>Propane<br>Trash<br>Water<br>Cable<br>Internet<br>Cell phones<br>Telephone                                    | \$450 per month              |

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|   | College room and board (dorm or off-campus housing)   |                              |
| <p>725 Maintenance/Interview/Work Clothing</p> <p><i>On Service Authorizations, be specific regarding the type of clothing, for example: "khaki pants for uniform," rather than "work clothing."</i></p>  |   | \$300 LOC                    |
| <p>726 Maintenance/Enrichment Activities (during post-secondary education or facility-based training)</p>   | <p>Supplementary activities and programs that contribute to the learning objectives of the courses being taken or the degree being pursued.</p> <p>Field trips</p> <p>Weekend seminars</p> <p>Excludes club memberships and out-of-state activities</p> | \$50 per semester            |
| <p>800 Client transportation</p> <p>Rate: Mileage rate is indexed to 50% of the current state rate.</p> <p><i>Parking fines are not an allowable expense.</i></p>   | <p>Mileage</p> <p>Bus coupons</p> <p>Taxi tickets</p> <p>Parking (not in SC 540)</p> <p>Turnpike fees</p> <p>Parking fees</p>   | \$450 per month              |
| <p>801 Vendor transportation</p> <p>Rate: Mileage rate is indexed to 65% of the current state rate.</p> <p><i>KMIS will have an additional field to identify the core service code that this vendor mileage supports – such as vocational evaluation, interpreting, customer service, personal assistance, etc.</i></p> | <p>Mileage</p> <p>Hotel costs for personal assistants or drivers when travel with client is necessary as reasonable accommodation</p> <p>Personal assistant or driver meals</p>   | \$200 PA                     |



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| 802 Client airfare<br><i>One round trip per semester if comparable training is not available in Kansas</i>   |   | \$600 PA                     |
| 803 Relocation expenses<br><i>If more than 25 miles from current residence.</i><br><i>Only one relocation per training is permitted.</i>   | Relocation expenses related to job placement or approved IPE services<br><br>Relocation for training if comparable training is not available in the home community<br><br>Moving truck<br>Movers<br>Mileage | \$1,500 LOC                  |
| 805 Bicycles and scooters for transportation<br><br><i>Must be necessary for transportation for IPE activities or employment. Includes scooters when used for transportation as opposed to scooters used for indoor &amp; outdoor accommodations for individuals with mobility impairments. For the latter, see SC 411.</i><br><br><i>May be used only one-time during the life of the case.</i> | Mopeds<br>Scooters<br>Bicycles  | \$500 LOC                    |
| 810 Vehicle Purchase<br><br><i>Excludes Sales Tax or fees.</i><br><br><i>Check Kelly Blue Book value.</i>  |   | \$3,500 LOC                  |

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| <i>Requires Rehabilitation Manager or PA approval of analysis and rationale. If RM or PM authority is used for the cost over \$4,999 or more DCF prior authorization is required through DCF purchasing.</i> |   |   |
| 811 Vehicle purchase sales tax<br><br><i>Must be comparable to the purchase price provided by VR</i>   |   | \$300 LOC   |
| 820 Vehicle Insurance<br><br><i>Allowable only if the IPE created the need for this service. Not allowed when this was a client responsibility prior to the IPE.</i>   |   | \$750 LOC   |
| 821 Vehicle property tax   |   | \$100 LOC   |
| 822 Vehicle tags/registration<br><br><i>Allowable only if the IPE created the need for this service. Not allowed when this was a client responsibility prior to the IPE.</i>                                 | Includes 60-day tag with vehicle purchase                           | \$30 LOC  |
| 830 Vehicle Repair   | Add vehicle inspection (prior to purchase and for repair estimates) | \$1,000 LOC   |
| 910 Foreign Language Interpreter   | Use State Contract  | \$500 LOC   |
| 915 Accommodations for persons who are deaf or hard of hearing<br><br>Rate for notetakers: Current minimum wage and not to exceed 30 hours per week.   | Sign language interpreting<br>Captioning<br>Notetaking              | \$4,999 LOC<br><br>See rate schedule for sign language interpreters |

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| <p><i>When this service is provided to individuals in post-secondary education, it is subject to the Memorandum of Agreement with Institutions of Higher Education. See:</i><br/> <a href="http://www.dcf.ks.gov/services/RS/Pages/RSp artners.aspx">http://www.dcf.ks.gov/services/RS/Pages/RSp artners.aspx</a></p>   |  | <p>established by state contract.</p> <p>Hourly fee not to exceed \$52 for level IV and V level certification without exception approval through administration office for interpreters not on state contract.</p> |
| <p>916 Sign language interpreter travel time</p>  | <p>Hourly professional fee for travel time.</p> <p>Mileage would be in SC 801</p>  | <p>\$150 PA</p>  |
| <p>920 Accommodations for persons who are blind or visually impaired</p> <p>Rate for readers: Current minimum wage and not to exceed 30 hours per week.</p> <p><i>When this service is provided to individuals in post-secondary education, it is subject to the Memorandum of Agreement with Institutions of Higher Education. See:</i><br/> <a href="http://www.dcf.ks.gov/services/RS/Pages/RSp artners.aspx">http://www.dcf.ks.gov/services/RS/Pages/RSp artners.aspx</a></p> | <p>Reader services<br/> Reading aloud<br/> Sound recording of print<br/> Audio books<br/> Transcription of regular print to Braille or large print</p> | <p>\$500 LOC</p>   |
| <p>930 Personal Attendant Services</p> <p>Rate: Not to exceed \$7.45 per hour and not to exceed 30 hours per week.</p>  | <p>Hourly fee for services provided</p> <p>Use service code 801 for travel related expenses</p>  | <p>\$500 LOC</p>   |

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| <p>935 Other Personal Assistance Services</p> <p>Rate for drivers: Current minimum wage for drive time only.</p> <p><i>Use service code 801 for travel related expenses.</i></p> | <p>Drivers (drive time only)</p> <p>Guide dogs</p> <p>Service dogs</p> <p>Companion dogs</p> <p>Note-taking for consumers with cognitive impairments</p> | \$500 LOC                         |
| 955 Child Care   |  | \$4,999 LOC<br>DCF rate structure |
| 970 Discovery/SE action plan<br>ONLY FOR GEI DEMONSTRATION SITES   | Service provider agreement   | \$100 LOC                         |
| 971 Discovery completed<br>ONLY FOR GEI DEMONSTRATION SITES  | Service provider agreement   | \$1,600 LOC                       |
| 972 Discovery/SE job development action plan<br>ONLY FOR GEI DEMONSTRATION SITES   | Service provider agreement   | \$150 LOC                         |
| 973 Discovery/SE on-the-job 10 days and instructional plan<br>ONLY FOR GEI DEMONSTRATION SITES   | Service provider agreement   | \$1,500 LOC                       |
| 974 Discovery/SE stabilization achieved<br>ONLY FOR GEI DEMONSTRATION SITES  | Service provider agreement   | \$100 LOC                         |
| 975 Discovery/SE plan for extended services<br>ONLY FOR GEI DEMONSTRATION SITES  | Service provider agreement   | \$100 LOC                         |
| 976 Discovery/SE successful employment<br>ONLY FOR GEI DEMONSTRATION SITES   | Service provider agreement   | \$1,000 LOC                       |
| 999 One-time emergency service necessary to start or keep a job.   |  | \$250 LOC                         |

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| <p><i>This service will automatically print on all IPEs. The IPE will include this statement:<br/>This service will be provided only for emergencies necessary to start or keep a job.<br/>This service will not be provided in all case.</i></p> <p><i>Requires Status 20, 22 or 32 to issue a service or payment authorization.</i></p> <p><i>Requires an additional field on the authorization form for the customary service code for the goods or services provided to be noted (necessary to assure proper tracking back to federal reporting).</i></p> |          |                              |

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SECTION  
PART Service Delivery  
Economic Need

SECTION NO. 3-5  
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## Section 3 Service Delivery

### Part 5 Economic Need

Rehabilitation Services does not require a client to share in the cost of VR services. In other words, there is no financial participation requirement and an economic need analysis is not necessary.

