

# CHAPTER 7 SCHOOL

## Chapter 7 Contents:

[DRS Policy Manual Main](#)

- **Chapter 7. - [SCHOOL](#)**
  - **1. [School Training Services](#)**
    - **A. [Eligibility for School Training Services](#)**
      - **A1. [Eligibility for School Training Services](#)**
      - **A2. [Trial Semester](#)**
      - **A3. [Developmental Courses](#)**
      - **A4. [Distance Learning, On-line Training, Correspondence Study](#)**
      - **A5. [Tutorial Services](#)**
      - **A6. [Religious Training or Theological Education](#)**
      - **A7. [Summer School](#)**
      - **A8. [CTPs \(Comprehensive Transition and Postsecondary Programs for Students with Intellectual Disabilities\)](#)**
    - **B. [Consumer Responsibilities for School Training Services](#)**
    - **C. [Maximum Allowance for School Training Services](#)**
    - **D. [Procedures for Authorizing School Training Services](#)**
      - **D1. [S/I Code for School Training Services](#)**
      - **D2. [Qualified Vendor for School Training Services](#)**
      - **D3. [Use of RS-13 form and FAFSA and RS-25 form](#)**
    - **E. [Procedures to Approve Vendor Payment for School Training Services](#)**

## Chapter 7. - SCHOOL

### 1. School Training Services

#### A. Eligibility for School Training Services

##### A1. Eligibility for School Training Services

**[REVISED: 2/23/18]**

1. Definitions.
  - a. Academic year. DARS accepts the school's definition.
  - b. Cost of attendance (school budget) means:

tuition and fees,

room and board,

books and supplies,

personal/miscellaneous, and

travel/transportation needed for school training.

**Note:** The Higher Education Act permits each school to determine the cost of attendance for the student body.

- c. Institutions of higher education means (per 2016 [Federal Regulation 34 CFR § 361.48](#)):

- universities, colleges, community or junior colleges,

- vocational schools,

- technical institutes, or

- hospital schools of nursing.

- Note:** Vocational schools and technical institutes may also be called career or trade schools and offer job-specific skills rather than a liberal arts education.

- d. School training services means academically accredited education beyond the high school level that leads to occupational certification or licensure or degree/diploma/certificate/courses that satisfy the education requirements of the employment goal. This includes:

- prerequisite college developmental courses needed during the college freshman year;

- trial college semester as assessment;

- high school/post-secondary school dual enrollment;

- small business development workshops needed for self employment;

- preparation course and testing fee for entrance examination or occupational examination for certification or licensure;

- adult continuing education courses, and

- tutorial services needed as a disability accommodation.

- 2. Provided Under Employment Plan.

- a. School training services are provided only under an Employment Plan (per 2016 [Federal Regulation 34 CFR § 361.45](#)), except trial semester is an assessment service (see Section A2).
  - b. Multi-year school training shall be planned annually and authorized school term by term.
  - c. Workers Compensation cases require special procedures for writing an Employment Plan Training Plan (see [Chapter 5 PLAN, Policy 2, Section D6](#)). When the Workers Compensation insurance carrier is paying part or all of the school training costs, the counselor must provide the carrier a written itemization of the costs and the name and address of the person at the school to whom the carrier should send the payments.
3. Criteria for receiving school training service.
- a. The employment goal must maximize the individual's employment as required in subsection A1(d).
  - b. The school training must be vocationally necessary (for documentation see subsection A1(e)).
  - c. The individual must demonstrate potential to successfully complete the school training program and achieve employment (for factors to consider, see subsection A1(f)).
  - d. The individual must have applied for Vocational Rehabilitation services at least 90 days in advance of the school term when the FAFSA and RS-25 forms are required in Section D. This allows time to process required documentation, including the FAFSA financial aid application. The supervisor may grant a policy exception when sufficient time exists for the individual to submit the FAFSA to the school, the school to process the FAFSA and financial aid award, the counselor to determine eligibility, the counselor and individual to complete and sign the Employment Plan, and the school and counselor to coordinate financial aid with VR funding.
  - e. All individuals receiving SSI and all SSDI disabled worker Claimants must be referred to, and participate in, Employment and Benefits Counseling. For additional information contact the Ticket to Work Coordinator in DARS Central Office.
  - f. The individual must make satisfactory progress towards meeting all of the school requirements within the school deadline and towards completing the Employment Plan. The counselor shall monitor this progress. DARS shall not support training if the individual will not meet the school deadline. The counselor may assist the individual to advocate for an extension, but shall abide by the decision of the school.
  - g. Part-time training may be used only with supervisor written pre-approval when the severity of the disability shall not allow the individual to training on a full-time basis (per [State Regulation 22 VAC 30-20-120](#)). The RS-25 must be used for all training cases and the individual must meet the school's graduation requirements within the school's timeframes.
  - h. Once in school, the individual must maintain a "C" average for each academic year, or higher if required by the school training program. If the individual earns less than a "C" average for the academic year, DARS financial assistance may be reinstated only if the individual completes one term, maintains "C" average, and meets all other eligibility criteria for school training services.
  - i. If a graduation extension is not needed for a current student, the counselor may approve a double major or a change in majors/field of study for any reason. DARS shall not support a double major or change in

the major/field of study that requires an extension to the graduation deadline when the school does not grant the extension.

- j. Audited courses are not funded by VR, including all categories in the cost of attendance (school budget). This provision does not apply to Virginia Commonwealth University's ACE-IT in College program.
- k. The individual must provide a copy of the semester's transcripts, with the current semester's grades, copy of degree completion, trade school certificate of completion, etc. and the counselor shall keep the documents in the case record.

#### 4. Maximizing employment.

Maximizing employment means the opportunity to reach employment potential and is not the same as a bigger paycheck. Depending on the occupation and the career potential of the individual, entry level jobs may be the maximum employment level, may be an appropriate first step on the path to upward career mobility, or may be underemployment. The counselor shall not limit the individual to entry level jobs solely to achieve employment of some kind or because the employment plan program will cost less (e.g., only requires placement assistance, job retraining, less education etc.). Client choice by itself shall not be the sole reason for selecting an employment goal. The employment goal must be based, primarily, on the unique strengths, resources, priorities, concerns, abilities, capabilities and reflect career interests and informed choice to the extent that they are consistent with the strengths, resources, etc. as well as other employment factors such as labor market information in the local area or willingness to relocate, job market outlook, etc. These considerations apply to individuals who are not currently employed and individuals seeking to advance in their present careers (per federal policy directive RSA-PD-97-04). For employment goal selection, see [Chapter 5, PLAN, Policy 2, Section B1.](#)

**Resources:** Resources for labor market information include the Virginia Employment Commission's Virginia Occupational Career Resource Guide, Virginia View, O\*Net, job descriptions, etc.

#### 5. Career advancement.

Career advancement means upward career mobility and a higher level job in the present career path (not just earning more money in the current occupation). Criteria for school training services for career advancement are:

- a. the individual has a work history, and
- b. the individual has not maximized employment and is capable of advancing in the career path, and
- c. school training is vocationally necessary to achieve career advancement, and
- d. the individual demonstrates potential to successfully complete the school training program. School training services for career advancement shall not be provided to individuals who qualify for higher level jobs with the current education and work experience. Client choice by itself is not sufficient justification for career advancement. For career advancement, see [Chapter 5, PLAN, Policy 2, Section B2.](#)

6. Career change.

Criteria for school training services for career change are:

- a. the individual has a work history, and
- b. the disability is a barrier to performing jobs for which the individual is currently qualified (or such jobs are not available), and
- c. disability accommodation or relocation are not feasible.
- d. Client choice or bigger paycheck or non-disability reason are not sufficient justification for a career change. This is an opportunity to provide counseling and guidance to identify job opportunities at the current education level, transferable skills, and abilities.

7. Vocational necessity.

Vocational necessity is determined by comparing the job qualifications of the employment goal to the current education level, transferable skills, and abilities. If the established employment goal requires certification, licensing, examination, degree, or other qualification that is usually obtained through a school training program (including a preparation course for an occupational examination) then that school training program is vocationally necessary (e.g. school training and license required for employment as a barber, cosmetologist, commercial driver, polygraph examiner, real estate agent, nurse, certain health care and medical occupations). School training is vocationally necessary if the individual needs updated or additional job skills or education to meet the hiring standards. School training may be vocationally necessary if employers do not require, but prefer, more school training than the individual has attained - therefore, consider the competitiveness of the labor pool and hiring standards.

8. 6 "A"s.

Potential to successfully complete all requirements of the school training program and to achieve employment must be demonstrated in the case record. Factors to consider include, but are not limited to:

**aptitude,**

**Guidance:** Ability to perform at that academic level may be assessed by high school grades, whether a standard or advanced high school diploma was awarded, college board score or SAT score or entrance examination score, vocational evaluation, IQ score, teacher/guidance counselor recommendations, etc. Also consider the disability and functional limitations and ability to handle the demands and stresses of school now and job later.

**attitude,**

**Guidance:** When assessing attitude, consider the individual's attitude, motivation, organizational skills, time management, maturity level, independence, responsibility and follow through, completion of assignments on time, etc.

**accommodation,**

**Guidance:** Accommodations may be needed in the classroom. If the individual tried school training in the past, consider if the needed accommodations were provided and whether they were used and if not, why not. Consider what accommodations are needed now and if

existing needs assessments are sufficient, or if additional or new information is needed. For transition students, accommodation appropriate for college may be different than for high school, and you may need new needs assessments.

**advocacy skills** to request reasonable accommodation,

**Guidance:** Advocacy skills are needed to self-advocate effectively with instructors and campus disability services staff. Unlike high school, accommodations are usually requested course by course. The individual may benefit from career counseling, assertiveness training, etc. For transition students, there is no IEP in college and accommodation rights may differ from high school.

**availability** of jobs, and

**Guidance:** Availability of jobs is a factor. Consider local job market or relocation, occupational growth trends, labor market competitiveness, etc. Resources include Virginia View, and the U.S. Department of Labor Occupational Outlook Handbook.

**allowances** for cost of attendance. See maximum allowances.

9. Factors not having to do with maximizing employment, vocational necessity, and potential for successful training and employment do not justify VR support, including, but not limited to (per agency mandate):

- a. Having only a high school education.
- b. Having an interest in or being accepted by or enrolling in a school training program.
- c. Having an Individualized Education Program Transition Plan containing postsecondary education.
- d. Being offered financial aid or reasonable accommodation by a certain school.
- e. Needing VR financial assistance to afford school training.
- f. Applying only to out-of-state schools.
- g. Not being accepted by a Virginia public university but accepted by a proprietary school or an out-of-state institution of higher education.
- h. Not applying for or receiving financial aid, or missing the financial aid application deadline.

#### 10. Consumer Responsibilities

The individual must satisfy all requirements in section B of this policy.

11. Disallowed services.

- a. For an employed individual, DRS shall not develop or fund school training that is available through the employer staff development programs.

- b. For a current high school student, DRS shall not provide school training services available through the secondary school system (high school), because it is a comparable benefit.
- c. DRS shall request payment only for those services that are part of the Employment Plan. DRS shall not request payment for service unless the service is authorized in writing by the counselor before the service is provided or before the individual incurs the expense (per 2016 [Federal Regulation 34 CFR § 361.50\(d\)](#)).
- d. Monetary loans to individuals are strictly prohibited by DARS mandate. Under no circumstances, including supervisory pre-approval, shall DRS make the student loan payment for the individual who accepts a student loan (per federal Higher Education Act).

Note: Although merit-based aid is not a comparable benefit, this is a resource that may be available to the client and the counselor

- e. Per federal OMB Circular A-87 revised May 10, 2004, DRS shall not pay bad debts, liens or judgments (e.g., defaulted student loans); entertainment expenses, including costs of amusements and social activities (e.g., fraternity or social organization fees); fines, court costs, and similar expenses; or the consumer interest payments (e.g., interest portion of student loan payment).

#### 12. Financial participation.

School training services, except trial semester as assessment, are subject to consumer financial participation policy (per 2016 [Federal Regulation 34 CFR § 361.54](#)) and annual RS-13 Client Financial Statement. For policy on when FAFSA and RS-25 are also required, [See Policy 1: Section D3](#) of this chapter. For financial participation policy, see [Chapter 14.3, FINANCIAL, Policy 1](#).

#### 13. Comparable benefits.

- a. School training services in any training program that participates in the financial aid program are subject to comparable benefits policy (per 2016 [Federal Regulation 34 CFR § 361.48](#) and 2016 [Federal Regulation 34 CFR § 361.53](#)). This includes proprietary vocational schools and technical institutes. Trial semester as assessment and college developmental course work are exempt from comparable benefits (per agency mandate).
- b. Grants are comparable benefit to be used before VR funds (per 2016 [Federal Regulation 34 CFR § 361.48\(f\)](#) and federal policy directive RSA-PD-92-02 issued November 21, 1991). The SCHEV Website at [www.schev.edu](http://www.schev.edu) lists Virginia grant programs available for economic need, areas of study, graduate school, foster care children, etc.
- c. Veterans benefits are a comparable benefit to be used before VR funds (per 2016 [Federal Regulation 34 CFR § 361.5](#)).
- d. Merit-based aid and scholarships (i.e., athletic, artistic, academic, essay contest, etc.) are not a comparable benefit, even when accepted (per 2016 [Federal Regulation 34 CFR § 361.5](#)). VR shall accept the school's determination whether the aid is based on merit. The SCHEV Website at [www.schev.edu](http://www.schev.edu) lists some merit-based aid for which the student may apply.

**Note:** Although merit-based aid is not a comparable benefit, this is a resource that may be available to the client and the counselor can negotiate with the family to see about covering other costs associated with attendance, such as travel or personal expenses.