**Note about Comparable Benefits:** Prior to providing any VR services, Rehabilitation Services must first determine whether comparable services and benefits exist under any other program and whether those services and benefits are available to the individual. See [Section 3/Part 6](#).

**Note about Maintenance:** Clients are still responsible for their normal expenses. RS will pay for the excess expenses and there is no financial participation required for the **excess expenses**.

# Rehabilitation Services Policy Manual

SECTION  
PART Service Delivery  
Comparable Services and Benefits

SECTION NO.  
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## Section 3 Service Delivery

### Part 6 Comparable Services and Benefits

#### Synopsis of Federal Regulation

Prior to providing any vocational rehabilitation (VR) services to an eligible individual, or to members of the individual's family, Rehabilitation Services (RS) shall determine whether comparable services and benefits exist under any other program and whether those services and benefits are available to the individual.

If comparable services or benefits exist and are available to the eligible client at the time needed to achieve the rehabilitation objectives in the individual's Individualized Plan for Employment (IPE), RS shall use those comparable services or benefits to meet, in whole or in part, the cost of vocational rehabilitation services.

If comparable services or benefits exist under any other program, but are not available to the client at the time needed to satisfy the rehabilitation objectives in the individual's IPE, RS shall provide VR services until those comparable services and benefits become available.

Exceptions: The following services are exempt from a determination of the availability of comparable services and benefits:

1. Assessment for determining eligibility and priority for services.  
Assessment for determining VR needs.
2. VR counseling, guidance, and referral services.
3. Vocational and other training services, such as personal and vocational adjustment training, books (including alternative format books accessible by computer and taped books), tools, and other training materials. Exception: No training or training services in an institution of higher education (universities, colleges, community or junior colleges, vocational schools, technical institutes or hospital schools of nursing) may be paid for with VR funds unless maximum efforts have been made by RS and the client to secure grant assistance in whole or in part from other sources to pay for that training.  
Reference: §361.48(a)(6)
4. Job-related services, including job search and placement assistance, job retention services, follow-up services, and follow-along services.
5. Rehabilitation technology.
6. Post-employment services consisting of the five services listed above.

It is not necessary to complete a search for comparable benefits if the determination of the availability of comparable services and benefits under any other program would interrupt or delay:

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- The progress of the individual toward achieving the employment outcome described in the IPE.
- An immediate job placement.
- The provision of VR services to any individual who is determined to be at extreme medical risk, based on medical evidence provided by an appropriate qualified medical professional.

*Reference: §361.53*



# Rehabilitation Services Policy Manual

SECTION Service Delivery  
PART Small Business and Self-Employment

SECTION NO. 3-7  
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## Section 3 Service Delivery

### Part 7 Small Business and Self-Employment

Small businesses are a significant component of the economy and can provide gainful opportunities for employment of people with disabilities. Self-employment is a legitimate vocational rehabilitation (VR) objective.

Self-employment or small business entrepreneurship may be appropriate for a client when he or she has experience operating a business; when he or she requires a work setting or schedule under his or her own control; when the client has a marketable business idea with sound prospects for success; or when the competitive labor market is tight and placement is otherwise unlikely.

If a client is interested in such an employment opportunity, the following steps are required:

- Assess the client's business potential. Assessments may include vocational and psychological testing. Informal assessments include observations of the client's planning skills, ability to formulate a marketing and business plan, degree of enthusiasm, initiative and the ability to meet deadlines.
- Develop the business idea, explore its feasibility, and conduct a market analysis. The client should be responsible for the majority of this work, but should have resources to assist with the development, such as information from the counselor, the Small Business Administration, a business development consultant, a market analysis expert, etc. The client should research the market to determine the need for the business and who the customers would be. Counselors may also use this step to assess the client's initiative and commitment by expecting him or her to perform many of these steps with minimum guidance. Such initiative is a key characteristic of successful entrepreneurs. If the counselor does not feel the individual is performing these steps as expected, it should be discussed with the client.
- The client obtains needed education or training. The client is expected to be knowledgeable about the product or service being offered and all aspects of running a business such as personnel, management, bookkeeping and marketing. Attending seminars, participating in training courses, or working in another business are some of the ways this step can be accomplished.
- The client obtains technical assistance for every aspect of the business, such as funding sources, loans, tax information, licensing, use of attorneys, inventory, and insurance. Sources of technical assistance include similar businesses, industry associations, chambers of commerce, banks, economic development programs, community colleges or universities and the Small Business Administration (SBA).
- A business plan is developed. Development of a comprehensive small business plan is an essential step for prospective small business owners or entrepreneurs, and is an integral part of an Individualized Plan for Employment (IPE) that has a small business or entrepreneurial vocational objective. Adequate time must be allowed for development of the plan and consultation with available business development resources. The plan is used as a basis of

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evaluating the request for funding from VR and other sources. Significant points that should be included in a business plan are the following:

- Description of the proposed business
  - Market analysis (including proprietary features of the products of services and target customers)
  - Marketing plan (advertising and promotion)
  - Financial plan (breakeven analysis, cashflow analysis, balance sheet, plan for bookkeeping, identification of loans and financial assistance)
  - Operating budget
  - Analysis of needs for initial inventory or equipment
  - Legal issues, such as zoning or licenses
  - Analysis of possible risks and competition from similar existing businesses
  - Implementation schedule.
- Explore and apply for resources available from other sources. Financial participation in the costs of establishing a small business enterprise is required. If personal financial resources are not available, the plan must clearly state the investments of time and effort on the part of the client. The client should apply for funding from other sources, such as venture capital, banks, SBA, etc.
  - Agency reviews plan by counselor and approval by Regional Management team. The entire plan should be reviewed by one or more individuals knowledgeable about the proposed business, the geographic and market areas, and small business operation. The projected income should be adequate to make a meaningful contribution to the client's self-sufficiency and there should be reasonable prospects for success of the business. Rehabilitation Services (RS) staff may seek assistance from business consultants in reviewing plans if appropriate.
  - Follow up should include a review of the business profit and loss statements by individuals who are qualified to judge such issues. This review should be done on a periodic basis until the case is closed.

IPEs with vocational objectives in small business or self-employment must define the point of stability at which time the 90-day employment period prior to case closure will begin. Considerations in defining stability may include:

- Implementation of the business plan to a specific step.
- Measurable income contributing to the client's self-sufficiency.

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- The likelihood that no additional VR services will be needed.

*(Reference: NIDRR #G0087C0228, Research and Training Center on Rural Rehabilitation Services, Montana University Affiliated Rural Institute on Disabilities)*

# Rehabilitation Services Policy Manual

SECTION Service Delivery  
PART Vocational Rehabilitation (VR) Services for Transition-Aged  
Students with Disabilities

SECTION NO. 3-8  
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## Section 3 Service Delivery

### Part 8 Vocational Rehabilitation (VR) Services for Transition-Aged Students with Disabilities

#### Synopsis of Federal Regulations

Rehabilitation Services (RS) shall facilitate the transition of students who are receiving special education services from the provision of a free appropriate public education under the responsibility of an educational agency to the provision of VR services under RS responsibility.

The Individualized Plan for Employment (IPE) must be developed and signed before the student leaves the school setting for each student determined to be eligible for VR services or, if RS is operating under an order of selection, for each eligible student able to be served under the order. The IPE must, at a minimum, identify the long-term rehabilitation goals, intermediate rehabilitation objectives, and goals and objectives related to enabling the student to live independently, to the extent these goals and objectives are included in the student's individualized education program. *(RS policy: If the student makes an informed choice not to apply or pursue receipt of services, an IPE does not have to be developed.)*

RS shall also ensure that students with disabilities who are not receiving special education services have access to and can receive VR services, if appropriate, and shall ensure outreach and identification of these students. *(RS policy: IPEs for these students must be developed as soon as there is sufficient information for vocational planning.)*

*Reference: §361.22*

*Additional federal regulatory guidance related to responsibilities of education agencies and RS during the transition period*

The overall purpose of transition services, as defined by the Rehabilitation Act and implementing regulations, is to ensure that all students who require VR services receive these services in a timely manner. There should be no gap in services between the education system and the VR system. These provisions are not intended in any way to shift the responsibility of service delivery from education to VR during the transition years. School officials will continue to be responsible for providing a free and appropriate public education as defined by the Individual Education Plan (IEP). The role of the VR system is primarily one of planning for the student's years after leaving school.

*Reference: Senate Report No. 102-357 as noted following §361.22*

#### RS Policy

RS and the Kansas Department of Education have signed an interagency agreement with the following intents:

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- Facilitate the integration and coordination of services to all secondary students with disabilities, including those receiving special education services and those who are not receiving special education services.
- Integrate the activities of education and VR to provide seamless services with the outcome of appropriate employment and independent living.
- Create a flexible system by using available resources that focus on the provision of opportunities for students with disabilities while minimizing obstacles to learning and post-school goals.

The Local Education Agency/Authority (LEA) is not relieved of any responsibility to provide transition services until the student formally exits the public school program and as long as the student remains eligible for and receives special education services.

## RS procedure

Coordination/collaboration between VR and Special Education is essential to assure that students with disabilities have access to the continuum of services they need to become employed and self-reliant. Youth with disabilities may apply for services directly or be referred by the Local Education Agency (LEA), RS will not implement any arbitrary age or time frame limit on when a youth with a disability can submit an application for VR and transition services. Federal regulations define youth with disabilities as individuals who are not younger than 14 years of age and not older than 24 years of age. RS will coordinate with the individual, the LEAs and the individual's IEP regarding initiation of and provision of services.

RS may also provide technical assistance, such as participation in IEP meetings or referral to community resources.

When the LEA refers a student with a disability to RS to apply for VR services, the referral from the school will include the name and address of the student with a disability (both those in special education as well as other students who have disabilities but who are not receiving special education services) who may benefit from VR services. The need for this notification to RS will be determined solely by the IEP team when considering the special education student's needs, interests and preferences concerning employment and related independent living needs. Referrals for students with disabilities who are not in special education will be made by the appropriate school official. Information that accompanies this referral will include the student's latest IEP for those students in special education and pertinent and available assessment information, such as psychological evaluations, vocational evaluations, medical information, work histories, the expected date of graduation or exit from high school, and other relevant information which would facilitate coordination of vocational planning.

**Eligibility and Order of Selection:** A student's status in special education does not necessarily mean that the student is eligible for VR services, or if eligible that the student is an individual with a most significant or significant disability. This determination will be made in accordance with the RS eligibility and order of selection policies.

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Vocational goals/objectives: In development of the IPE for students, the vocational goal will be as specific as reasonably possible. If the student is uncertain of the vocational goal, a more general goal, such as a general job group of “clerical,” may be indicated. In such instances, assessment services should be considered as services on the IPE to help identify a more specific vocational objective. Once the specific vocational objective is identified, the IPE should be amended.

Purchase of equipment or provision of VR services while the student is still in school: Local education authorities continue to be responsible for providing a free and appropriate education as defined by the IEP during the transition years.

However, if equipment is needed for post-high school training or a job and cannot be funded through other sources, counselors have the flexibility to authorize such purchases for eligible students while they are still in school as long as the service is identified on the IPE. (Note that the IPE being in place means that the student is NOT on a waiting list through Order of Selection.)

Services may be initiated while an eligible student is still in school provided that the services are identified on the IPE and related to achievement of employment. For example, on-the-job training, community job tryouts, work experience, referral to community resources, benefits analysis/planning, and career counseling and guidance, may be provided while the student is still in school if this will result in work skills consistent with the vocational objective on the IPE. As with any IPE, RS will consider availability of appropriate comparable benefits in the provision of services.

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### Part 9 Extended (Sheltered) Employment, and Subminimum Wage Employment

#### Synopsis of Federal Regulations

*Reference: Sec. §361.5*

The regulatory definition of employment outcome under the vocational rehabilitation (VR) program has been amended to refer to outcomes that occur in competitive integrated settings. Here are several pertinent definitions:

**Employment outcome** means, with respect to an individual, entering or retaining full-time or, if appropriate, part-time competitive employment in the integrated labor market, supported employment, or any other type of employment in an integrated setting, including self-employment, telecommuting, or business ownership, that is consistent with an individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

*Reference: Sec. 361.5 (b) (16)*

**Extended employment** means work in a non-integrated or sheltered setting for a public or private nonprofit agency or organization that provides compensation in accordance with the Fair Labor Standards Act (subminimum wage employment). Such placements are not allowable employment outcomes in the VR program.

*Reference: Sec. §361.5 (b) (16)*

**Competitive employment** means work:

- (i) In the competitive labor market that is performed on a full-time or part-time basis in an integrated setting; and
- (ii) For which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals who are not disabled.

*Reference: Sec. §361.5 (b) (11)*

**Integrated setting** means, with respect to an employment outcome, a setting typically found in the community in which applicants or eligible individuals interact with non-disabled individuals, other than non-disabled individuals who are providing services to those applicants or eligible individuals, to the same extent that non-disabled individuals in comparable positions interact with other persons.

*Reference: Sec. §361.5 (b) (33) (ii)*

In addition, the federal regulations require Rehabilitation Services (RS) to refer to local extended employment providers:

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- Any individual with a disability who makes an informed choice to pursue extended employment as his or her long-term employment goal.
- Any individual who is determined ineligible (through the clear and convincing evidence standard) based on a finding that the individual is incapable of achieving an employment outcome in an integrated setting.
- Any individuals who were initially found eligible for VR services, but are later determined unable to work in an integrated setting.
- Require that, before referring to local extended employment providers an individual with a disability who chooses to pursue extended employment, RS must:
  - Explain to the individual that the purpose of the vocational rehabilitation program is to assist individuals to achieve competitive integrated employment outcome.
  - Provide the individual with information concerning the availability of employment options, and of vocational rehabilitation services, in competitive integrated settings.
  - Inform the individual that services under the vocational rehabilitation program can be provided to eligible individuals in an extended employment setting if necessary for purposes of training or otherwise preparing for employment in an integrated setting.
  - Inform the individual that, if he or she initially chooses not to pursue competitive employment in an integrated setting, he or she can seek services from RS at a later date if, at that time, he or she chooses to pursue competitive integrated employment.
  - Refer the individual, as appropriate, to the Social Security Administration (SSA) or a benefits counselor through Working Healthy in order to obtain information concerning the ability of individuals with disabilities to work while receiving benefits from the SSA.
- Permit State VR agencies to serve individuals in extended employment settings for purposes of preparing those individuals for employment in integrated settings. The key change is that extended employment, for purposes of participating in the VR program, represents an interim step in the rehabilitation process rather than an end point of that process. Justification for providing services in non-integrated settings must be included in the Individualized Plan for Employment (IPE). Participants in the VR program who receive VR training services on a transitional basis in an extended employment setting may also receive other VR services necessary for their rehabilitation.
- Acknowledge that some persons with disabilities may prefer to work in extended employment facilities long-term. In recognition of that fact, the regulations assure that those wanting to work in extended employment can access the services they need directly from local extended employment facilities.