- e. Work-study does not have a payback feature and becomes a comparable benefit only if the student accepts it. DARS shall not require an individual to accept work-study. However, if grant assistance and VR funding are unavailable or insufficient, the individual may have no other choice but to accept the work-study (per federal policy directive RSA-PD-92-02 issued November 21, 1991).
- f. Student Loans.
  - i. DARS shall not require an individual to accept a student loan. However, if grant assistance and VR funding are unavailable or insufficient, the individual may have no other choice but to accept the loan (per federal policy directive RSA-PD-92-02 issued November 21, 1991). The counselor must counsel the individual who accepts a student loan on the responsibilities inherent in accepting a loan (per federal policy directive RSA-PD-92-02 issued November 21, 1991). This may include advice that the loan must be paid back with interest, loan payments usually begin upon leaving school, applying for loan deferment option while student is under an Employment Plan, etc. The counselor may refer the individual to the Federal Student Aid Information Center or the school financial aid officer for information and loan counseling.
  - ii. Federal Perkins loans are need-based and shall not be a comparable benefit, even if the individual accepts the loan.
  - iii. Subsidized student loans are need-based and shall not be a comparable benefit, even if the individual accepts the loan. This includes Subsidized Stafford (both Direct and FFEL) and other subsidized student loans. Note: not all Stafford loans are subsidized. Subsidized means the government pays the interest for the student.
  - iv. Unsubsidized student loans are based on credit-worthiness and are not need-based and become a comparable benefit only if the individual accepts the loan. This includes PLUS (both Direct and FFEL) loans and Unsubsidized Stafford (both Direct and FFEL) loans.
  - v. Loan repayment.

The counselor may assist the individual to apply to the student loan lender to defer (postpone repayment), forbear (lower the monthly payment), or discharge (forgive) the student loan when the payback period starts (for details and application, contact the financial aid officer or lender). DARS shall not fund school training that participates in the financial aid program if the individual does not meet his or her obligations to the lender under the terms of the deferment, forbearance or discharge.
  - vi. Loan default and clearing loan default status.

DARS shall not fund an individual in a school training program that participates in the financial aid program until the loan default status is cleared and the school indicates eligibility to apply for financial aid is restored.



14. Ineligibility to apply for financial aid prohibits VR funding.

When the RS-25 is required under Policy 1: Section D1 of this chapter, DARS shall not authorize a training program that participates in the financial aid program for an individual who is ineligible to apply for financial aid for any of the reasons listed here (per U.S. Department of Education Guide to Federal Student Aid). These individuals have not used maximum efforts to secure grant assistance in whole or in part from other sources (Higher Education Act Title IV; Educational Credit Management Corporation (ECMC) regulations; P.L. 102-569 Rehabilitation Act of 1973 as amended Title I Section 103(a)(3); federal policy directive RSA-PD-92-02 issued November 21, 1991; federal program assistance circular RSA-PAC-88-05 issued September 9, 1988; 2016 [Federal Regulation 34 CFR § 361.48](#)). The financial aid program is responsible for determining financial aid application eligibility and DARS shall abide by their decision. Refer the individual to the lender or school's financial aid office to discuss possible remedies.

- a. Currently owes a grant refund unless the individual provides documentation from the lender of repayment arrangements.
- b. Is in default on any federal or state educational loan unless the individual provides documentation from the lender that the individual is no longer in default status.
- c. The student loan debt has been canceled by the lender, unless the individual has reestablished eligibility for financial aid under Title IV of the Higher Education Act.
- d. Is convicted of a state or federal offense involving possession of or selling illegal drugs, until the established waiting period is over or the person reestablishes eligibility as required under the Higher Education Act and [Federal Regulation 34 CFR § 668.40](#).
- e. Did not register for selective service when required.
- f. Did not complete the school training program within graduation deadline.
- g. Did not maintain satisfactory grades.
- h. not meet eligibility criteria for non-U.S. citizens.
- i. Does not have a valid social security number.

15. Purchasing.

School training services are subject to DRS established purchasing policies and procedures (see [Chapter 14.1, PURCHASING, Policy 1](#)).

[Back to Chapter Index](#)

## A2. Trial Semester

### REVISED: 7/1/12

The counselor may authorize one trial semester when the counselor is unsure of the individual's capability to perform academically beyond the high school level. It is an assessment service exempt from the RS-13, FAFSA and RS-25, and may or may not be provided under an Employment Plan at the counselor's discretion. The individual must take courses within the plan of study identified as meeting their established employment goal. Regardless of where the individual enrolls, the maximum allowance (not to exceed the actual cost) is the local community college tuition and fees rate, \$0 room and board, cost of

attendance (school budget) for books and supplies, one meal per day while on campus, parking permit, and one round trip travel per day spent on campus. The student must earn a minimum "C" average for the semester to continue to receive support for future semesters. For lowest cost policy, see Chapter 14.1, PURCHASING, Policy 6.

Cross reference: For lowest cost services policy, see [Chapter 14.1, PURCHASING, Policy 6](#).

[Back to Chapter Index](#)

### A3. Developmental Courses

**REVISED: 2/23/18**

The counselor may authorize up to one year of developmental courses required by the school only for entering college freshman whose employment goal requires college coursework or degree. Supervisor's written pre-approval is not required. If the individual is taking only developmental courses, use the RS-13 but not the FAFSA or RS-25. Regardless of where the individual enrolls, the counselor shall authorize no more than the local community college tuition and fees rate, \$0 room and board, actual books and supplies, one meal per day while on campus, campus parking permit if needed, and one round trip travel per day spent on campus at the client mileage reimbursement rate (see [Chapter 8.20, TRANSPORTATION, Policy 1](#)). The student must earn a minimum "C" average each semester and make satisfactory progress towards meeting all of the school requirements within the school deadlines to demonstrate college potential.

[Back to Chapter Index](#)

### A4. Distance Learning, On-line Training, Correspondence Study

**REVISED: 2/23/18**

1. Training outside a traditional classroom (excluding required internship, student teaching, practicum, etc.), may be considered only when provided by a Virginia community college or public university or the vocationally-necessary training program is not offered through a Virginia public institution. Exceptions require pre-approval from the Transition Coordinator. Correspondence study training may be authorized only when:
  - a. The individual requires specific preliminary training in order to enter a training program or training cannot be arranged by any other method; and
  - b. Satisfactory progress is maintained (per [State Regulation 22 VAC 30-20-120](#)).
  
2. The maximum allowances in Section C of this policy shall apply.

[Back to Chapter Index](#)

### A5. Tutorial Services

**REVISED: 2/23/18**

Tutorial services provided by DRS vendors may be authorized if needed for the individual to achieve the established employment goal as indicated by assessment of medical, vocational, psychological and other factors (per [State Regulation 22 VAC 30-20-120](#)). Peer tutoring may not be adequate for some consumers who have specific learning needs. In this case, it is appropriate to use private tutorial services. Refer to the DRS Services Reference Manual for additional information and for maximum allowance.

[Back to Chapter Index](#)

**A6. Religious Training or Theological Education**

**REVISED: 2/23/18**

1. Definition.  
Sectarian means existing primarily for the purposes of providing religious training or theological education, rather than collegiate or graduate education (per *Phan v. Virginia* 806 F. 2d 516 4th Circuit, 1986). A church-affiliated school is not necessarily a sectarian school, consult the DRS Transition Coordinator when in doubt.
2. The counselor may agree to a religious vocation as the employment goal (the choice of vendors will affect the maximum allowances on the RS-25, see [Policy 1: Section C of this chapter](#))
3. DARS shall not authorize or approve any payments (reimburse the individual) for religious training or theological education at a seminary or sectarian school for an individual having an established employment goal related to a religious vocation (per Virginia Constitution Article VIII, Section 10). See Policy 1: Section C of this chapter.

[Back to Chapter Index](#)

**A7. Summer School**

**[REVISED: 2/23/18]**

Summer school training is subject to the RS-13, and RS-25 when it applies. [See Policy 1: Section D3](#) of this chapter.

**Guidance:** Factors to consider when approving summer school include, but are not limited to: required course is offered only in the summer; part-time student needs summer school to graduate within the school's deadline; student needs less than a full semester to graduate; student will perform well under the faster learning pace with grades based on fewer assignments and tests; school's attendance policy and whether the student will miss any days due to disability or vacation or other reasons, etc. Summer school may be utilized for consumers to participate in an internship, unpaid work experience, or paid employment within their established employment goal. This builds work experiences and references for the consumer.

[Back to Chapter Index](#)

**A8. CTPs (Comprehensive Transition and Postsecondary Programs for Students with Intellectual Disabilities)**

**[REVISED: 4/9/18]**

1. Definitions.

- a. CTP (Comprehensive Transition and Postsecondary Programs for Students with Intellectual Disabilities) means a model program receiving a grant under Higher Education Act (HEA) of 1965, as amended (HEA) - Part D - Programs to Provide Students with Disabilities with a Quality Higher Education.
- b. Wrap-around services mean individualized, person-centered supports and services provided by a CTP and focused on academic enrichment, independent living skills, social skills, integrated work experiences, and career skills

2. Case status.

The student must have an IPE. The client must meet the criteria in Policy 1: A1c of this chapter that are applicable to the CTP Program.

3. IPE requirements.

The IPE must require client participation in monthly check-in call or meeting with the counselor - an expectation of self-directed "to do" for clients. The client must consult with the counselor at least twice per year (preferably after each term) to review progress toward training program completion, financial status, and future plans. For non-credit bearing courses, the IPE must specify measurable expectations for class attendance and completing class assignments. The IPE shall require client participation in on-going employment-focused activities such as career exploration, paid or unpaid work experiences, etc. The client must use the DRS Employment Resource Center as frequently as agreed to by client and counselor and specified on the IPE.

4. Costs over \$5,000 are subject to DARS' Commissioner review procedure.

5. The counselor shall only authorize the courses that are vocationally necessary. Supervisor and Transition Coordinator written pre-approval shall be required for all courses. Pre-approval shall be granted case-by-case and based on a thorough review of:

- a. The availability of comparable benefits including WWRC services and services provided by local service providers (such as Centers for Independent Living, etc.) as required by policy in [Chapter 14.2, COMPARABLE, Policy 1](#);
- b. The ability of the individual to fully participate in and complete the courses, leading to employment.

6. The client must immediately notify the counselor upon withdrawing from any course, dropping below full time student status, or withdrawing from school.

7. The client must make satisfactory progress towards completing the training courses as scheduled in the IPE.

8. For each course that DRS funds, the client must provide the counselor a copy of the grade report at the end of each school term. The client must maintain a minimum "C" average for the academic year. If the client earns less than a "C" average for the academic year, the counselor shall

immediately discontinue financial assistance for additional school terms. Financial assistance may be reinstated only after the client completes one term with the minimum average required by the school. Clients receiving financial aid must maintain a "C" average each semester and meet other requirements to remain eligible for financial aid.

9. For a Workers Compensation case, if the carrier is paying part or all of the training costs, the carrier will probably also require the individual to provide confidential information concerning classes taken and grades, progress towards program completion, etc. as a condition of sponsorship. The client may include the carrier on the DRS release form.
10. Employment and Benefits Counseling.  
The client must be referred to, and participate in, Employment and Benefits Counseling regardless of the school training cost to DRS.
11. Maximum Allowances.
  - a. For a client enrolled in an associate, bachelor or graduate degree program that provides wrap-around services and participates in the federal financial aid program, the maximum allowances for school Cost of Attendance (COA) in Section C1 of this chapter and DRS Training and Facilities Manual shall apply.
  - b. For a client enrolled at a post-secondary school in a non-degree program with wrap-around services, the maximum allowance for credit-bearing courses is the local community college tuition rate, school COA for books and supplies, school COA for transportation, and room and board shall only be authorized if the vocationally necessary services are only available from a vendor too far away to commute.
  - c. For CTP, or a client taking only non-credit-bearing courses with the wrap-around services, the maximum allowance for tuition and fees is the cost of the specific pre-approved classes that address the employment goal and serious functional limitations.
  - d. For client within commuting distance, the maximum allowance for room and board is \$0, for transportation is the school Cost of Attendance (COA), for parking, campus meals and other incidentals if the COA for personal and miscellaneous. If the vocationally necessary services are not available within commuting distance, the maximum allowance for room and board are reflected in the COA on the RS-25 and the counselor may authorize incidentals in conjunction with lodging (for lodging and incidentals policy, see [Chapter 8.10, MAINTENANCE, Policy 1](#)). For those not under the RS-25, the MAINTENANCE Policy will apply.
  - e. DRS shall (per 2016 federal regulation 34 CFR 361.50 (b)) give preference to in-state vendors. 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 vocational rehabilitation needs, DRS shall not be responsible for the excess cost, regardless of the RS-13.
12. Financial aid.  
Funding shall (per 2016 federal regulation 34 CFR 361.54) be subject to consumer financial participation policy and RS-13 results, and (per 2016 federal regulation 34 CFR 361.48 (f)) also subject to the RS-25 results. See [Chapter 14.3, FINANCIAL PARTICIPATION, Policy 1](#) for use of the RS-13. See [Policy 1: Section D3](#) of this chapter for use of the RS-25. The client shall be financially

responsible for other costs over and above the RS-25, regardless of the RS-13 results or exemption from consumer financial participation.

13. Qualified CTP Vendor.

- a. The training program must be on the list of CTP programs approved by the U.S. Department of Education.
- b. The training program must be provided by a post-secondary school accredited by an accrediting body sanctioned by the U.S. Department of Education.

14. Encumbering Funds.

Acceptance and enrollment into a CTP program does not obligate DRS to fund part or all of the program. The client cannot financially obligate DRS funds. For encumbering funds, see Chapter 14.1, PURCHASING.

[Back to Chapter Index](#)

## B. Consumer Responsibilities for School Training Services

**[REVISED: 2/23/18]**

Failure to meet any of the conditions below is sufficient cause for denial or withdrawal of financial assistance for school training. The individual must:

1. Enroll in a school on the DRS active vendor list. Colleges, universities, proprietary vocational schools, technical institutes, and other institutions of higher education must also be accredited by an accrediting body sanctioned by the U.S. Department of Education. This does not guarantee VR funding.
2. Take the required training courses to achieve the established employment goal.
3. Make satisfactory progress towards meeting all graduation/completion requirements within the school's deadline.
4. Enroll on a full-time basis unless the DRS supervisor pre-approves part-time status. Immediately notify the VR counselor upon withdrawing from any class, withdrawing from school, or dropping below full-time student status. The school defines what is considered full-time status and DARS accepts the school's definition.
5. If receiving SSI or is an SSDI Claimant, participate in Employment and Benefits Counseling.
6. If the student is receiving financial aid, each semester maintain a "C" average or higher to remain eligible for financial aid.
7. All students must maintain a minimum "C" average for the academic year, or higher if the school training program requires a higher average. If the student earns less than a "C" average for the academic year, the counselor shall immediately discontinue financial assistance for additional

school terms. Financial assistance may be reinstated only after the individual completes one term with the minimum average required by the school ([State Regulation 22 VAC 30-20-120](#)) and meets all the other eligibility criteria.

8. Provide the counselor a copy of the grade report at the end of each term. Provide the counselor a copy of the final transcript, certificate of completion, etc.