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- State that the determination as to whether any job meets the regulatory definition competitive integrated employment must be made by RS on a case-by-case basis. Please refer to the [Competitive Integrated Employment Analysis Form](#).
- Require annual reviews when:
  - An individual achieves an employment outcome in which the individual is compensated in accordance with section 14(c) of the Fair Labor Standards Act.
  - The State unit closes the record of services of an individual in extended employment on the basis that the individual is unable to achieve an employment outcome as defined by regulations.
  - An eligible individual through informed choice chooses to remain in extended employment.
  - For each of these circumstances, RS must:
    - Annually review and reevaluate the status of each individual for 2 years after the individual's record of services is closed (and thereafter if requested by the individual or, if appropriate, the individual's representative) to determine the interests, priorities, and needs of the individual with respect to competitive employment or training for competitive employment.
    - Enable the individual or, if appropriate, the individual's representative to provide input into the review and reevaluation and must document that input in the record of services, with the individual's or, as appropriate, the individual's representative's signed acknowledgment that the review and reevaluation have been conducted.
    - Make maximum efforts, including identifying and providing vocational rehabilitation services, reasonable accommodations, and other necessary support services, to assist the individual in engaging in competitive employment.

## RS Policy

Determination as to whether any job meets the regulatory definition of integrated setting, and therefore qualifies as an "employment outcome" for purposes of the VR program, must be made on a case-by-case basis. There is no set ratio of people with disabilities to people without disabilities in the workforce that would by definition constitute an integrated work setting. Level of pay and benefits, while they are often measures of quality and client choice, are not pertinent to the determination of whether a workplace meets the criteria for an integrated setting.

The counselor makes this determination of whether a workplace meets the criteria for an integrated setting. Factors to be considered and documented in the record of services include the following:

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- Is the employment environment similar to that of the typical workplace in the community? (Compare similar industries. For example, compare a manufacturing firm to a typical manufacturing firm in the community. Compare a retail outlet to a typical retail outlet in the community. Compare a fast food restaurant to the typical fast food restaurant, etc.)
- How does the percentage of workers with disabilities compare to other typical workplaces in the community? Consider how employees are assigned to specific production lines, work teams, or shift work. (Again, compare similar industries.)
- Do workers with disabilities have the opportunity to routinely interact with co-workers who are not disabled?
- Are the non-disabled workers functioning as typical co-workers, or as job coaches, or in some other support capacity?
- Are the opportunities for social interaction inherent in the workplace integrated? (For example, break schedules, break rooms, company functions.)

Please refer to the [Competitive Integrated Employment Analysis Form](#).

## **Federal Ruling Regarding Center Industries, Wichita**

The U.S. Office of Special Education and Rehabilitation Services has ruled that Center Industries Corporation, Wichita, satisfies the requirements for the definition of “integrated setting.” Therefore, placements at Center Industries constitute allowable employment outcomes (Status 26s) under the VR program when the conditions for Status 26 have otherwise been met. This ruling applies to Center Industries only, and may not be applied to other entities. When placing individuals in employment at Center Industries, the analysis and documentation requirements specified in the RS Policy section above are waived. (*Reference: correspondence from John H. Hager, received February 24, 2005.*)

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## Section 3 Service Delivery

### Part 10 Supported Employment

Supported employment is competitive integrated employment with ongoing support services for clients with the most significant disabilities for whom competitive integrated employment has not traditionally occurred or for whom competitive employment has been interrupted or intermittent as a result of a significant disability; and who, because of the nature and severity of their disabilities, needs intensive supported employment services from Rehabilitation Services (RS) and extended ongoing services after the VR case closure in order to be employed. Supported employment includes transitional employment for individuals with the most severe disabilities due to mental illness.

Supported employment should not be considered automatically as the first choice for individuals with significant or the most significant disabilities. The Supported Employment program and supported employment services exist to assist individuals with the most significant disabilities who need intensive services and ongoing supports to achieve an employment outcome and should be considered after a comprehensive assessment of the rehabilitation needs of the individual when determining an individual's employment goal consistent with his or her unique strengths, priorities, concerns, abilities, capabilities, interests, and informed choice.

Intensive supported employment services from RS may include:

- Job development and placement in a competitive integrated setting for the maximum number of hours possible for the client based on the client's unique strengths, resources, interests, concerns, abilities and capabilities.
- Intensive on-the-job skills training and other training provided by job coaches, coworkers or other qualified individuals.
- Regular observation and supervision of the client to encourage success on the job.
- Follow up services, such as contact with employers and others in order to reinforce and stabilize the job placement.
- Facilitation of natural supports.
- Social skills training.
- Other services needed to achieve and maintain job stability.
- Extended services in accordance to youth with the most significant disabilities for a period of time not to exceed four years, or until such time that a youth reaches the age of 25, thereby no longer meeting the definition of a "youth with a disability." Except for this exception for youth with disabilities, extended services are provided by community and other resources after VR case closure. RS may not provide extended services to an individual with a most significant disability who is not a youth with a most significant disability. Extended services means ongoing support services and other appropriate services that are:

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- Needed to support and maintain an individual with a most significant disability including a youth with a most significant disability, in supported employment.
  - Organized or made available, singly or in combination, in such a way as to assist an eligible individual in maintaining supported employment.
  - Based on the needs of an eligible individual, as specified in an individualized plan for employment.
  - Provided by a non-VR state agency, a private nonprofit organization, employer, or any other appropriate resource, after an individual has made the transition from support from VR.
- Post-employment services that are not available from the ongoing service provider and that are needed to maintain the job placement, such as job station design, repair and maintenance of assistive technology, or replacement of prosthetic or orthotic devices.

Intensive supported employment services from RS may be provided for a period not to exceed 24 months unless there are special circumstances and the counselor and client agree that a longer period is needed to achieve job stabilization. Sufficient monitoring (at least twice monthly) at the work site must be done to adequately assess employment stability. Off-site monitoring may be approved when requested by the client and when circumstances warrant. (Federal supported employment regulations establish the minimum requirements for off-site monitoring to consist of two meetings with the client and one meeting with the employer each month.)

Ongoing services are furnished by the VR agency from the time of job placement until the transition to extended services, and thereafter by one or more extended services providers.

In addition to the standard Individualized Plan for Employment (IPE) requirements, an IPE for individuals with the most significant disabilities for whom a vocational goal in a supported employment setting has been determined to be appropriate will also contain:

1. A description of the time-limited supported employment services to be provided by RS.
2. A description of the extended services needed and identification of the source of extended ongoing services or, in the event that identification of the source is not possible at the time the IPE is developed, a statement explaining the basis for concluding that there is a reasonable expectation that services will become available.
3. A provision for periodic monitoring to ensure satisfactory progress toward meeting the work goals by the time of transition to extended ongoing services.
4. The client's goal for number of hours to work.
5. The criteria for job stabilization. Job stabilization shall be individually determined for each client. This criteria should describe the methodology that will be used to determine when vocational rehabilitation (VR) funding should cease and ongoing support will take over.

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6. Projection of the number of hours of job coaching needed for the client to reach stabilization and case closure.

## Closure as rehabilitated in supported employment

Supported employment outcomes must be in competitive integrated employment. If not in competitive employment, it is also permissible for the outcome to temporarily be in an integrated setting which the individual is working toward competitive integrated employment on a short-term basis. For purposes of supported employment, an individual with a most significant disability, whose supported employment in an integrated setting does not satisfy the criteria of competitive integrated employment is considered to be working on a short-term basis toward competitive integrated employment so long as the individual can reasonably anticipate achieving competitive integrated employment within six months of achieving a supported employment outcome. In limited circumstances, the short-term basis period may be extended up to an additional six months (not to exceed 12 months from the achievement of the supported employment outcome), if a longer period is necessary based on the needs of the individual, and the individual has demonstrated progress toward competitive earnings based on information contained in the service record. The six-month short-term basis period, and the additional six months that may be available in limited circumstances, begins after an individual has completed up to 24 months of supported employment services (unless a longer period of time is necessary based upon the individual's needs) and the individual has achieved a supported employment outcome, meaning that the individual is stable in the supported employment placement for a minimum period of 90 days following the transition to extended services.

It would not be appropriate to put an individual in an unpaid internship, pre-apprenticeship, apprenticeship (including a Registered Apprenticeship), or transitional employment for a short-term basis because the short-term basis period occurs after the achievement of the supported employment outcome. These employment experiences do not constitute supported employment outcomes, instead, they are VR services that may lead to the achievement of employment outcomes. Therefore, they would not be appropriate placements for employment on a short-term basis.

There may be situations when an individual is earning competitive wages, but the work setting is not integrated. Such situations do not meet the supported employment outcome requirements for VR. Therefore, employment in sheltered workshops and enclaves and group employment settings does not constitute supported employment because an individual achieves a supported employment outcome only if the supported employment meets the integrated setting requirement.

Closure should also be based upon the following factors:

- The client was provided appropriate and substantial services in accordance with the IPE.
- The client has made substantial progress toward working the number of hours per week specified in the IPE.
- The community service system has assumed responsibility for funding and providing the extended ongoing support services necessary to retain employment.

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- The client's performance meets the criteria for job stabilization defined in the IPE. Stabilization will be based on the following factors:
  - The client has reached a maximum level of work performance.
  - The agreed upon hourly work goal has been reached.
  - Job coaching and related support services have decreased to a level necessary to maintain the individual in employment through ongoing support.
  - If the individual is stabilized in employment at a level of hourly work that is less than the goal established in the IPE, and the client and counselor agree, the situation may be considered substantial and suitable employment.
- Placement is maintained for at least 90 days after making the transition to extended ongoing services. The ongoing supports being provided are adequate to meet the client's needs with respect to maintaining employment.

In order for the employment outcome for the individual to be considered competitive, it must be in an integrated setting and the client must be paid at or above the minimum wage but not less than the wages and benefits customarily paid by the employer for the same or similar work performed by non-disabled individuals. RS shall annually review and re-evaluate the status of individuals in supported employment who have achieved an employment outcome that does not meet the definition of competitive employment. The review will focus on determining progress toward competitive employment. The review will include input from the individual or the individual's representative regarding his or her interests, priorities and needs.

**Transitional employment:** Transitional employment is an authorized supported employment model that may be used for clients with severe and persistent mental illness. Transitional employment consists of a series of temporary job placements in integrated competitive work with ongoing support services, including continuing sequential job placements. This model is useful in helping the client accomplish work-related objectives, such as overcoming anxieties related to work; developing work tolerance; evaluating work behaviors related to the vocational objective; testing the feasibility of a specific vocational objective; and providing intermediate non-threatening steps toward permanent placement. The purpose is to enable the client to achieve job stability and transition to extended ongoing services. RS shall be responsible for the provision of the intensive time-limited services. Transitional employment cases may be closed in Status 26 in temporary placements if appropriate. After transition to extended ongoing services, the responsibility is with the community extended service provider to provide continuing sequential job placements until job permanency is achieved.

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### Part 11 Coordination with Economic and Employment Support (EES)

Rehabilitation Services (RS) staff will work collaboratively with staff of the EES Section to provide effective services leading to employment for Temporary Assistance for Families (TANF) participants who are eligible for vocational rehabilitation services. Joint interviews and development of Self-Sufficiency Agreements (SSA) and Individualized Plans for Employment (IPEs) are encouraged when feasible.

When meeting with mutual participants and when developing an IPE for an eligible individual, counselors must discuss the 24-calendar month lifetime limit on TANF assistance. Clients should be aware of the number of months of assistance that remain for them, and should use this information when making informed decisions about rehabilitation plans and vocational objectives. IPEs that will extend beyond the client's 24 months of TANF assistance must address how the client will meet his or her basic living needs once TANF assistance has ended.

TANF participants who are referred to RS will not be assigned other work activities such as applicant job search. These individuals will be placed in an EES work component called Disability Employment Services (DES). At the time of referral, the DES component will indicate zero hours of participation. Once the IPE is developed (Status 12) for eligible individuals, the DES component will reflect 20 hours of participation per week.

Individuals who are found ineligible will be referred back to EES to receive appropriate services.

Individuals who are already RS applicants or clients when they apply for assistance from EES will be considered DES component participants.

Support services will be provided by RS during the application, eligibility and IPE development stages. Once the IPE development is completed (Status 12), EES will provide support services such as childcare, transportation and other special services as allowed.

Communication between RS and EES staff is essential for the effective delivery and coordination of services. Local staff has flexibility to address individual client needs.

RS staff will be responsible for determining whether clients are making progress on their rehabilitation plans and whether they are complying with expectations for participation in the DES component. RS staff will discuss the expectations for participation and the possible consequences of failure to participate with each client.

Determination that a client is not participating or not making progress is an issue of counselor discretion. If such a determination is made, it will be reported promptly to EES staff. EES staff will accept the RS counselor's determination and take appropriate action to implement penalties, which could close the TAF and food stamp cases.

Staff should communicate quarterly to update each other on progress. Information on employment, case closure and non-compliance will be reported immediately.

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Post-Employment Services

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## Section 3 Service Delivery

### Part 12 Post-Employment Services

#### Rehabilitation Services (RS) Policy

Previously, post-employment services were vocational rehabilitation (VR) services provided when:

- The individual has achieved an employment outcome and the record has been closed.
- Additional services are needed to assist the individual in maintaining, regaining or advancing in employment, consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities and interests, and there are no other personal, family, employer or community resources available to assist the individual.
- Needed services are limited in scope and duration, are related to services previously provided and are not a new set of comprehensive services.

Now, however, reporting requirements implemented as a result of the Workforce Innovation and Opportunity Act prohibit the expenditure of VR funds on a case that has previously been closed. Therefore, post-employment is no longer an option. A VR counselor will discuss post-employment at the 90-day stability, and if services are necessary at that time the VR counselor will keep the case remained opened to provide the additional services.

To assure that clients in the circumstances described above receive the services they need to maintain employment in an expeditious manner if the case had been closed, RS will open a new case using eligibility and planning information from the previous case file, if no new disability information has been presented.

If more than a year has elapsed since the case closure, the counselor will consider whether additional information is needed to correctly identify and provide the services needed by the client. If it is determined that the individual's needs are comprehensive rather than limited in scope and duration, the standard new case processing procedures will be followed. This review will help RS assure that any changes in disability status, vocational objectives, or services needed to achieve employment are addressed.



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### Part 13 Training

#### Post-Secondary Education

Clients enrolled in any training program must maintain a cumulative minimum grade average equivalent to 2.0 on a 4.0 scale. In addition, clients whose vocational objectives require them to apply for entry into any professional or advanced level curriculums must maintain at least the minimum admission standards for those curriculums. In some cases, this will require the clients to maintain a grade point average higher than 2.0 on a 4.0 scale.

If a client's grade average falls below these minimum standards, the counselor may fund one additional quarter or semester during which the client has the opportunity to bring the grade average up to the minimum standards. Failure to improve the grade average to the minimum standards will result in discontinued funding for training and related expenses through Rehabilitation Services (RS). In the event of such circumstances, counselors will work with clients to reassess service options and to amend the Individualized Plan for Employment (IPE). Clients, of course, have the choice to continue training using other resources which may be available to them. If they do so and improve their grade average to the minimum standards, counselors may re-establish RS funding.