**Note:** For a Workers Compensation case, if the carrier is paying part or all of the training costs, the carrier will probably also require the individual to provide confidential information concerning classes taken and grades, progress towards program completion, etc. as a condition of sponsorship. The individual can include the carrier on the DRS release form.

9. Consult with the VR counselor at least twice per year (preferably after each term) to review attendance, grades, progress toward training program completion, financial status, and future plans. Depending on the consumer's needs, more contact may be necessary to ensure success.
10. If the RS-13 shows 0% — 95% consumer financial participation, and the school training program participates in the financial aid program, and the individual is taking enough credit hours (varies by school) to apply for financial aid, submit an annual Free Application for Federal Student Aid (FAFSA) to the school's financial aid office and give a copy to the counselor. This requirement to utilize comparable benefits shall apply to all students requesting VR financial assistance, including individuals exempt from consumer financial participation policy. This requirement does not apply if the training program does not participate in the financial aid program. For example, non-credit developmental course work is not eligible for financial aid. Failure to apply for financial aid within the deadline does not exempt the individual from the requirement to apply for federal financial aid. Determination of VR financial assistance for school-related expenses cannot begin until the school completes the federal financial aid award package and notifies the VR counselor.
11. Immediately provide the counselor (and to the school financial aid office if the school cannot electronically access the report information) a copy of the Student Aid Report for the VR case file. Four to six weeks after submitting the FAFSA, the individual will receive a Student Aid Report (SAR) which lists the types of aid (grants, loans, etc.) for which the student is eligible. This requirement does not apply if the student is not subject to submitting the FAFSA and RS-25.
12. For students who are clearing up a student loan default status, make payments to the lender or Educational Credit Management Corporation (ECMC) scheduled in the repayment arrangement and restore eligibility to apply for financial aid.
13. Follow through on any other student responsibilities as agreed by the individual and counselor.

**Guidance 1:** The earlier the student applies for aid, the more comparable benefits and financial aid assistance will be available. There are **federal, state, and college financial aid deadlines. Check the federal Free Application for Federal Student Aid (FAFSA) website to determine how early an individual can apply for aid.**

**Guidance 2:** The individual is encouraged to apply for federal financial aid even if the individual is 100% responsible on the RS-13, in case the individual does qualify for financial aid.

[Back to Chapter Index](#)

## C. Maximum Allowance for School Training Services

[REVISED: 2/23/18]

1. Client choice and VR funding.  
Under the client informed choice policy, the individual may attend the school of his or her choice, but DRS considers cost when selecting among vendors and services and applies maximum allowances and financial aid comparable benefits (per 2016 [Federal Regulation 34 CFR § 361.50](#)) when determining the funding amount. Therefore, individuals, including those exempt from consumer financial participation, who choose a more expensive option shall be financially responsible for the difference in cost. An individual with limited resources may have no other choice but to accept student loans to attend the school of choice or consider schools within the DRS maximum allowances or explore other training options (e.g., on-the-job training, unpaid work experience, etc.).
2. Actual cost and DRS maximum allowances.  
DRS has established maximum allowances for each cost of attendance (school budget) category that apply whether the RS-13 stands alone or policy also requires the FAFSA and RS-25.
  - a. The counselor may allow less than, but shall not allow more than, the maximum allowance. For example, the counselor may allow \$0 for travel/transportation and personal/miscellaneous categories on the RS-25 to avoid exceeding the actual cost to the individual, avoid over-awarding financial aid, or to maximize comparable benefits, etc.
  - b. The counselor may authorize less than, but not more than, the allowance for the category.  

**Example:** if the cost of attendance is \$5,000 for private school tuition and \$1,000 for books, and the DRS maximum allowance is \$2,400 for community college tuition and \$1,000 for books, the counselor shall not authorize \$3,400 (\$2,400 + \$1,000) for tuition. For example, if the authorized amount for travel/transportation has been exhausted but the authorized amount for books category has not been exhausted, the counselor shall not use the remainder of the books amount for travel.
3. Trial semester.  
[See Policy 1: Section A2](#) of this chapter.
4. College developmental courses.  
[See Policy 1: Section A3](#) of this chapter.
5. Tutorial services.  
[See Policy 1: Section A5](#) of this chapter.
6. Religious training or theological education provided by a public or non-sectarian school.  
The maximum allowances in this Section apply.
7. Religious training or training in sectarian school or seminary.  
DARS shall not authorize or approve any payments (or reimburse the individual) for religious training or theological education at a seminary or sectarian school for an individual having an



established employment goal related to a religious vocation (per Virginia Constitution Article VIII, Section 10). The maximum allowances are: \$0 for tuition and fees, \$0 for school housing and meal plan but cost of attendance for non-school housing and meals allowance, \$0 for campus bookstore but cost of attendance for other vendors for books and supplies. For personal and miscellaneous and travel and transportation maximum allowances, see the categories below.

8. School-related disability costs.

For disability-related costs needed for school, use the RS-13 alone and report it to the school on the RS-25 because the school may provide financial aid to cover the individual's portion of the cost. This means anything the individual needs for school due to the disability that a person without a disability would not need for school. Examples of such costs include, but are not limited to: paratransit, mini fridge for disability-related prescriptions that need refrigeration, note-taking, tutors, etc.

9. Books and Supplies category.

The maximum allowance on the RS-25 is the cost of attendance (school budget) at the school attended, except for religious training or theological education provided by a seminary or sectarian school. Allowing the COA as the maximum allowance does not mean DRS pays for books and supplies because funding also depends on the RS-13 form, and the FAFSA and RS-25 forms when required in [Policy 1: Section D3](#) of this chapter. For invoice requirements, see [Policy 1: Section E](#) of this chapter.

10. Tuition and Fees and Room and Board categories.

- a. For all individuals within commuting distance, the maximum allowance for room and board is \$0 because they incur no additional expenses. Commuting student means a student (i) who lives within a 40-mile radius of the school or within one hour of travel time one way, and (ii) for whom adequate transportation to and from school is available.
- b. For individuals in proprietary vocational schools, technical institutes, associate degree program, or bachelor degree program before the junior year, the maximum allowance on the RS-25 for tuition and fees is the local community college rate and for room and board is \$0 because the training and reasonable accommodation is available at the community college within commuting distance.
- c. For individuals in the junior year of college or beyond in a Virginia public university, the maximum allowance on the RS-25 for tuition and fees and room and board is the cost of attendance (school budget) at the school attended.
- d. For individuals in the junior year or beyond who choose to attend a proprietary vocational school or technical institute, private college, or out-of-state school even though their academic and disability needs can be met by a Virginia public school, on the RS-25 use the tuition and fees rate published in the DRS Training and Facilities Manual and double occupancy and 21 meals per week plan at the nearest Virginia public university. This includes individuals enrolled at Gallaudet University, The National Technical Institute for the Deaf (NTID) at the Rochester Institute of Technology, Marshall University, St. Andrews Presbyterian College, and other schools offering specialized disability services. This does not apply to religious training or theological education at a seminary or sectarian school.

**Exception 1:** The supervisor may give written pre-approval for an individual who would normally be considered a commuting student to live away from the pre-enrollment home if the counselor and individual determine that it is in the individual's best interest to do so. The maximum allowance is the cost of attendance at the school attended, not to exceed the actual cost. Examples include, but are not limited to:

- i. The commute is not feasible due to the individual's disability.
- ii. The individual lives in an abusive family situation or the home environment is too disruptive to allow the student to study or complete assignments.
- iii. The individual's Employment Plan has a strong emphasis on the individual gaining independent living skills and remaining at home would impede the individual from achieving this objective.

**Resources:** The Transfer Modules published by the State Council of Higher Education ( <http://www.schev.edu>) and the Virginia Community College system ( <http://www.vccs.edu>) will assist you to determine whether community college is comparable to the proprietary vocational school or technical institute training or first two years of the bachelor's degree. The Chief Transfer Officer at the four-year university can confirm if the university will accept the community college credits. The Academic Common Market Website has a feature to search for majors and which colleges offer it.

2. Personal and Miscellaneous category.

- a. For individuals in proprietary vocational schools or technical institutes, commuters, associate degree programs, or degree programs before the junior year of college, the maximum allowance on the RS-25 shall not exceed the cost of attendance (school budget) at the school attended. The counselor may allow as little as \$0 or may allow cost of campus parking permit and one meal on campus per day (no more than 5 days per week for a maximum of 16 weeks) if the consumer is on campus for at least 4 hours.
- b. For individuals in the junior year of college or beyond, the maximum allowance on the RS-25 will probably be higher for the first year away from home to include one-time costs such as bed and bath linens, hangers, alarm clock, desk lamp, etc. as well as annual costs such as laundry money, toiletries, telephone deposit if required by school, etc. The counselor may allow as little as \$0 and shall not exceed the cost of attendance at the school attended.
- c. When the RS-13 but not the RS-25 is required, the maximum allowance is the same as for diagnostics and job placement (see [Chapter 8.10, MAINTENANCE, Policy 1](#)).
- d. Personal/miscellaneous costs must be costs over and above normal living expenses needed to participate in the school training program, and not for entertainment or fines or bad debts or fraternity dues, social clubs, etc.
- e. For receipts requirement, see [Policy 1: Section E](#) of this chapter.

2. Travel and Transportation category.

- a. For individuals in proprietary vocational schools, technical institutes, commuters, associate degree programs, or degree programs before the junior year of college, the maximum allowance on the RS-25 is the estimated round trip mileage per day on campus multiplied by the client mileage reimbursement rate. The counselor may allow as little as \$0 but shall not exceed the cost of attendance at the school attended.
- b. For individuals in the junior year of college and beyond, the maximum allowance is four one-way trips between school and home at the client mileage reimbursement rate (as little as \$0 and shall not exceed the cost of attendance at the school attended).
- c. For client mileage reimbursement rate, see [Chapter 8.20, TRANSPORTATION, Policy 1\)](#)

[Back to Chapter Index](#)

## D. Procedures for Authorizing School Training Services

### D1. S/I Code for School Training Services

**[REVISED: 1/21/99]**

See [DRS Services Reference Manual](#). Use the Authorization and not the SPCC so if the client drops a course, the counselor can cancel or adjust the Authorization amount (if the SPCC is used, the school refunds the money into the student account and not to DARS).

[Back to Chapter Index](#)

### D2. Qualified Vendor for School Training Services

**[REVISED: 2/23/18]**

1. Before agreeing to use, or authorizing to, a school not listed in the DRS Training and Facilities Manual, the counselor shall consult with the DRS Transition Coordinator to verify academic accreditation and obtain approval to use the vendor.
2. When assessing the need to use the cost of attendance (school budget) for a private college, proprietary vocational school, technical institute, or out-of-state school, the counselor or supervisor shall consult with the DRS Transition Coordinator to identify more cost-efficient vendors.
3. All institutions of higher education, including proprietary vocational schools and technical institutes must be accredited by an accrediting body sanctioned by the U.S. Department of Education. For assistance contact the DRS Transition Coordinator.

[Back to Chapter Index](#)

### D3. Use of RS-13 form and FAFSA and RS-25 form

**[REVISED: 2/23/18]**

1. RS-13.

- a. Each year the individual is receiving school training services, DRS requires an updated Client Financial Statement RS-13 form (including for individuals exempt from consumer financial participation to document the individual meets the criteria for exemption). For procedures, see [Chapter 14.3, FINANCIAL, Policy 1](#).
- b. When the RS-25 and FAFSA are not required, the RS-13 stands alone to fund school training services.
- c. The RS-13 form shall always be used to determine DRS funding for disability-related costs needed for school training services. When the RS-25 is required, use the RS-25 to report the disability-related school costs to the school.

2. RS-25.

- a. The FAFSA and RS-25 shall be used to determine financial aid comparable benefit (per 2016 [Federal Regulation 34 CFR § 361.48](#) (f)) and DRS funding for cost of attendance (school budget) when:
  - i. the consumer financial participation on the RS-13 is 0% — 95%, and
  - ii. the school training program (including proprietary vocational schools and technical institutes, colleges, universities, and hospital schools of nursing) participates in the financial aid program, (more and more proprietary schools participate) and
  - iii. the individual is taking enough credits to apply for financial aid (varies by school).
  - iv. For training programs at Wilson Workforce and Rehabilitation Center that participate in the financial aid program, the RS-25 does not apply. The student shall submit a FAFSA and Client Financial Statement RS-13 form, and shall contribute to the cost of the training according to policy in [Chapter 13, WWRC, Policy 3](#).
- b. For schools that are not part of the Memorandum of Understanding between Virginia Association of Financial Aid Administrators and DRS (i.e., out-of-state schools), the counselor may complete the school's section of the RS-25 form by obtaining the information from the school financial aid office.
- c. EFC. For individuals subject to consumer financial participation, the counselor cannot under any circumstances (including supervisory pre-approval) pay or offset the Estimated Family Contribution amount the financial aid program establishes based on the FAFSA (per agency mandate). For individuals exempt from consumer financial participation, on the RS-25 the counselor must adjust the Estimated Family Contribution to "\$0" because federal regulation prohibits these individuals from financially participating in the cost of any Vocational Rehabilitation services (per 2016 [Federal Regulation 34 CFR § 361.54](#)).
- d. If the result of the RS-25 form is \$0 or is insufficient, or the individual is ineligible for financial aid for a reason listed in this policy ([See Policy 1: Section A1](#) of this chapter), DRS shall not revert to the RS-13 form (per agency mandate).

## E. Procedures to Approve Vendor Payment for School Training Services

**[REVISED: 2/15/09]**

1. Vendor invoices for textbooks and supplies must itemize the items before the counselor can approve vendor payment (per agency mandate) and the counselor shall approve only those purchases that are appropriate. The individual shall be responsible for the remaining cost.
2. At the counselor's discretion, the individual may be reimbursed for pre-approved personal/miscellaneous expenses on a monthly budgeted basis or with a receipt.
3. Vendor or client payment is also subject to policies and procedures in [VENDORS Chapter 14.4](#), [VENDORS, Policy 3](#).