Clients enrolled in college or university programs must complete at least 30 hours per year. Year is defined as a 12-month period, which includes two semesters and summer school. Please note that this policy does not require participation in summer school if the 30-hour minimum requirement can be otherwise met. Exceptions may be considered. Each RS Program Administrator will establish a procedure for routing such exception requests through the RS Managers, RS Program Administrator or both. Use of the Exceptions Request Form (Forms Part 54) is required.

- If a student drops classes resulting in failure to meet the 30-hour minimum, an exception must be approved according to Regional procedures to allow continuation of RS funding for the training plan.
- There may be occasions, such as illness, which would cause a student's IPE or participation in training to be suspended for a period of time. In such circumstances, the 30-hour annual minimum will be prorated at a rate of 12 hours each per semester and six hours per summer school session.

Clients enrolled in other post-secondary training must meet the full-time requirements of those programs. Exceptions must be allowed by the school and approved according to Regional RS procedures. Use of the Exceptions Request Form (Forms Part 54) is required..

After completion of the first year of school, when transfer to a different school is contemplated, or when a change of major is contemplated, clients will be required to work with the institutions of higher education to analyze their transcripts and develop plans for completing course work necessary to complete the degree. This analysis and plan must be submitted for approval to the counselor as an expectation of the IPE.

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IPEs will specifically note the grade or performance level and number of hours that must be maintained and identify how progress will be monitored. IPEs will also note the requirement for clients to consult with their counselors prior to dropping any classes.

IPEs supporting graduate studies will not be considered until the client has completed the prerequisite degree and admission requirements. Once those requirements have been met, the IPE for advanced studies may be developed if it is designed to meet a specific employment outcome that is consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice.

## **Textbook buy-back**

Funds received for books originally purchased by RS and then returned at the end of a semester or other training period will be credited or returned directly to RS. Students may choose to keep textbooks that relate to their major field of study.

## **Tuition and fees at private or out-of-state institutions**

Tuition and fees for private or out-of-state educational institutions will be paid at a rate not exceeding the current per credit hour rate at any Kansas public institution or Kansas Board of Regents University. If a specific training program necessary to meet a client's rehabilitation needs is not available at a Kansas public institution of higher learning, out-of-state or private educational institution tuition and fees can be paid at the usual and customary rate. In cases where education costs would be less at a private or out-of-state educational institution than they would be at a similar in-state educational institution, counselor discretion and client choice will be considered. Such circumstances could include, but are not limited to, those cases requiring attendant care, specialized housing, transportation, medical expenses or other accommodations. Another factor which may be considered is the availability of courses within the timeframe of the IPE and goals for achieving employment. Out-of-state services funded by RS require the prior approval of the RS Regional Program Administrator.

## **Travel for students participating in out-of-state services**

If out-of-state training is approved for a client because comparable services or programs are not available in Kansas, RS may pay reasonable travel expenses for one round trip between Kansas and the school per semester or term. (For example, RS will pay for travel to the school at the beginning of the semester and for return home at the end of the semester.)

If a client is participating in out-of-state training when comparable services or programs are available in Kansas, RS will not be responsible for any travel expenses.

## **Student loans and grants**

The intent of the Rehabilitation Act is that vocational rehabilitation (VR) resources are used only as a last resort to pay for training in institutions of higher education. Within this context, however, a client cannot be required to take a student loan as a condition for receiving training or other VR services. Clients must make maximum efforts to secure grant assistance. Therefore, a client who owes a refund on a grant or who has defaulted on a student loan should proceed to clear the obligation in order to be eligible for additional student financial aid. If an individual decides not to repay a loan

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although financially able to do so, it could be concluded that the individual has failed to carry out his/her responsibility to make maximum efforts to secure grant assistance, and RS would be prohibited from paying the individual's training costs. True hardship cases may exist where an individual has limited or no financial resources and is not able to work out a satisfactory repayment agreement. Under such circumstances it can be concluded that maximum efforts have been made to secure grant assistance and that comparable benefits and services are not available. In such an instance, VR funding for training may be appropriate. (*RSA-PD-92-02*)

## Scholarships

Merit-based scholarships are not considered a comparable benefit. Merit scholarships are awarded for exceptional performance in academics, athletics, music, or other specific educational disciplines.

If a merit scholarship is awarded for the purpose of tuition, room/board or other specific services, then the consumer must use it for those purposes specified in the award.

Non-merit scholarships are typically awarded based on the student's affiliation with a specific group. Common examples are scholarships awarded by employers for family members, by specific cities or communities for their residents, by civic groups, or based on affiliation with certain cultural, disability or other interest groups. In non-merit scholarships, academic or other areas of performance are not considered in the selection process. Federal financial aid based on income guidelines is not considered to be merit scholarships.

## On-the-job training

On-the-job training requires a written agreement between the client, counselor, and employer, which stipulates the hourly wage, training to be provided by the employer, and any other conditions of employment. Job coaching may be provided in conjunction with on-the-job training if it does not duplicate the work-related training being provided by the employer.

## Alternative methods of training delivery

Correspondence courses, outreach courses, private business or technical schools, and training which uses the Internet as the primary delivery mechanism may be authorized with the following considerations:

- The training specifically meets the client's needs, and is consistent with the rehabilitation plan and vocational objective.
- The training is consistent with the client's informed choice.
- The counselor and client have verified the credentials of the institution, such as accreditation, use by other related programs such as the Veteran's Administration (VA), eligibility for federal financial aid, and the placement success rate of graduates.
- The choice is cost effective.

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## **Cost sharing for auxiliary aids and services**

VR clients attending Institutions of Higher Education (IHEs) may require the provision of auxiliary aids and services. RS has formal written agreements with all of the Board of Regents universities, community colleges, technical schools, and Washburn University. RS also has format written agreements with all private non-profit colleges. These agreements specify conditions for cost-sharing between RS and the IHE. Templates of these agreements are in the Resources Section 10 of this Manual. Copies of the actual signed agreement for a specific IHE are available by contacting the Deputy Director. These agreements do not pertain to proprietary for-profit schools.

## **Agreements with Institutions of Higher Education (IHEs) for cost sharing in the provision of auxiliary aids and services**

The Rehabilitation Act requires VR agencies to establish interagency agreements with public universities, colleges and technical schools (collectively known as Institutions of Higher Education or IHEs) for cost sharing in the provision of auxiliary aids and services.

Kansas VR has agreements with all public IHEs overseen by the Board of Regents. Washburn University is also included.

The Kansas Legislature also asked RS to establish agreements with private non-profit IHEs. Kansas has agreements with all of the private non-profit IHEs affiliated with the Kansas Independent College Association.

These agreements do not change the standard training policies regarding payment of tuition and other expenses related to higher education. The agreements pertain only to cost sharing for auxiliary aids and services.

Templates of these agreements and calculation worksheets are in the Resources. Copies of the actual signed agreement for a specific IHE are available by contacting the Deputy Director.

These agreements do not pertain to proprietary for-profit schools.

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Sign Language Interpreter Services

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### Part 14 Sign Language Interpreter Services

Fees for sign language interpreting and related conditions such as minimum appointment times, coverage areas, mileage, cancellation policies and specializations, are governed by State Contracts issued by the Kansas Department of Administration. RS staff may schedule directly with the vendors on state contract.

Updates to this information about the state contracts are pending. Meanwhile the contracts may be found at:

[https://supplier.sok.ks.gov/psc/sokfsprdsup/SUPPLIER/ERP/c/NUI\\_FRAMEWORK.PT\\_LANDINGPAGE.GBL?&](https://supplier.sok.ks.gov/psc/sokfsprdsup/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?&)

Search for contractors using the key words: sign language interpreting.