# CHAPTER 8.06 HOME MODIFICATION

## Chapter 8.06 Contents:

[DRS Policy Manual Main](#)

- **Chapter 8.06. - [HOME MODIFICATION](#)**
  - **1. [Home Modification](#)**
    - **A. [Home Modification](#)**
      - **A1. [Home Modification](#)**
      - **A2. [Home Modification Procedure](#)**
  - **2. [Qualified Vendor for Home Modifications](#)**
  - **3. [Pre-bid Conference for Home Modifications](#)**

## Chapter 8.06. - HOME MODIFICATION

### 1. Home Modification

#### A. Home Modification

##### A1. Home Modification

**[REVISED: 11/22/16]**

1. Home modification definition.  
Home modification means architectural changes and permanent installation of equipment that remove or reduce the impediment to employment, including inaccessible home entrance and primary living quarters.
2. Primary living quarters definition.  
Primary living quarters means one bathroom, client bedroom, and an eating area. If the client lives alone, primary living quarters may also include the kitchen and laundry areas. It does not include other areas where inaccessibility is a problem but not an impediment to employment, such as basement without laundry area, attic, family room or living room.
3. Case status.  
The counselor may only provide home modification under a Trial Work Experiences Plan, Extended Evaluation Plan, or Individualized Plan for Employment (IPE). Consultation with the supervisor is strongly recommended when authorizing home modification before Service status. The counselor shall not (per 2016 [Federal Regulation 34 CFR § 361.5\(c\)\(42\)](#)) provide home modification under a Post Employment Services (PES) Plan because it is a complex and comprehensive service.
4. Home Modification Assessment.  
Before the counselor includes home modification on the service plan, the case record shall (per

2016 [Federal Regulation 34 CFR § 361.42](#) (d) (1) and 2016 [Federal Regulation 34 CFR § 361.45](#) (b) (1) and 2016 [Federal Regulation 34 CFR § 361.48](#) (a) document all requirements in [Chapter 6.06, HOME MOD ASSESSMENT, Policy 1](#) for RS-33 Home Modification Assessment tool, [Chapter 6.06, HOME MOD ASSESSMENT, Policy 2](#) for home modification assessment report, and [Chapter 6.06, HOME MOD ASSESSMENT, Policy 3](#) for local building codes. DRS staff shall not authorize home modifications that the counselor determines are not essential to removing the disability impediment to employment (such as a leaky roof).

5. Once a lifetime.  
DRS shall pay for home modification only once a lifetime per client, even if the client is eligible for VR services more than once, moves to another home, moves from rental property to a purchased home, etc. The counselor may make an exception supported by documentation that after the initial modification a dramatic change in the disabling condition adversely affects client ability to obtain or retain employment, and client requires home modification rather than lower cost solutions to remove the disability impediment to employment.
6. Allowable architectural changes to home.  
The counselor may authorize architectural changes, such as, but not limited to, adding ramps and other structures to enter or exit the home or move about the primary living quarters; widening doorways; retrofitting a bathroom; modifying the client bedroom; lowering a counter top; and other modifications to an eating area and/or the kitchen. For a home under construction, the counselor may authorize non-architectural modifications (such as adding shower grab bars) recommended in the Home Modification Assessment Report, but DRS staff shall not authorize architectural modifications. DRS staff shall not authorize home additions (new permanent structures, rooms, or units) unless approved by the DRS rehabilitation engineer as the most cost-effective solution to removing a disability impediment to employment. For example, the rehabilitation engineer may recommend the addition of an accessible bathroom when there is no bathroom in the home, or the addition is more cost effective to DRS than modifying/retrofitting a current bathroom.
7. Allowable equipment purchases for home.  
The counselor may authorize installation or modification of the following equipment when integral to the home modification project: telephones; and systems for plumbing, electrical, ventilation, heating, and cooling. Heating and cooling systems as the home modification itself shall be limited to the primary living quarters and shall require documentation that the current system is an impediment to employment and written documentation from a doctor that the need is medically necessary due to client disability. Otherwise, these systems are (per 2016 [Federal Regulation 34 CFR § 361.5\(c\)\(35\)](#)) normal homeowner expenses and homeowner financial responsibility, including clients exempt from consumer financial participation and regardless of the Client Financial Statement (RS-13) results.
8. Building code requirements.  
See [Chapter 6.06, HOME MOD ASSESSMENT, Policy 3](#).
9. Homeowner insurance.  
Regardless of the Client Financial Statement (RS-13) results and client exemption from consumer financial participation, (per 2016 [Federal Regulation 34 CFR § 361.5\(c\)\(35\)](#)) the homeowner, not DRS, is responsible for adequately insuring the home and modification and paying the insurance premiums.

10. Rental property modification.  
The counselor may authorize modification to rental property where the client resides. Rental property is subject to the Fair Housing Act Amendments of 1988, not the Americans with Disabilities Act of 1990, and does not require the landlord to make the property or home accessible.
11. Homemaker cases documentation.  
For cases with employment goal or employment outcome of homemaker, the counselor shall document client homemaking skills before and after home modification and evidence (per 2016 [Federal Regulation 34 CFR § 361.56](#)) that the home modification and at least one other service on the Individualized Plan for Employment (IPE) substantially contributed to achieving the homemaker outcome.
12. Decor.  
The counselor shall not (per 2016 [Federal Regulation 34 CFR § 361.5\(c\)\(35\)](#)) authorize costs to decorate the home or modification, including clients exempt from consumer financial participation and regardless of the Client Financial Statement (RS-13 form) results. This is a normal homeownership expense and the financial responsibility of the homeowner.
13. Qualified vendors and contractor selection.  
[See Policy 2](#) of this chapter.
14. Home Modification procedures.  
[See Policy 1: Section A2](#) of this chapter. For pre-bid conference, [See Policy 3](#) of this chapter.
15. Change order.  
The counselor may authorize a change order only when needed to correct DRS work specifications.
16. Retrofitting.  
The counselor may authorize retrofitting of the DRS modification only when i) needed because the vendor followed DRS work specifications that were incorrect (such as when modifications do not meet building code), or ii) DRS accepts the modifications at inspection and later requests a change order. All other retrofitting and work necessary to meet DRS Scope of Work specification is at the expense of the building permit holder and is subject to additional DRS inspection.
17. Repair.  
See [Chapter 8.08, REPAIRS, Policy 1](#).
18. Client training on use and care.  
The counselor may (per 2016 [Federal Regulation 34 CFR § 361.5](#) (c)(8)) authorize training the client or homeowner needs to use or maintain the home modification. The client or homeowner shall successfully complete authorized training.
19. Ownership.  
DARS shall not retain title or ownership of the home modification, even if DRS is paying part or all of the cost.



20. Restoration to original state.  
DARS staff shall not authorize services to restore the modified home to the previous decor, state, or condition, even if the client moves or no longer needs the modification. The client is responsible for restoring it back to its original state if necessary.
21. Comparable benefits.  
Home modification, service maintenance contract, and extended warranty contract shall (per 2016 [Federal Regulation 34 CFR § 361.53](#)) be exempt from a search for comparable benefits.
22. Fee-based.
  - a. Home modification, service maintenance contract, and extended warranty contract shall (per [Federal Regulation 34 CFR § 361.54](#)) be subject to consumer financial participation policy and Client Financial Statement (RS-13 form) results (see Chapter 14.3 FINANCIAL, Policy 1), including when provided under Trial Work Experiences Plan or Extended Evaluation Plan.
  - b. Change order or retrofitting costs due to incorrect DRS Scope of Work specifications are exempt from the RS-13 results.
23. Encumbering funds.  
Signed Scope of Work and Homeowner Agreement for Residential Modifications (RS-34 form) indicate client and homeowner commitment to proceed, and shall not financially obligate DRS to pay part or all of the modification cost. Home modification shall be subject to DRS established purchasing policies and procedures (see [Chapter 14.1, PURCHASING, Policy 1](#)). For S/I Code and fee schedule, see [DARS Services Reference Manual, Other services, Home Mod category](#).
24. Lowest cost.  
For policies on lowest cost, add-ons, and upgrades, see [Chapter 14.1, PURCHASING, Policy 6](#).
25. Client debts.  
For policy on consumer debts, mechanics liens on modifications, etc. see [Chapter 14.1, PURCHASING, Policy 8](#).

[Back to Chapter Index](#)

## A2. Home Modification Procedure

**[REVISED: 3/1/14]**

1. Before the counselor includes home modification on the Trial Work Experiences Plan, Extended Evaluation Plan, or Individualized Plan for Employment (IPE):
  - a. Client shall provide written proof the home is insured and the counselor shall keep a copy in the case record, and

- b. Client and staff shall select a qualified vendor and follow the vendor selection procedure. [See Policy 2: Section A1](#) of this chapter.
  2. Once the counselor authorizes home modification:
    - a. Counselor shall meet in the home with the contractor, client, and identified homeowners. The counselor may ask the DRS rehabilitation engineer to attend. All parties agree to the work to be done, the work timetable, and who pays for what, and homeowner and contractor sign the construction contract. The counselor shall maintain a copy of the signed construction contract in the case record. By law, there is a three day period in which the homeowner can cancel the construction contract. The counselor, homeowners, client, and DRS rehabilitation engineer shall have a copy of the contractor work timetable, and
    - b. If the contract falls through, the client shall immediately notify the counselor, who shall immediately cancel the authorization, and
    - c. Contractor obtains the building permit; however, the homeowner obtains it when the labor is being provided free of charge. Under no circumstances shall the building permit be issued to DARS or Commonwealth of Virginia, and
    - d. DRS rehabilitation engineer may conduct periodic in-progress inspections for DRS. The client, counselor, and homeowners may attend at their discretion after consulting the rehabilitation engineer, and
    - e. Client shall participate in formal or informal (such as by telephone) follow-up activities to ensure the home modification is meeting client VR needs, and
    - f. Building permit holder shall arrange the necessary building inspections, and
    - g. Building permit holder shall provide a copy of the inspection or certificate of occupancy signed by the building inspector to the counselor, who maintains it in the case record and forwards a copy to the DRS rehabilitation engineer to review.
  3. Once the building inspector passes the work:
    - a. DRS rehabilitation engineer shall conduct the DRS final inspection to ensure the home modifications meet the DRS-approved work specifications and contractual obligations and any installed equipment is in good working order. The client, counselor, and homeowners may attend at their discretion after consulting the DRS rehabilitation engineer. If the work fails, the DRS rehabilitation engineer shall give the contractor directions and a timetable,
    - b. When the work passes DRS final inspection, the DRS rehabilitation engineer shall notify the counselor in writing,
    - c. DRS rehabilitation engineer shall document client satisfaction, modification effectiveness, and contractor quality, and

- d. Counselor shall request vendor payment upon receipt of: i) signed proof of inspections or certificate of occupancy, and ii) written notice the work passed final DRS rehabilitation engineer inspection, and iii) accurate contractor invoice.
4. If the modification has increased the home value to require additional insurance, the client shall provide written proof of adequate insurance and the counselor shall keep a copy in the case record.

[Back to Chapter Index](#)

## 2. Qualified Vendor for Home Modifications

**[Revised: 3/1/14]**

1. Qualified vendor.
  - a. When the cost is \$1,000 or more and involves construction, removal, repair, improvement or equipment installation of any building, the contractor, except non-profit agencies that provide free labor (such as Habitat for Humanity), must possess the appropriate license from the State Board of Contractors (per [§ 54.1-1100 of the Code of Virginia](#)), which is subject to change:  
  

Contractor License B (\$10,000 — \$119,999)  
Contractor License A (\$120,000 or more)  
Contractor License C (\$1,000 — \$9,999)
  - b. When the building permit stipulates that a Master’s Card is required to perform the work (such as heating, plumbing, air conditioning, electrical, and ventilation systems), then the workers must be supervised by a person issued a Master’s Card.
  - c. When the labor is provided free of charge by a non-profit organization (such as Habitat for Humanity): i) the counselor should consult the DRS rehabilitation engineer to ensure the work conforms to the standards, ii) the homeowner must sign and date a statement for DRS acknowledging liability for correcting any building code violations, which the counselor shall maintain in the case record, and iii) the building permit must be applied by and issued to the homeowner, not the organization or DARS or Commonwealth of Virginia.
  - d. For additional vendor requirements, see [Chapter 14.4, VENDORS, Policy 2](#)
2. Vendor shall be selected in this manner:
  - a. When considering complex modifications or weighing different modification alternatives, the DRS rehabilitation engineer may require a pre-bid conference ([See Policy 3](#) of this chapter).

- b. The counselor, in consultation with the client, shall obtain from a licensed contractor a price quote on the Scope of Work. If the price quote exceeds counselor authority in [Chapter 14.1, PURCHASING, Policy 3](#) the counselor shall obtain management pre-approval. If multiple price quotes are required in [Chapter 14.1, PURCHASING, Policy 1](#), the counselor shall contact the DRS rehabilitation engineer, who shall solicit the additional price quotes.
- c. DRS rehabilitation engineer shall review the price quote(s), references, and construction contract and shall offer any recommendations to the counselor.
- d. Counselor shall: A) Notify the selected contractor, B) Verify or establish the contractor in the DRS approved vendor file, C) Amend the Plan to add home modification and any client or homeowner training, D) Authorize home modification, and E) Inform the DRS rehabilitation engineer.
- e. DRS rehabilitation engineer shall notify the bidders not selected.

[Back to Chapter Index](#)

### 3. Pre-bid Conference for Home Modifications

**[Revised: 3/1/14]**

1. When considering complex home modifications or weighing different modification alternatives, the DRS rehabilitation engineer may require a pre-bid conference to ensure all parties have a clear understanding of the exact services needed.
2. The pre-bid conference is usually held at the home to be modified.
3. The counselor shall coordinate the date for the pre-bid conference with the homeowners (mandatory participants), client, DRS rehabilitation engineer who should attend to answer Scope of Work questions and approve any suggested changes, and occupational therapist if OT is appropriate.
4. The counselor shall invite all qualified vendors to participate in the pre-bid conference. The notice must advise the vendors that only vendors attending the pre-bid conference shall be allowed to bid.
5. Any Scope of Work changes suggested during the pre-bid conference shall require i) written pre-approval from the DRS rehabilitation engineer that the recommended changes will effectively meet client VR needs and meet quality and safety standards and ii) client and homeowner to sign the change to document acceptance.