RS will schedule and authorize payment for certified and qualified sign language interpreters for appointments with people who are deaf or hard of hearing who use sign language for communication. They may require at least 24 hours' notice to find a qualified interpreter. The Kansas Commission for the Deaf and Hard of Hearing (KCDHH) may identify qualified interpreters and schedule them as a purchased service.

Written communication with persons who are deaf or hard of hearing is acceptable only:

- If used to set up appointments;
- If used to inform the person that an interpreter will be present at the appointment; or
- If specifically requested by the person who is deaf or hard of hearing.

RS is allowed to use sign language interpreters that are not on the state contract as long as we have not spent more than \$5000 during the state fiscal year with the specific sign language interpreter statewide. If \$5,000 is spent with a sign language interpreter, we would be required to use one of the contractors on the master statewide list.

Hourly fee not to exceed \$52 for level IV and V level certification without exception approval through administration office for interpreters not on state contract.

### Rehabilitation Services (RS) Procedures

Interpreters must be on the state registry at the KCDHH, as required by state law, H.B. 2257 effective 7-1-93.

In situations where an interpreter is not listed on the state registry, the interpreter must contact KCDHH at (785) 267-6100 or toll-free at 1-800-432-0698 to register. Registration may be made over the phone by providing name, address, telephone number, certifications, and the sign language or sign systems that the interpreter can use, or by completing and mailing a registration card. The most

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common sign language or sign systems are American Sign Language (ASL), Pidgin Sign English (PSE), Conceptually Accurate Signed English (CASE), Sign Exact English (SEE) II, and oral.

When calling to schedule an interpreter, the following information is required:

- Date, time and location of appointment or appointments.
- Estimated length of appointment. When appointments are expected to last more than 3 hours, rest breaks for the interpreter will be required; or two interpreters rotating every 20 to 30 minutes may be scheduled.
- Topic or type of setting.
- Name of the individual(s), language preference or the need for special communications, specific interpreter selected by the individual(s), if known and appropriate. Note: Family members, roommates or individuals with other personal relationships may not be appropriate to use as interpreters. Staff should use discretion and consult with the client if possible. The Interpreter Code of Ethics requires the interpreter to decline the job if inappropriate.
- Contact person's name and phone number.
- Billing information such as the party responsible for payment, service authorization number or special billing instructions.

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SECTION  
PART Service Delivery  
Placement

SECTION NO. 3-15  
PUBLISHED 03/21

## Section 3 Service Delivery

### Part 15 Placement

#### Placement

The counselor may provide or facilitate placement services for clients.

Disclosure of disability information to employers: Both the Rehabilitation Act and the Americans with Disabilities Act (ADA) restrict counselor use of confidential information with employers and in any pre-employment inquiries by employers.

As the employer only needs to know whether the client has any functional limitations which will impact on job tasks, the counselor must limit the discussion to any potential functional limitations that will impact on the client's ability to perform the job tasks or functions identified by the employer. This discussion may also include identifying reasonable accommodations which have been provided or which could be provided.

An employer cannot ask whether the applicant is a person with a disability. An employer cannot ask about the nature or severity of the disability. However, the employer may make pre-employment inquiry into an applicant's ability to perform job-related tasks or functions. The employer may ask the applicant to demonstrate or explain how, with or without reasonable accommodation, he or she would perform job-related functions.

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SECTION  
PART Service Delivery  
Job Modifications

SECTION NO.  
PUBLISHED 3-16  
03/21

## Section 3 Service Delivery

### Part 16 Job Modifications

#### Job Modifications

With the passage of the Americans with Disabilities Act (ADA), employers now have a greater responsibility in providing reasonable accommodation for qualified workers who are disabled. Rehabilitation Services (RS) staff need to negotiate with employers in providing assistive technology to effect job modifications which make a job more accessible. Employers are generally responsible for providing the “tools of the trade” which are related to the company’s function such as computer hardware and software.

RS staff, the client and the employer need to mutually decide who will purchase assistive technology, such as voice synthesizer, screen magnifier, or other device, which will make the computer, other company equipment or job function accessible. If the job modification for the worker who is disabled makes the job function easier for most employees, then the employer should bear a greater share or all of the cost. Smaller companies may have limited resources for reasonable accommodation. In this instance, the agency would want to share or be totally responsible for the cost to secure placement of the client.

Generally, exterior entry into the business or worksite is an employer’s responsibility.



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SECTION Service Delivery  
PART Vehicle Modifications, Purchase and Repair

SECTION NO. 3-17  
PUBLISHED 03/21

## Section 3 Service Delivery

### Part 17 Vehicle Modifications, Purchase and Repair

#### Vehicle Modifications

Vehicle modification may be provided if necessary, to enable the individual to participate in IPE services or achieve an employment outcome. Under these circumstances, such modifications are available to any eligible client, regardless of significance of disability, as long as the individual is in an open category of service through Order of Selection. Prior to authorizing such services, the counselor and individual should discuss whether the individual owns or has use of another vehicle which would already meet the individual's transportation needs. In some instances, it may be appropriate to secure a driving evaluation to determine whether the individual will be capable of driving the vehicle once it is modified. Consideration of the age and mileage of the vehicle should be made before authorizing the service, and in some instances, it may be appropriate to secure a mechanic's inspection prior to authorizing the service. Please work with your regional management team to ensure you have all the necessary documentation for this purchase (driver's evaluation, type of vehicle, vehicle title, justification for the purchase, modifications, projected costs, etc.). The counselor will also need to identify if the client already owns the vehicle that is needed to be modified, client is looking to purchase the vehicle, or if the vehicle identified has already been modified. There are different purchasing guidance for each situation. After all the information has been gathered, you will submit to Administration Office to assist with the next step with purchasing.

Vehicle modification is an assistive technology service. Use Code 412. The counselor spending authority for vehicle modifications is \$13,500 for the life of the case. Use State Contract #48100.

#### Vehicle Purchase

Vehicles may be purchased as a transportation service for clients if necessary, to carry out the rehabilitation plan or achieve the employment outcome.

- Purchase of vehicles may be considered ***only if no other cost-effective transportation alternative exists.***
- Purchase of vehicles may be considered if the total cost of the purchase and related fees would be less than alternative monthly transportation fees when considered over the life of the case.

The feasibility of other alternatives, such as public transportation or transportation provided by family, co-workers, friends or other students or the use of drivers, must be explored and documented in the record of services.

Under such circumstances, the purchase of a vehicle is available to any eligible client, regardless of the significance of the disability, as long as the individual is in an open category of service through Order of Selection.

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If the counselor and client determine that purchase of a vehicle is the only alternative, the following procedures shall be followed:

- All transportation services are support services and can only be provided in conjunction with non-support services. (Vehicle purchase is not a stand-alone service.) (Vehicle modifications are assistive technology, so this provision pertaining to support services does not apply.)
- The client should have a valid driver's license or have access to a licensed driver prior to purchase of the vehicle.
- The vehicle shall be inspected by a professional auto mechanic who is not involved in the sale prior to the purchase. RS will pay for this inspection. Forms Part 47.
- The current Counselor's spending authority for purchase of vehicles is \$3,500 for the life of the case. Use Code 810. See Section 3 / Part 8.
- RS may pay for sales tax and insurance as additional expenditures separate from the purchase price.
- The vehicle must be paid for in its entirety. RS funds may not be used as a down payment; but RS funds may be used in conjunction with other resources provided by the client.
- RS will authorize payment to the seller of the vehicle.
- The client will have title to the vehicle.
- During the life of the case, the client may not dispose of the vehicle without prior written approval of the counselor. The client will be required to sign the Vehicle Purchase Agreement. Form Part 48.
- If RS purchases the vehicle, or if the client already owns a vehicle, RS may pay for liability insurance, personal property tax and the license plates/vehicle registration during the life of the case if needed to assure that the client can participate in his/her IPE services or to facilitate achievement of the employment goal. Only the minimum legally required liability insurance will be funded by RS.