# CHAPTER 8.21 VEHICLE, AIRCRAFT, BOAT

## Chapter 8.21 Contents:

[DRS Policy Manual Main](#)

- **Chapter 8.21. - [VEHICLE, AIRCRAFT, BOAT](#)**
  - 1. [Driver Education Classroom and Behind The Wheel Training](#) and Fees
    - A. [Driver Education Classroom and Behind The Wheel Training](#)
    - B. [Learner Permit Fee and Driver License Fee](#)
  - 2. [Vehicle or Aircraft or Boat Insurance](#)
  - 3. [Vehicle or Aircraft or Boat Repair](#)
  - 4. [Vehicle or Aircraft or Boat Purchase](#)
  - 5. [Vehicle Modification](#)
    - A. [Vehicle Modification](#)
    - B. [Vehicle Modification Procedure](#)
    - C. [Qualified Vendor for Vehicle Modification](#)
    - D. [Pre-bid Conference for Vehicle Modification](#)

## Chapter 8.21. - VEHICLE, AIRCRAFT, BOAT

### 1. Driver Education Classroom and Behind The Wheel Training

#### A. Driver Education Classroom and Behind The Wheel Training

**[REVISED: 11/22/16]**

1. If vehicle modification is necessary to access services under a Trial Work Experiences Plan or Extended Evaluation Plan, the counselor may authorize driving instruction for Class I or Class II vehicle modifications recommended in the report ([See Policy 5: Section A](#) of this chapter, Driving Instruction).
2. The counselor may authorize Driver Education under an Individualized Plan for Employment (IPE) for a client aged 22 or older, or a client under age 22 who is not enrolled in secondary (junior or senior high) school, or a client under age 22 who is enrolled in secondary school when Driver Education is not within the school curriculum. The school curriculum is a comparable benefit. Division of Motor Vehicles (DMV) requires individuals under age 19 to obtain a Learner permit and Driver Education Certificate (DEC-1) from a state-approved Driver Education program before obtaining a driver license. DMV and DARS require parental written consent for individuals under age 18. For approved Driver Education vendors, see DARS Training and Facilities Manual. For Learner permit fee, [See Policy 1: Section B](#) of this chapter.
3. Satisfactory progress.  
The client must make satisfactory progress in the Driver Education program. The client shall

provide informed written consent for the counselor and service provider to share information about the client special needs/accommodations and progress.

4. Fee-based.  
Driver Education shall (per 2016 [Federal Regulation 34 CFR § 361.54](#)) be subject to consumer financial participation policy (see [Chapter 14.3, FINANCIAL, Policy 1](#)).
5. Encumbering funds.  
Driver Education shall be subject to DRS established purchasing policies and procedures. Client contract with a service provider shall not financially obligate DRS to pay part or all of the cost. To encumber funds, see [Chapter 14.1, PURCHASING, Policy 1](#). Use (S/I) code for "Tuition" in the [DARS Services Reference Manual, Other Services](#), "Tuition and Fees: Vo/Tech School, Business School and Other Training Vendors" category.
6. Lowest cost  
The maximum allowed for Driver Education tuition is actual cost, subject to lowest cost policy (see [Chapter 14.1, PURCHASING, Policy 6](#).)
7. Client debts.  
For policy on consumer debts, see [Chapter 14.1, PURCHASING, Policy 8](#).

[Back to Chapter Index](#)

## B. Learner Permit Fee and Driver License Fee

**[REVISED: 11/22/16]**

1. Learner permit fee.  
The counselor may authorize under an Individualized Plan for Employment (IPE) the Division of Motor Vehicles (DMV) fee for a Learner permit when all DMV criteria are met.
2. Driver License fee.  
The counselor may authorize under an Individualized Plan for Employment (IPE) the DMV fee for a Driver License when all DMV criteria are met. Clients who are employed shall be financially responsible for annual renewal fee, regardless of consumer financial participation and RS-13 results. For policy on consumer fines, etc., see [Chapter 14.1, PURCHASING, Policy 8](#).
3. Comparable benefits.  
There are no comparable benefits.
4. Fee-based.  
DMV Learner permit fee and Driver License shall (per 2016 [Federal Regulation 34 CFR § 361.54](#)) be subject to consumer financial participation policy (see [Chapter 14.3, FINANCIAL, Policy 1](#)).
5. Encumbering Funds.  
DMV Learner permit fee and Driver License fee shall be subject to DRS established purchasing

policies and procedures (see [Chapter 14.1, PURCHASING, Policy 1](#)). The counselor authorizes payment to Virginia DMV using an Administrative Voucher if DMV accepts them. or the counselor may use the SPCC for this purpose. The maximum allowed is actual cost, subject to consumer financial participation. Use Service/Item (S/I) code for 'Other non-medical services and items not listed elsewhere' under Other Services/Items tab, category, "Miscellaneous Non-Medical Services and Items".

[Back to Chapter Index](#)

## 2. Vehicle or Aircraft or Boat Insurance

**[REVISED: 6/1/14]**

The counselor shall not authorize insurance premiums or uninsured motorist fees for motor vehicles (for definition, [See Policy 4](#) of this chapter), aircraft, hang gliders, motor boat, or personal watercraft. This is routine upkeep. The owner shall be responsible, regardless of consumer financial participation or RS-13 results, for insuring the vehicle, aircraft, hang glider, watercraft, or boat.

## 3. Vehicle or Aircraft or Boat Repair

**[REVISED: 11/22/16]**

1. Routine Upkeep.

The owner is responsible, regardless of consumer financial participation and RS-13 results, for maintaining the personal vehicle, aircraft, or watercraft in good operating condition. DRS staff shall not (per 2016 [Federal Regulation 34 CFR § 361.5](#) (c)(57)) authorize routine operating and maintenance costs of the client personal vehicle (such as state inspection, decals, oil change and other routine maintenance, vehicle registration, title and tags, personal property tax, tires or tire repair).

2. Aircraft repair.

DRS shall not authorize repair to client aircraft, hang gliders, etc.

3. Watercraft repair.

DRS shall not authorize repair to client boat or other watercraft.

4. Vehicle repair.

- a. The counselor may authorize repair to the client vehicle when the repair is essential to the operation of the vehicle and the client would be unable to achieve the established employment goal without the repaired vehicle. The counselor shall (per [State Regulation 22 VAC 30-20-120](#)) document which alternative transportation services were considered and that the repair is more appropriate and cost effective. The counselor shall also

document that the vehicle age and overall condition was considered and may require use of the RS-36 Used Vehicle Inspection form.

- b. DRS reserves the right to deny funding for vehicle repair that is not recommended and performed by a ASC-certified repair shop or manufacturer-certified/ASC-certified auto mechanic.
- c. The counselor may refuse to make future repairs.
- d. If the initial repair estimate is within counselor dollar limit authority (see [Chapter 14.1, PURCHASING, Policy 3](#)), at counselor discretion, the counselor may require multiple repair estimates. The client shall provide multiple repair estimates when asked to do so by the counselor. If the initial repair estimate exceeds counselor dollar limit authority, authorization shall be subject to price quote policy (see [Chapter 14.1, PURCHASING, Policy 1](#).) Repair shall be subject to lowest cost policy (see [Chapter 14.1, PURCHASING, Policy 6](#)).
- e. Repair shall (per 2016 [Federal Regulation 34 CFR § 361.53](#)) be subject to comparable benefits policy and comparable benefits such as auto insurance (see [Chapter 14.2, COMPARABLE, Policy 1](#).)
- f. Repair shall be subject to consumer financial participation policy (per 2016 [Federal Regulation 34 CFR § 361.54](#)). See [Chapter 14.3, FINANCIAL, Policy 1](#).
- g. Repair shall be subject to DRS established purchasing policies and procedures (see [Chapter 14.1, PURCHASING, Policy 1](#)). For S/I code, see [DARS Service References Manual](#).
- h. For policy on consumer debts, mechanics liens, etc. see [Chapter 14.1, PURCHASING, Policy 8](#).

[Back to Chapter Index](#)

## 4. Vehicle or Aircraft or Boat Purchase

**[REVISED: 6/1/14]**

1. Motor vehicle means (per [§ 46.2-100 of the Code of Virginia](#)) all-terrain vehicle, antique motor vehicle, antique trailer or semitrailer, automobile or watercraft transporter, camping trailer, electric power-assisted bicycle, farm tractor, foreign vehicle, foreign market vehicle, golf cart, low speed vehicle other than self-propelled wheelchair or wheelchair conveyance, manufactured home, moped, motor home, motor-driven cycle or motorcycle or off-road motorcycle, motorized skateboard or scooter, passenger car, pickup or panel truck, reconstructed vehicle, school bus, semi-trailer, snowmobile, specially constructed vehicle, stinger-steered automobile or watercraft transporter, tractor truck, trailer, or truck.
2. DRS shall not use VR case service dollars to purchase (including down payment or monthly loan payment) a motor vehicle, airplane or other aircraft, hang glider, boat, or other watercraft for a VR client.



3. The counselor may assist the client to apply for a loan from the Assistive Technology Loan Fund Authority to purchase a vehicle for vehicle modification purposes or to purchase a modified vehicle.

## 5. Vehicle Modification

### A. Vehicle Modification

**[Revised: 11/22/16]**

1. Class I definition.  
Class I vehicle modification is a non-structural modification such as hand controls, left foot accelerator, steering devices, built up pedals or pedal extensions, turn signal and gear shift extensions, wheelchair restraint, wheelchair lifts, 6-way power seat bases, wheelchair carriers and trunk loaders, etc.
2. Class II definition.  
Class II vehicle modification is a structural or high tech modification such as lowered floors, raised roofs, raised doors, widened doors, reduced/zero effort steering, high tech driving equipment (electronic or sensitized steering and gas brake systems), etc.
3. Case status.  
The counselor may provide vehicle modification under a Trial Work Experiences Plan, Extended Evaluation Plan, or Individualized Plan for Employment (IPE). The counselor shall not provide vehicle modification under a Post Employment Plan (per 2016 [Federal Regulation 34 CFR § 361.5](#) (c)(42)) because it is a complex and comprehensive service.
4. Needs assessment and vehicle and driver criteria.  
Before the counselor includes vehicle modification on the service plan, the case record shall (per 2016 [Federal Regulation 34 CFR § 361.42](#) (d) (1) and 2016 [Federal Regulation 34 CFR § 361.45](#) (b) (1) and 2016 [Federal Regulation 34 CFR § 361.48](#) (a)) document all requirements in [Chapter 6.05, VEHICLE MOD ASSESSMENT, Policy 1](#) and [Chapter 6.05, VEHICLE MOD ASSESSMENT, Policy 2](#) have been met, including prospective driver and vehicle criteria. When the client or prospective driver is purchasing a vehicle, the driver evaluator and modification vendors are resources to ensure it is suitable for the prescribed modification.
5. Youth.  
The counselor shall not authorize vehicle modification for client age 22 or younger. For policy exception, see [Chapter 6.05, VEHICLE MOD ASSESSMENT, Policy 1](#).
6. Once a lifetime.  
DRS shall pay for a vehicle modification only one time per client, even if the client is eligible for vocational rehabilitation services more than once, the vehicle owner sells the modified vehicle, the client purchases a later model, client can no longer drive the modified vehicle, etc. The district manager may approve an exception case-by-case. For example, a client has been unable to drive and received DRS passenger modifications, the medical condition has recently stabilized and a new driver evaluation recommends driver modifications, and the counselor justifies why remaining a passenger is an impediment to employment.

7. Driver or passenger modification.  
The counselor may authorize either driver or passenger modification, but not both.
8. Vehicle insurance.  
The vehicle owner, not DRS, shall (per Federal Register, Vol. 66, No. 11, Issued January 17, 2001, Page 4421) be responsible for insuring the vehicle and modifications and for paying insurance premiums (see [Chapter 8.21, VEHICLE, Policy 2](#)), including clients exempt from consumer financial participation and regardless of the Client Financial Statement (RS-13 form) results.
9. Modification costs only.  
Counselor authorization shall not exceed the cost of prescribed modifications, or the current market value/depreciated value of prescribed modifications on a modified vehicle. In addition, DRS staff shall not authorize purchase or installation of standard or optional equipment traditionally available through a car dealer at purchase (such as automatic transmission, power steering and brakes, cruise control, radio, MP3 or compact disk player, clock, air conditioning, anti-lock brake system, air bags).
10. Service and warranty contracts.  
The counselor may authorize a service contract and extended warranty on the modification.
11. Change order.  
The counselor may authorize a change order only when needed to correct a DARS error.
12. Retrofitting.  
The counselor may authorize retrofitting of the DRS modification only when i) the vendor followed DRS work specifications that were incorrect, or ii) DRS accepts the modifications at inspection and later requests adjustments. Retrofitting is subject to additional inspection by the WWRC driver evaluator or DRS rehabilitation engineer in consultation with the driver evaluator.
13. Repair.  
For modification repair, see [Chapter 8.08, REPAIRS, Policy 1](#). For vehicle repair, [See Policy 3](#) of this chapter.
14. Driving instruction.  
The counselor may (per 2016 [Federal Regulation 34 CFR § 361.5](#) (c)(8)) authorize driving instruction recommended for the client and prospective driver. The counselor, driver evaluator, and trainees shall coordinate authorized driving instruction.
15. Ownership.  
DARS shall not retain title or ownership of the vehicle modification, even if DRS is paying part or all of the cost.
16. Restoration to original state.  
DRS staff shall not authorize services to restore the modified vehicle to the previous decor, state, or condition, even if the client no longer needs the modifications or the owner wishes to sell the vehicle. The client, including clients exempt from consumer financial participation and regardless of the Client Financial Statement (RS-13 form) results, is (per Federal Register, Vol. 66, No. 11, Issued January 17, 2001, Page 4421) financially responsible for restoring the vehicle back to its original state if necessary.

17. Comparable benefits.  
Although vehicle modification is exempt (per 2016 [Federal Regulation 34 CFR § 361.53](#)) from a search for comparable benefits, the counselor shall (per federal Technical Assistance Circular RSA-TAC-91-01 issued November 16, 1990; federal policy directive RSA-PD-91-03 issued November 16, 1990) use comparable benefits that are readily available. Veteran Disability Benefits are a comparable benefit for vehicle hand controls.
18. Fee-based.  
Vehicle modification, service maintenance contract and extended warranty contract shall (per [Federal Regulation 34 CFR § 361.54](#)) be subject to consumer financial participation policy and Client Financial Statement (RS-13 form) results (see [Chapter 14.3, FINANCIAL, Policy 1](#)), including when provided under Trial Work Experiences Plan or Extended Evaluation Plan. Change order or retrofitting costs due to DRS error is exempt from the RS-13 results.
19. Encumbering funds.  
Services shall be subject to DRS established purchasing policies and procedures. For encumbering funds, see [Chapter 14.1, PURCHASING, Policy 1](#). Prescription and quotation/contract for modification shall not financially obligate DRS to pay part or all of the modification cost.
20. Driver License.  
See [Chapter 8.21, VEHICLE, Policy 1](#).
21. Vehicle purchase.  
See [Chapter 8.21, VEHICLE, Policy 4](#).
22. Lowest cost.  
For policies on lowest cost alternatives to modification, and modification add-ons and upgrades, see [Chapter 14.1, PURCHASING, Policy 6](#).
23. Client debts.  
For policy on consumer debts, mechanics liens on modifications, etc. see [Chapter 14.1, PURCHASING, Policy 8](#).

[Back to Chapter Index](#)

## B. Vehicle Modification Procedure

**[REVISED: 5/1/14]**

1. The client shall provide the counselor written proof of insurance on the vehicle. The counselor shall keep a copy in the case record.
2. If the final prescription for vehicle modification is older than 12 months, the counselor may wish to consult the WWRC driver evaluator concerning factors which may affect the appropriateness of the prescription, such as when client medical condition has changed, client has a different wheelchair, client now owns a different type of vehicle, whether equipment safety standards have

changed, whether specifications are still accurate for that particular vehicle, whether prescribed equipment is still being marketed, etc.

3. Some Class II modifications require a mandatory pre-bid conference ([See Policy 5: Section D](#) of this chapter) because of the complex modifications involved to ensure the prescribed systems are compatible with each other, the vehicle, and the wheelchair. Defer to the WWRC driver evaluator decision if the Driving Evaluation Report does not specify whether a pre-bid conference is required.
4. The client shall give the counselor a copy of the vehicle modification quotation/contract signed and dated by the seller and all vehicle owners.
5. If the contract falls through, the client must immediately notify the counselor, who will immediately cancel the Authorization.
6. When the modification passes DRS final inspection by the WWRC driver evaluator (or DRS rehabilitation engineer in consultation with the driver evaluator), the driver evaluator shall notify the counselor in writing.
7. Counselor shall notify the client.
8. Vendor transfers title of the equipment to the vehicle owner. The counselor may remind the vehicle owner to ensure the vendor transfers title of the equipment to the vehicle owner.
9. Counselor shall request vendor payment upon receipt of: i) written notice the work passed DRS final inspection, and ii) accurate vendor invoice.
10. The client shall provide a written proof the Class II modified vehicle and high cost Class I equipment is insured and the counselor shall keep a copy in the case record.
11. Services shall be subject to DRS established purchasing policies and procedures. See [Chapter 14.1, PURCHASING, Policy 1](#).

[Back to Chapter Index](#)

### C. Qualified Vendor for Vehicle Modification

**[REVISED: 5/1/14]**

Vendors shall meet requirements in [Chapter 14.4, VENDORS, Policy 2](#). Additionally, all vehicle modifications shall be performed by a vendor registered with the National Highway Traffic Safety Administration (per [Federal Regulation 49 CFR § 595.6](#)). Furthermore, Class II modifications as defined in [Policy 5: Section A](#) of this chapter shall be performed by a vendor who is also certified as a Quality Assurance Provider (QAP) by the National Mobility Equipment Dealer Association (NMEDA) for the particular modification that is being installed.

## D. Pre-bid Conference for Vehicle Modification

**[REVISED: 5/1/14]**

1. A pre-bid conference is held for some Class II modifications when complex modifications are involved to ensure the prescribed systems are compatible with each other, the vehicle, and the wheelchair; and to ensure that all bidders have a clear understanding of the exact services needed. If the Driving Evaluation Report does not specify whether a pre-bid conference is required, defer the decision to the WWRC driver evaluator. The counselor, in consultation with the WWRC driver evaluator and client, shall schedule the date and location for the pre-bid conference, usually at the driver evaluation facility, and invite all qualified vendors to participate in the pre-bid conference. The notice shall advise that only vendors attending the pre-bid conference shall be allowed to bid.
2. If the client already has purchased the vehicle to be modified, the client shall bring this vehicle to the pre-bid conference.
3. Client shall be required to attend the pre-bid conference.
4. The WWRC or vendor driver evaluator shall be required to attend the pre-bid conference. For professional qualifications, see [Chapter 6.05, DRIVER EVALUATION, Policy 2\)](#)
5. Vehicle owners may attend the pre-bid conference.
6. DRS regional rehabilitation engineer may attend the pre-bid conference.
7. The final modification prescription will be reviewed during the pre-bid conference.
8. Any prescription changes suggested during the pre-bid conference require documentation by the WWRC driver evaluator in an addendum to the original report, in consultation with the client and counselor, to ensure the recommended changes will effectively meet client needs as well as quality and safety standards.

# CHAPTER 12 FORMS INSTRUCTION

## Chapter 12 Contents:

[DRS Policy Manual Main](#)

- **Chapter 12. - [FORMS INSTRUCTIONS](#)**
  - **RS-2.** [Referral Form instructions](#)
  - **RS-2 MH.** [Referral by Mental Health Professional instructions](#)
  - **RS-3.** [Medical Examination instructions](#)
  - **RS-3a.** [Unlisted Diagnostic/Therapeutic Procedures instructions](#)
  - **RS-3c.** [Medical Report for Visual Disability instructions](#)
  - **RS-3d.** [Medical Report for Hearing Disability instructions](#)
  - **RS-3e.** [Authorization for Release of Confidential Information instructions](#)
  - **RS-3g.** [Medical Consultant Worksheet instructions](#)
  - **RS-3h.** [Dental Examination instructions](#)
  - **RS-3i.** [Authorization for Use and Disclosure of Protected Health Information instructions](#)
  - **RS-3j.** [Interagency Consent to Release Alcohol or Drug Diagnosis or Treatment Information](#)
  - **RS-4.** [Application Intake Interview Guide](#)
  - **RS-4b.** [Consumer Information on Development of the Employment Plan instructions](#)
  - **RS-5.** [Employment Plan instructions](#)
  - **RS-5a.** [Application and Disclosures for Vocational Rehabilitation \(VR\) Services instructions](#)
  - **RS-5b.** [Substantial Amendment to the Employment Plan instructions](#)
  - **RS-5e** [O Net - SOC Employment Goal Codes for Employment Plan](#)
  - **RS-7.** [Reimbursement Request instructions](#)
  - **RS-8.** [Mediation Request and Confidentiality instructions](#)
  - **RS-9.** [Request for Hearing instructions](#)
  - **RS-OOS.** [Understanding Order of Selection brochure instructions](#)
  - **RS-13.** [Client Financial Statement instructions](#)
  - **RS-14.** [Title of Agreement for Occupational Tools/Equipment/Inventory instructions](#)
  - **RS-15.** [WWRC Financial Participation Referral instructions](#)
  - **RS-19.** [On-the-Job Training Contract instructions](#)
  - **RS-20.** [Unpaid Work Experience Enrollment instructions](#)
  - **RS-20a.** [UWE Insurance Information](#)
  - **RS-21.** [Training Progress Report instructions](#)
  - **RS-22.** [Vocational Rehabilitation Accident/Incident Report instructions](#)
  - **RS-25.** [Post-Secondary Training Comparable Benefits & Financial Assessment instructions](#)
  - **RS-32.** [Vocational Rehabilitation Transportation Assessment instructions](#)
  - **RS-33.** [Home Modification Assessment instructions](#)
  - **RS-34.** [Home Owner Agreement for Residential Modifications instructions](#)
  - **RS-36.** [Used Vehicle Inspection instructions](#)
  - **RS-455.** [Review of Case Closed in Extended Employment or Compensated Less than Minimum Wage instructions](#)
  - **RS-457.** [Lien Worksheet instructions](#)
  - **262-VR-AD-002.** [Scanning Standards](#)

- **EE-1.** [Referral to Extended Employment for Non-Vocational Rehabilitation Clients](#)
- **G&SP.** [SSA-1365 State Agency Ticket Assignment instructions](#)
- **G&SP.** [SSA-1619\(b\) Medicaid Work Incentive Letter instructions](#)
- **SBE-1.** [032-03-945 Voter Registration Agency Certification instructions](#)
- **SBE-2.** [VA-NVRA-1 Virginia Voter Registration Application instructions](#)
- **WWRC.** [ADM-111 WWRC Referral instructions](#)
- **WWRC.** [ADMIN-101 WWRC Application instructions](#)
- **WWRC.** [PsyAdm-01 Vendor Application for Licensed Behavior Health Services Provider instructions](#)
- **WWRC.** [PER-2704 PERT Student Referral instructions](#)
- **AWARE-16.** [Serious Functional Limitation Checklist instructions](#)
- **AWARE-17.4.** [Education Screen Guidance](#)
- **ST-12.** [Virginia Sales and Use Tax Exemption Certificate instructions](#)

## Chapter 12. - FORMS INSTRUCTIONS

### RS-5b. Substantial Amendment to the Employment Plan

#### **FORM REVISION DATE: 7/12**

Use:

See [Chapter 5, PLAN, Policy 4, Section B1](#). DRS staff and VR clients may use this form, but the information must be entered into AWARE.

#### **Page 1:**

##### **Client Name.**

Enter VR client name.

##### **Participant ID.**

Enter AWARE case identification number, if known.

##### **Case type.**

Enter VR.

#### **1. Amendment to General information**

Amending. Check which type of Plan is being amended.

##### **Plan #.**

AWARE will assign it. The original Plan is assigned 1, and each amendment is assigned the subsequent number.

##### **Signature/Start Date.**

Enter the date the final signature is obtained.

##### **Expected Plan End Date.**

Enter the date the VR client is expected to attain employment, This is not the Plan expiration date.

**Amending IPE to Plan type.**

Check the primary service needed to attain employment that is being provided under the current Plan.

**Supported Employment.**

Check the box if Supported Employment services will be provided under this Plan. If client and counselor later agree to add Supported Employment services, this box must be checked before case closure.

**Small Business Enterprise.**

Check the box if the client intends to be self-employed.

**Financially Eligible.**

Check the box if policy exempts the client from consumer financial participation or the RS-13 is \$0 consumer financial contribution.

**Amendment to Employment Goal.**

If the goal has changed, but all services and objectives remain the same, it is not necessary to complete the RS-5b (see [Chapter 5, PLAN, Policy 4, Section B1](#) and at case closure see [Chapter 11, CLOSURE, Policy 1, Section A2](#)). Otherwise, enter the new O\*NET-SOC Code from the Occupational Information Network-Standard Occupational Classification Titles which accurately defines an individual's occupational goal. Before case closure status, only the 2 digit Code is required. Use Homemaker only when the client goal is to keep house for own family, or own self if living alone. Use Unpaid Family Worker only when the occupational goal is not listed in O\*Net-SOC Code and the client goal is to work without pay in the business or farm owned by the family of the client. Other unpaid work does not meet the criteria for an acceptable employment goal. Hobbies do not meet the criteria for an acceptable employment goal. Self-employment is not an employment goal; use the O\*Net-SOC Code for the occupation. Refer to the policy for career advancement and career change.

**Reason for Selecting this Employment Goal.**

If amending the employment goal, give a reason why this goal is appropriate and consistent with client choice.

**2. Amendment to Planned Services/Vendors/Cost**

Check the box to indicate if the amendment applies to a service, vendor or cost and enter the change in the spaces provided.

**3. Amendment to Participant Responsibilities**

Check the box to indicate if the amendment applies to adding or deleting a responsibility and specify the change.

**4. Amendment to Progress Measure.**

Check the box to indicate if the amendment applies to adding or deleting a progress measure and specify the change.

**Signatures.**

The counselor explains that all original terms, conditions, rights and responsibilities remain in effect unless changed with this amendment. A substantial amendment must be signed by the counselor and VR client or custodial parent or legal guardian or power of attorney before it can become effective. Counselor signature is the counselor log on and password in AWARE and becomes effective when the counselor enters the plan start date in the Plan screen. Definition of substantial amendment is in Chapter 5, PLAN, Policy 4, Section B.



Enter information into **AWARE Plan screen**, give a copy including Signature Page if applicable to VR client. Keep Signature Page (at least) if applicable in the client file and do not keep paper copy of information in AWARE.

[Back to Chapter Index](#)

## RS-13. Client Financial Statement

**FORM REVISION DATE: 7/19**

Use:

- PART 1 documents client exemption from consumer financial participation. PART 2 is used for all other clients to determine consumer financial participation in fee-based services.
- If the RS-13 consumer financial participation is 0% to 99%, school training Cost Of Attendance (COA) is subject to RS-25 form, including for clients exempt from consumer financial participation [see Chapter 7, SCHOOL, Policy 1, Section D3](#).
- For Self Employment Enterprises cost, SEE funding policy and RS-13 applies, including for clients exempt from consumer financial participation. See [Chapter 8.17, SEE, Policy 3](#).

### **PART 1. "Short Form"**

Use PART 1 to document client exemption from consumer financial participation. Counselor completes PART 1 only if:

- client or client family receives General Relief,
- client or client family receives Temporary Assistance For Needy Families (TANF),
- client receives Supplemental Security Income (SSI) cash benefit, even if client or family receives other income, or
- client receives Social Security Disability Insurance (SSDI) cash benefit as the disabled worker Claimant, even if client or family receives other income, or
- client is at least age 18 and receives cash benefit under SSDI Adult Child Disability Benefits, even if client or family receives other income.
- Do not complete PART 1 if client receives Survivor Benefits, SSDI Family Benefits (including for children under age 18), or OASI SSA retirement. However, use PART 1 if the client has proof of receiving SSDI cash benefit as the disabled worker Claimant and at retirement age SSA converted the client SSDI cash benefit to OASI retirement cash benefit (SSA has determined these clients eligible for SSDI as the disabled worker Claimant).
- Do not complete PART 1 if the SSI or SSDI does not include a cash benefit.

### **PART 1, Section B.**

At Application status:

- Obtain proof of GR and amount, TANF and amount, SSI and cash benefit amount, SSDI as disabled worker Claimant and amount, or SSDI Adult Child (at least age 18) Disability benefits and amount. Proof of SSI or SSDI is an official document showing type of aid and amount, such as

SSA award letter, SSA-1099 form, financial institution direct deposit receipt/statement, or Benefit Planning Query (PBQY).

- Check the Proof Of Aid box.
- Enter the type of aid and cash amount in AWARE and keep proof of type and amount in the client record. If the cash amount is \$0, do not check the AWARE box for SSI or SSDI.

### **PART 1, Section C.**

- Enter date the VR client actually provides annual proof of GR, TANF, SSI or SSDI status. Keep the documentation in the client file. Do not need to annually document cash amount.