## RS Policy on Vehicle Repairs

There may be instances when repairs are needed for a vehicle owned by the individual. If use of the vehicle is essential for the individual's participation in the IPE or for achievement of the employment outcome, vehicle repairs may be authorized if no other source exists to finance the needed repairs.

Vehicle repair is a support service (transportation) and may only be provided in conjunction with non-support services. The Counselor's spending authority for the life of the case is \$1,000.

[See Section 3 / Part 8](#) Use Code 830.

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## Purchase of All Terrain Vehicles (ATVs)

ATVs may be purchased when necessary for participation in the IPE or achievement of an employment outcome, and no reasonable alternative exists. ATV purchase is an assistive technology service. Use Code 410. The Counselor's spending authority for all assistive technology services is \$4,999 for the life of the case. See [Section 3 / Part 8](#).

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SECTION  
PART Service Delivery  
Maintenance

SECTION NO.  
PUBLISHED 3-18  
03/21

## Section 3 Service Delivery

### Part 18 Maintenance

#### Maintenance (increased costs)

#### Synopsis of federal regulations and requirements

Maintenance means monetary support provided to an individual for expenses, such as food, shelter and clothing, that are *in excess of the normal expenses of the individual* and that are necessitated by the individual's participation in an assessment for determining eligibility and vocational rehabilitation (VR) needs or the individual's receipt of VR services under an Individualized Plan for Employment (IPE).

*Reference: 34 CFR 361.5(b)(35)*

#### Rehabilitation Services policy

Maintenance is a support service and will be provided only in conjunction with core VR services. ([Please refer to Glossary Section 8](#) for the definitions of core and support services.)

Maintenance may not be used to fund an individual's normal living expenses. There are normal living expenses for food, shelter and clothing associated with all individuals, whether the individual himself or herself has directly paid for those expenses, or whether those expenses have been paid by another individual.

Maintenance is not income or wage replacement. A change in resources (such as client wages or family income) is not the same as increased expenses (in excess of the normal expenses of the individual) due to participation VR. Therefore a change in a client's resources does not result in automatic maintenance payments.

The use of maintenance is limited to the additional expenses in excess of the normal expenses that are necessitated by the individual's participation in vocational rehabilitation (VR).

#### Client responsibility

All clients, including persons who are recipients of Supplemental Security Income (SSI), beneficiaries of Social Security Disability Insurance (SSDI) or recipients of other forms of public assistance, are responsible for their normal expenses.

Individuals who are homeless, who have no obvious means of support, or who have insufficient means of support should be immediately referred and assisted to apply for available public assistance benefits and/or for resources available through state, community or faith-based organizations. Maintenance is not an income replacement service. Therefore, provision of maintenance *for normal expenses* in these circumstances is not consistent with the federal requirement limiting maintenance costs to those in excess of the individual's normal expenses, and is therefore not allowable.

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## Analysis to determine the need for maintenance

The amount of maintenance must be justified based on the client's specific subsistence expenses that are in excess of the normal expenses of the client as a result of his/her participation in VR. Subsistence includes food, shelter (including housing and utilities) and clothing. Utilities include natural gas, electricity, propane, trash, water, cable, internet, telephone and cell phone.

Use the Maintenance Analysis Worksheet to calculate normal and excess expenses. RS shall be responsible for the excess expenses.

- Analyze the individual's normal expenses. (To identify excess expenses, you first must know normal expenses.) This can be done by providing receipts or other documentation for food, shelter and clothing. If the individual is not able to or refuses to provide documentation, RS will use a "deeming" process to determine normal expenses.
- Analyze the costs necessary to participate in the IPE and determine if there is an amount in excess of the normal living expenses.
- The excess (cost above the normal expenses) is the allowable VR maintenance service.
- Knowing that it is not always possible for a consumer to provide documentation about their normal expenses, the following procedures will be used:
  - For persons receiving SSI or SSDI, their normal expenses would be deemed to be the lesser of 30% of their actual monthly SSI and/or SSDI, or 30% of the average monthly SSI amount.
  - For persons who are not eligible for SSI or SSDI, their normal expenses would be deemed to be 30% of the average SSI benefit.
  - The average SSI benefit may be found in Table 1 at:  
[https://www.ssa.gov/policy/docs/statcomps/ssi\\_monthly/](https://www.ssa.gov/policy/docs/statcomps/ssi_monthly/)
  - As of August 2020, the average monthly SSI is \$577.78.
  - 30% of \$577.78 is \$173.33.

## Spending authority

The counselor's spending authority for basic subsistence (such as food, shelter, and clothing) may not exceed \$450 per month. Utilities are included under the category of shelter, and include natural gas, electricity, propane, trash, water, cable, internet, telephone and cell phone.

Room and board at college (whether on or off campus) is considered maintenance and must meet the criteria established in this policy. Use Service Code 700.

If the conditions for maintenance are otherwise met (increased expenses due to participation in VR), maintenance may be paid during job search/placement until the first full month of pay has been received. Maintenance payments in such circumstances may not exceed three months. Additional months require the standard exceptions process (Rehabilitation Manager and/or Program Administrator approval).

The counselor's spending authority for academic enrichment expenses is \$50 a semester. Enrichment activities are supplementary activities and programs that contribute to the learning objectives of the courses being taken or the degree being pursued. Field trips and weekend

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seminars are typical examples. Club memberships and out-of-state activities are specifically excluded.

The counselor's spending authority for interview and work clothing may not exceed \$300 for the life of the case. Use Service Code 725. The standard exceptions process (Rehabilitation Manager and/or Program Administrator approval) must be used for amounts exceeding this spending authority.

There are no automatic exceptions. The standard exceptions process (Rehabilitation Manager and/or Program Administrator approval) must be used for amounts exceeding the spending authorities identified in this policy.

## **Payment methods**

Maintenance funds may be reimbursed to clients or paid in advance, in accordance with the policies established in [Section 6/Part 2](#).

## **Maintenance is not income**

Maintenance should not be reported to the Social Security Administration as income.

*Reference: Social Security Program Operations Manual SI 00815.050*

Maintenance is not considered income and is exempt from reporting for all DCF/Economic and Employment Services programs.

## **Documentation**

The counselor is responsible to maintain the documentation of client-specific expenses and the Maintenance Worksheet in the case file.

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Child Care

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PUBLISHED 03/21

## Section 3 Service Delivery

### Part 19 Child Care

Payment for child care is an allowable vocational rehabilitation (VR) expenditure when all three of the following conditions are met:

- Other core VR services are being provided. (Child care is a support service and therefore may not be provided as a stand-alone service. Support services may be provided only in conjunction with core VR services.)
- Child care is necessary to allow the client to participate in the VR process or to participate in IPE services.
- Child care services may be provided only for the legal dependents of the client.

#### Authorization and payment procedures

Child Care payments, when allowable according to RS Policy, will be made using the standard authorization and payment process on KMIS. Payments should be made directly to the child care provider.

Child care authorizations shall be consistent with the fee structure established through Economic and Employment Support for the Department for Children and Families. RS payments for child care may not exceed this fee/rate schedule. This fee/rate structure may be found at:

[http://content.dcf.ks.gov/EES/KEESM/Appendix/C-18\\_ProviderRateCht.pdf](http://content.dcf.ks.gov/EES/KEESM/Appendix/C-18_ProviderRateCht.pdf)