### **Save PART 1 electronically.**

### **PART 2. "Long Form"**

Use:

- Counselor completes PART 2 only if PART 1 does not apply to the client. PART 2 may be completed at Application status, but is not needed until a fee-based service will be provided.
- DRS uses the financial resources and expenses from the past calendar year to determine the consumer financial participation in fee-based services for the current year. For adjustment when the past year financial situation differs significantly up or down from the current year, see [Chapter 14.3, FINANCIAL, Policy 1](#).
- When the RS-13 PART 2 is required by policy, the Excel spreadsheet must be used. Completing the RS-13 by hand is permitted only if Line 3a is \$0.
- Use a new RS-13 PART 2 form for each annual update.
- See policy for funding SEEs or school training.

### **Obtain proof of family size and income.**

- Use the tax return for the most recent federal income tax period (last calendar year period usually filed by April 15 of the current calendar year). If the client does not provide a copy, the client may receive no-cost services and is 100% responsible for fee-based services (see [Chapter 14.3, FINANCIAL, Policy 1](#)). If the client is not listed on any tax return, see line by line instructions below.
- DRS accepts an amended tax return. DRS shall not accept a consumer promise to file an amended tax return or to not include the client on the next tax return.

### **1. Primary Financial Support.**

- Check the box that best describes the main source of financial support the client receives.

### **2. # People Dependent on Family Income.**

- Enter the total number of all persons listed on the same federal income tax return as the VR client, regardless of where the client lives.

- A client who is not required to file a tax return is a family size of one, regardless of living arrangements or financial support received from other people.

**3a. Unadjusted Gross Total Annual Taxable Income** (DRS term, not IRS).

- On the federal income tax return IRS-1040, this is called TOTAL INCOME on Line 10. However, if Line 10 includes the taxable portion of SSDI, subtract the SSDI amount.
- Document the income and attach it to the RS-13. Include wages, salaries, tips, etc.; unemployment compensation; alimony received; taxable interest income; dividend income; taxable refunds of state and local income taxes; business income (or loss) from Schedule C, C-EZ, or F; capital gain (or loss); other gains from I.R.S. Form 4797; taxable portion of Individual Retirement Account distributions; taxable portion of pensions and annuities; taxable portions of housing allowance (which is already included in Line 10 on IRS 1040 form); income from rents, royalties, partnerships, estates, trusts, etc.; farm income (or loss) from Schedule F; prizes, awards, and winnings; foster care income; and other taxable income. However, do not include the taxable portion of Social Security Disability Insurance.
- If the client (or family) is not legally required to file a federal income tax return, use I.R.S. Form 1099-G for unemployment compensation or copy of monthly benefit check, W-2 form or copy of a pay stub from employer, or copy of bank statements/receipt showing direct deposit of income.
- If using monthly income, remember to convert it to an annual amount.
- For a Trust, distributions (withdrawals) will be included on Line 10 of the tax return. If the client is not on a tax return, include the total Trust distributions for the last calendar year on the Taxable Income Line.

**3b. Exclusion For Annual Taxes, Health Insurance, and Retirement.**

- The exclusion is for estimated cost of taxes and health insurance premium, and amount of income saved for retirement, based on a sliding scale published in state regulation.
- Enter the percentage from the table below based on the amount in Line 3a. The Excel spreadsheet does this for you:

15% if amount on Line 3a is under \$10,000;  
 20% if amount on Line 3a is \$10,000 - \$14,999;  
 25% if amount on Line 3a is \$15,000 - 24,999;  
 30% if amount on Line 3a is \$25,000 - \$34,999; and  
 35% if amount on Line 3a is \$35,000 or more.

**3c. Adjusted Annual Taxable Income** (DRS term, not IRS).

- Multiply Line 3a by Line 3b. Subtract the product from Line 3a. Enter the difference in Line 3c. The Excel spreadsheet does this for you.

**4. Annual Non-Taxable Income** (DRS term, not IRS).

- On the federal income tax return, use: tax-exempt interest income; non-taxable portion of Individual Retirement Account distributions; non-taxable portion of pensions and annuities.

- Even though these sources of non-taxable income are not on the 1040, include amounts received January 1 through December 31 of last calendar year for: military allowances except for housing, Special Needs Adoption Subsidy, Child Support, Workers' Compensation, and Veterans Disability Benefits.
- Do not include SSI or non-taxable portion of SSDI, even if received by a client or family member.
- Do not include non-taxable housing allowance for military or clergy.

**5. Total Adjusted Annual Income** (DRS term, not IRS).

- Add Line 3c and Line 4. Enter the sum on Line 5. The Excel spreadsheet does this for you.

**6a. Total Cash Assets.**

- Enter the total amount of cash assets owned by the VR client (or family) as of December 31 of the last calendar year.
- If IRS 1040 form Lines 8a, 8b, 9a and line 9b are blank, DRS assumes there are no cash assets over \$5,000 and \$0 may be entered on Line 6a. If IRS 1040 form Lines 8a, 8b, 9a and line 9b are not blank, use IRS 1040 Schedule B (attached to the 1040) to identify the cash assets and require the VR client to provide year end account statements and keep a copy in the client record.
- If the client is not on any tax return, use the year-end account statements listing the client as the sole owner (other than another person who is power of attorney POA).
- Cash Assets means funds in: checking accounts; savings accounts; money market accounts; savings certificates of deposit maturing within six months; stocks; bonds maturing within six months; life insurance net cash value; mutual funds, Educational/Coverdell IRA; 529 college plan, client Uniform Gift to Minors Act UGMA account only if client is age 18 or older. Do not include Retirement IRA, Keogh accounts, or self-employed SEP accounts.
- For a Trust, if the client can only receive a monthly allowance from the Trust, or the full Trust amount cannot be accessed at any time, do NOT enter the Trust balance on the Cash Asset line. If the client can access the full Trust amount at any time, enter the Trust amount as of December 31 of the last calendar year.

**6b. \$5,000 allowance for Cash Assets.**

- This is pre-printed on the RS-13 Excel spreadsheet.

**6c. Net Cash Assets.**

- Subtract \$5,000 from line 6a. Enter the difference on Line 6c. If Line 6a is less than \$5,000, enter \$0 on Line 6c. The Excel spreadsheet does this for you.

**7. Adjusted Annual Income and Net Cash Assets.**

- Add Line 5 and Line 6c. Enter the sum on Line 7. The Excel spreadsheet does this for you.

**8. Annual Living Expenses Exclusion Based on Family Size** (DRS term, not IRS).

- Use the family size entered on Line 2 to find the living expense exclusion amount in the Family Size Table below. Enter the exclusion amount on Line 8. The Excel spreadsheet does this for you.

- The formula for the DRS living expense exclusion is established in state regulation. For a family of one, DRS uses the federal Health and Human Services (HHS) Poverty Level for a family of four in the 48 contiguous states, which is published annually in the Federal Register. For each additional family member, DRS uses the federal allowance for each additional dependent. The DARS Central Office decides the date on which the Table update becomes effective.

<b>Family Size Table</b>		
Effective as February 11, 2019 until further notice		
Family Size	Exclusion	
1	\$25,750	
2	\$30,170	
3	\$34,590	
4	\$39,010	
5	\$43,430	
6	\$47,850	
7	\$52,270	
8	\$56,690	
For each additional dependent, add	4,420	

### **9. Annual Disability-Related Expenses.**

Use the disability-related expenses for the last calendar year for the family unit reported in Line 2. You may include special nursing care, attendant fees, extraordinary transportation costs incurred by the significantly disabled, incurred medical expense for purposes other than the ordinary maintenance of good health, tutors, tape recorders, rehab tech devices, hearing aids, assistive listening devices (such as personal loop), alerting devices, telecommunication systems (such as TTY/videophone), etc.

Do not include costs for routine medical or dental care.

Do not include costs covered by comparable benefits.

Do not include costs incurred but not paid during the time period.

Enter total annual cost on line 9 and explain the nature and amount of each expense in the space provided on the second page of RS-13 PART 2.

Attach annual expenses proof/receipts to the RS-13.

**10. Total Annual Exclusions.**

- Add Line 8 and Line 9. Enter the sum on Line 10. The Excel spreadsheet does this for you.

**11. Client Resources.**

- Subtract Line 10 from Line 7. Enter the difference on Line 11. If Line 7 is less than Line 10, enter \$0 on Line 11. The Excel spreadsheet does this for you.

**12. Client Percentage.**

- On Line 12, use the Table below and enter the percentage found where the Family Size reported on Line 2 intersects with amount reported on Line 11. The client (or family) contribution to the total annual cost of fee-based services is the percentage on Line 12, not to exceed the dollar amount on Line 11 (except school training Cost of Attendance is subject to the RS-25 form and Self Employment Enterprise cost is subject to SEE funding policy).

**Income Scale - Percentage of client contribution based on Family Size**

**Family**

<b>Size</b>	<b>5%</b>	<b>10%</b>	<b>15%</b>	<b>20%</b>
<b>1</b>	\$1 – 214	\$215 – 440	\$ 441 – 678	\$ 679 – 927
<b>2</b>	<b>\$1 – 283</b>	<b>\$284 – 581</b>	<b>\$ 582 – 895</b>	<b>\$ 896 – 1,223</b>
<b>3</b>	\$1 – 352	\$353 – 722	\$ 723 – 1,112	\$1,113 – 1,520
<b>4</b>	<b>\$1 – 421</b>	<b>\$422 – 864</b>	<b>\$ 865 – 1,329</b>	<b>\$1,330 – 1,816</b>
<b>5</b>	\$ 1 – 490	\$491 – 1,005	\$1,006 – 1,546	\$1,547 – 2,113
<b>6</b>	<b>\$1 – 559</b>	<b>\$560 – 1,146</b>	<b>\$1,147 – 1,763</b>	<b>\$1,764 – 2,409</b>
<b>7</b>	\$ 1 – 628	\$629 – 1,287	\$1,288 – 1,981	\$1,982 – 2,705
<b>8</b>	<b>\$1 – 697</b>	<b>\$689 – 1,428</b>	<b>\$1,429 – 2,198</b>	<b>\$2,199 – 3,002</b>

**Family**

<b>Size</b>	<b>25%</b>	<b>30%</b>	<b>35%</b>	<b>40%</b>
<b>1</b>	\$ 928 – 1,189	\$1,190 – 1,464	\$1,465 – 1,753	\$1,754 – 2,057

2	<b>\$1,224 – 1,569</b>	<b>\$1,570 – 1,931</b>	<b>\$1,932 – 2,312</b>	<b>\$2,313 – 2,713</b>
3	\$1,521 – 1,949	\$1,950 – 2,398	\$2,399 – 2,871	\$2,872 – 3,368
4	<b>\$1,817 – 2,328</b>	<b>\$2,329 – 2,866</b>	<b>\$2,867 – 3,430</b>	<b>\$3,431 – 4,024</b>
5	\$2,114 – 2,708	\$2,709 – 3,333	\$3,334 – 3,989	\$3,990 – 4,679
6	<b>\$2,410 – 3,088</b>	<b>\$3,089 – 3,800</b>	<b>\$3,801 – 4,548</b>	<b>\$4,549 – 5,335</b>
7	\$2,706 – 3,468	\$3,469 – 4,267	\$4,268 – 5,107	\$5,108 – 5,991
8	<b>\$3,003 – 3,847</b>	<b>\$3,848 – 4,734</b>	<b>\$4,735 – 5,666</b>	<b>\$5,667 – 6,646</b>

### Family

Size	45%	50%	55%	60%
1	\$2,058 – 2,376	\$ 2,377 – 2,711	\$2,712 – 3,063	\$3,064 – 3,432
2	<b>\$2,714 – 3,133</b>	<b>\$3,134 – 3,574</b>	<b>\$3,575 – 4,038</b>	<b>\$4,039 – 4,524</b>
3	\$3,369 – 3,890	\$3,891 – 4,438	\$4,439 – 5,013	\$5,014 – 5,616
4	<b>\$4,025 – 4,647</b>	<b>\$4,648 – 5,301</b>	<b>\$5,302 – 5,988</b>	<b>\$5,989 – 6,708</b>
5	\$4,680 – 5,404	\$5,405 – 6,164	\$6,165 – 6,963	\$6,964 – 7,800
6	<b>\$5,336 – 6,161</b>	<b>\$6,162 – 7,027</b>	<b>\$7,028 – 7,938</b>	<b>\$7,939 – 8,892</b>
7	\$5,992 – 6,917	\$6,918 – 7,891	\$7,892 – 8,913	\$8,914 – 9,985
8	<b>\$6,647 – 7,674</b>	<b>\$7,675 – 8,754</b>	<b>\$8,755 – 9,888</b>	<b>\$9,889 – 11,077</b>

### Family

Size	65%	70%	75%	80%
1	\$ 3,433 – 3,820	\$ 3,821 – 4,227	\$ 4,228 – 4,665	\$ 4,666 – 5,104
2	<b>\$ 4,525 – 5,035</b>	<b>\$ 5,036 – 5,571</b>	<b>\$ 5,572 – 6,148</b>	<b>\$ 6,149 – 6,727</b>
3	\$ 5,617 – 6,250	\$ 6,251 – 6,916	\$ 6,917 – 7,632	\$ 7,633 – 8,349
4	<b>\$ 6,709 – 7,466</b>	<b>\$ 7,467 – 8,260</b>	<b>\$ 8,261 – 9,115</b>	<b>\$ 9,116 – 9,972</b>
5	\$ 7,801 – 8,681	\$ 8,682 – 9,604	\$ 9,605 – 10,598	\$10,599 – 11,594
6	<b>\$ 8,893 – 9,896</b>	<b>\$ 9,897 – 10,949</b>	<b>\$10,950 – 12,081</b>	<b>\$12,082 – 13,217</b>
7	\$ 9,986 – 11,111	\$11,112 – 12,293	\$12,294 – 13,565	\$13,566 – 14,839

**8**            **\$11,078 – 12,326**    **\$12,327 – 13,637**    **\$13,638 – 15,048**    **\$15,049 – 16,462**

**Family**

<b>Size</b>	<b>85%</b>	<b>90%</b>	<b>95%</b>	<b>100%</b>
<b>1</b>	\$ 5,105 – 5,576	\$ 5,577 – 6,071	\$ 6,072 – 6,590	\$ 6,591 and up
<b>2</b>	<b>\$ 6,728 – 7,348</b>	<b>\$ 7,349 – 8,000</b>	<b>\$ 8,001 – 8,684</b>	<b>\$ 8,685 and up</b>
<b>3</b>	\$ 8,350 – 9,120	\$ 9,121 – 9,929	\$ 9,930 – 10,778	\$10,779 and up
<b>4</b>	<b>\$ 9,973 – 10,893</b>	<b>\$10,894 – 11,859</b>	<b>\$11,860 – 12,871</b>	<b>\$12,872 and up</b>
<b>5</b>	\$11,595 – 12,665	\$12,666 – 13,788	\$13,789 – 14,965	\$14,966 and up
<b>6</b>	<b>\$13,218 – 14,437</b>	<b>\$14,438 – 15,717</b>	<b>\$15,718 – 17,059</b>	<b>\$17,060 and up</b>
<b>7</b>	\$14,840 – 16,209	\$16,210 – 17,646	\$17,647 – 19,153	\$19,154 and up
<b>8</b>	<b>\$16,463 – 17,981</b>	<b>\$17,982 – 19,575</b>	<b>\$19,576 – 21,246</b>	<b>\$21,247 and up</b>

**Client Name.**

- Print VR client name.

**Social Security #.**

- Optional. Enter client’s nine digit Social Security Number.

**Signature, Date.**

- VR client (or custodial parent, legal guardian, or power of attorney, if applicable) signs and dates.
- DRS staff shall not sign on behalf of the VR client.
- Verbal signatures are not allowed.

**Counselor Signature, Caseload #, Date.**

- By signing, the counselor indicates the form and Certification section were explained to the client (or representative, if applicable).

**The counselor attaches proof of income, proof of cash assets, and proof of disability-related expenses to the RS-13 and saves them electronically.**

[Back to Chapter Index](#)



# Chapter 14.1 Contents:

[DRS Policy Manual Main](#)

- **Chapter 14.1. - PURCHASING**
  - **1. [Procedures to Authorize VR Services for Consumers](#)**
  - **2. [Use of Forms and AWARE Screens](#)**
    - **A. [Use of Authorization Page Screen and Authorization Form](#)**
    - **B. [Use of Cancellation Order](#)**
    - **C. [Use of Small Purchase Charge Card \(SPCC\) for Clients](#)**
    - **D. [Use of ST-12 Virginia Sales and Use Tax Exemption Certificate](#)**
    - **E. [Use of Gift Cards for Client Purchases](#)**
  - **3. [Pre-Approval Dollar Levels](#)**
  - **4. [Emergency Procurement of Service for Consumer](#)**
  - **5. [Administrative Purchases](#)**
  - **6. [Lowest Cost Goods and Services](#)**
  - **7. [Retaining Title, Taking Inventory, and Repossessing Goods](#)**
    - **A. [Retaining Title to Goods](#)**
    - **B. [Taking Annual Inventory When DARS Retains Title to Goods](#)**
    - **C. [Repossessing Goods from Clients](#)**
  - **8. [Client Debts and Loans to Clients](#)**
  - **9. [Client Entertainment/Social Activities](#)**

## Chapter 14.1. - PURCHASING

### 1. Procedures to Authorize VR Services for Consumers

**[REVISED: 4/9/18]**

1. This policy does not apply to purchases for VR clients at WWRC. See [Chapter 13, WWRC, Policy 2.](#)
2. Timeliness.  
The VR counselor shall make every effort to ensure timely authorization of services (per 2016 [Federal Regulation 34 CFR § 361.50](#)).
3. Case status.  
The case must be in AWARE in Application status or beyond.
4. Methods.
  - a. Authorizations must be in writing. For purchase under emergency situation that requires verbal instead of written authorization, [see Policy 4 of this chapter.](#)
  - b. The Authorization Form, or Small Purchase Charge Card (SPCC) for clients, or store gift card/fuel card is used by DRS staff to authorize the vendor to provide the services (including goods). For Authorization form and screen, [see Policy 2](#) of this chapter. For

Small Purchase Charge Card, [see Policy 2: Section C](#) of this chapter. For store gift card and fuel card, [see Policy 2: Section E](#) of this chapter.

- c. The information must always also be entered into the AWARE Authorization Page screen.

5. Single purchase.

The counselor may split a single purchase among different vendors (e.g., authorizing personal computer hardware from one vendor and the required adaptive device from another vendor) or may split the purchase into a series of authorizations to the same vendor (e.g., authorizing additional therapy sessions with the same service provider). However, based on the total amount of the authorizations for a single purchase, the counselor must, when required by DRS written policy and procedure, obtain documentation of supervisory pre-approval, medical or dental consultant pre-approval, insurance carrier pre-approval, and quotes from multiple vendors.

**Note 1:** A single purchase for a hearing aid includes the required ear molds, hearing aid(s), necessary batteries, one orientation session, and a follow-up check although the purchase extends over a period of time.

**Note 2:** A single purchase for a personal computer includes the hardware (i.e., CPU, monitor, printer, etc.), input device (i.e., mouse, keyboard, etc.), software (i.e., operating, applications, etc.), accessories (i.e. mouse pad, surge protector, etc.), and assistive technology. The computer furniture and training are separate purchases from the computer system.

6. Sole source.

Purchases from a sole source private vendor require the DARS commissioner pre-approval and must be processed through the Logistical Support and Supplies unit in the DARS Central Office (per agency mandate). Sole source means a determination has been made that there is only one vendor practicably available for a particular service or goods (e.g., the community is served by only one physician, "used" equipment, only one brand name is recommended in the needs assessment and there is only one dealer/distributor that sells that brand). A purchase in which only one brand name meets client needs is not a sole source if there are at least two dealers/distributors that sell that brand.

7. Fee schedule.

DRS established, as is our option under federal regulation (per 2016 [Federal Regulation 34 CFR § 361.50](#)), a fee schedule designed to ensure reasonable costs to the Vocational Rehabilitation program for each purchased service or goods. The fees are published in the [DARS Services Reference Manual](#) and the DRS Training and Facilities Manual and updated as needed. If the service has a Service/Item (S/I) code and a fee amount, the counselor can authorize for that amount, subject to policies for consumer financial participation, comparable benefit, school training funding, and self-employment enterprise funding. Contact Robert J. Johnson in DARS DDS if a client is effectually being denied a necessary service because the fee is so low that no vendor will accept it.

8. Price quotes.

- a. If the service is a medical service not listed in the [DRS Services Reference Manual](#), the DARS medical consultant establishes the fee (see [Chapter 8.14, PHYSRES, Policy 1](#)).
  - b. If the service has a Service/Item (S/I) code but no fee amount, the counselor shall obtain quote(s) from qualified vendor(s). The number of quotes varies by the purchase amount:
    - i. Less than \$5,000 requires one price quote (oral or written) documented in the case file (per agency mandate). Counselors are expected to rotate the use of vendors and to ensure the price reasonableness of the quote. If the quote does not meet the consumer's VR needs, or if this is the first time the counselor has purchased the service (including goods), the counselor may wish to obtain an additional quote or to consult another counselor or the supervisor about the reasonableness of the price quote.
    - ii. \$5,000 to \$50,000. Obtain a minimum of four (4) quotes in writing or electronically. If the counselor is unable to obtain four quotes, the justification must be documented (i.e., sole source, there are only two vendors, etc.).
    - iii. Over \$50,000. Obtain a minimum of six (6) written quotes. If the counselor is unable to obtain six quotes, the justification must be documented.
  - c. Proper documentation of a price quote means description of services to be provided, name and address of vendor, first and last name of vendor contact who provides the quote, date quote is given and length of time for which quote is valid, anticipated date service will begin (or goods will be delivered), total cost, and payment terms.
  - d. DRS staff shall make every effort to secure quotes from minority- or women-owned businesses when these vendors can meet quality and performance specifications (per [§ 2.2-4310 of the Code of Virginia](#)). A directory of minority-owned businesses is available in every DRS local office.
  - e. When multiple quotes are required, award to other than the lowest bidder must be pre-approved in writing by management in accordance with the pre-approval dollar level policy. The counselor must attach written justification and pre-approval to the bid document. Justification may include location of vendor to consumer, DARS or DRS or counselor past experience with the vendor, delivery date or service start date, maintenance and repair services, product warranty on goods, etc.
  - f. Quotes are not required for purchases from a government entity (i.e., city transit authority, Consumer Services Board, community college, state licensing agency) or for purchases under state contract (i.e., supported employment services, interpreter services) since a fee schedule is established in the contract.
9. Exemption from state sales tax.
- When the purchase is exempt from state sales tax, the counselor shall make sure the purchase price does not include state sales tax. For information on exemption from state sales tax, see [Policy 2: Section D](#) of this policy.

10. Leases.

When authorizing room and board under a housing rental agreement, the client name, not DARS or DRS, must be used on the rental agreement.

11. Consumer cannot obligate DARS.

If the client incurs an expense before the counselor authorizes the vendor in writing to provide the goods or services, DRS shall not be obligated to pay for it or to reimburse the client (per 2016 [Federal Regulation 34 CFR § 361.50](#) (e)). Contractual negotiations undertaken by a client (or family) with a vendor are not binding upon DARS or DRS staff. DARS must comply with state purchasing requirements and cannot be obligated to contract for services through a particular vendor (per [§ 2.2-4303 of the Code of Virginia](#)).

12. Consumer loans.

DRS shall not make monetary loans to clients.

13. Additional requirements.

For additional procedures for authorizing a specific service (i.e., needs assessment, supervisory pre-approval, prescriptions, insurance carrier pre-approval, agency fund code) see the policy for the service.

[Back to Chapter Index](#)

## 2. Use of Forms and AWARE Screens

### A. Use of Authorization Page Screen and Authorization Form

**[REVISED 5/1/16]**

1. The Authorization Page in AWARE must be completed.

Do not keep a paper copy; your AWARE logon and password is your "signature" for internal purposes.

**Note:** DRS has designed the Authorization Form to meet the federal requirement for written authorization of services (per 2016 [Federal Regulation 34 CFR § 361.50](#)). The Form serves as the purchase order, therefore Purchase Order Form DGS 41-056 is not required for any purchases for VR clients (per Department of General Services).

2. Vendor copy.

The counselor shall:

- a. Send a signed Authorization Form to the vendor, except do not send it when using the Small Purchase Charge Card (to avoid double billing).
- b. Ensure the printed Authorization Form clearly indicates the vendor's obligation (e.g., surgery and post-op report, personal computer system and warranty and delivery and

installation, bill insurance first, etc.).

- c. Attach the appropriate Release form when required by confidentiality policy (see [Chapter 1.1, CONFIDENTIALITY, Policy 1, Section D](#)).
  - d. Attach the Administrative Voucher when purchasing services from another agency of the Commonwealth of Virginia that accepts them.
  - e. Ensure the authorization amount does not include state sales tax when the purchase is exempt from state sales tax.
  - f. Prepare a separate Authorization Form for each vendor when multiple vendors are involved (e.g., when authorizing surgery, prepare a separate form for the hospital, physician, and anesthesiologist).
3. On-site authorization.  
It is not necessary for DRS staff to accompany the client on every type of purchase. At counselor discretion, the client may take the Authorization Form to the vendor.
  4. Consumer copy.  
Send a copy to the client upon request.
  5. Expiration.  
AWARE automatically puts 180-day expiration date on the Authorization to notify the vendor. AWARE automatically cancels any amount on an Authorization left unpaid 180 days after the Authorization Date (not the effective date of the service). If the service is still required, the counselor must generate a new Authorization. This applies to all service items. No exceptions or waivers shall be granted.

[Back to Chapter Index](#)

## [B. Use of Cancellation Order](#)

**[REVISED: 3/1/08]**

Cancel the authorization in AWARE and send written notice to the vendor.

[Back to Chapter Index](#)

## [C. Use of Small Purchase Charge Card \(SPCC\) for Clients](#)

**[REVISED: 7/9/2020]**

1. Definition.  
Cardholder means the person named on the account and the card itself.
2. Application for SPCC.  
Supervisory pre-approval and supervisor and cardholder training are required before DRS staff may apply for a SPCC.
3. For purchases for VR clients. Only the cardholder is authorized to use the Small Purchase Charge Card (SPCC) for clients.
  - a. Only the cardholder is authorized to use the Small Purchase Charge Card (SPCC) for clients.
  - b. SPCC may be used to purchase services and "expendable" (e.g., medications, gasoline, etc.) and "non-expendable" (e.g. tools, textbooks, etc.) tangible goods for VR clients.
  - c. Purchases made with the SPCC are subject to all existing purchasing policies within this Policy and Procedure Manual, including but not limited to: consumer financial participation, use of comparable benefits, exemption from state sales tax, etc.
  - d. There is a monthly limit. See Small Purchase Charge Card Program (SPCC) and Program Administrator (PA) Policies and Procedures – Client Services.
  - e. There is a transaction limit. See Small Purchase Charge Card Program (SPCC) and Program Administrator (PA) Policies and Procedures – Client Services.
  - f. All purchases shall comply with DARS' Fiscal Policies and Procedures located on the DARS' Intranet page.
4. Misuse.  
See Small Purchase Charge Card Program (SPCC) and Program Administrator (PA) Policies and Procedures – Client Services.
5. Cardholder responsibilities.  
See Small Purchase Charge Card Program (SPCC) and Program Administrator (PA) Policies and Procedures – Client Services.
6. Supervisor responsibilities.  
See Small Purchase Charge Card Program (SPCC) and Program Administrator (PA) Policies and Procedures – Client Services.

[Back to Chapter Index](#)

## D. Use of ST-12 Virginia Sales and Use Tax Exemption Certificate

**[REVISED: 7/1/12]**

1. The Virginia Use and Tax Exemption Certificate (Department of Taxation ST-12 form) notifies the vendor that DARS is exempt from state sales tax. The vendor keeps this on file for audit purposes. A vendor that is being used by DARS for the first time will usually not have this form on file. If the state sales tax exemption applies to the purchase, the counselor shall attach an Exemption Certificate (ST-12 form) to the Authorization form. If field staff need assistance with the form, call the DARS designated vendor services personnel.
2. DARS is exempt from paying Virginia sales tax on goods purchased for consumers when:
  - a. The counselor provides a voucher or certification from DARS (i.e., Authorization Form) and the vendor bills the agency directly (or DARS uses an official purchase order to be paid out of public funds), or
  - b. DARS retains title to the item (see [Chapter 8.18, TOOLS, Policy 1](#)), or
  - c. The good is specifically exempt from state sales tax.
3. Goods specifically exempt from state sales tax under [§ 58.1-609.10 of the Code of Virginia](#) are:
  - a. Medicines, drugs, hypodermic syringes, artificial eyes, contact lenses, eyeglasses and hearing aids dispensed by or sold by prescriptions or work orders of licensed physicians, dentists, optometrists, ophthalmologists, opticians, audiologists, and hearing aid dealers and fitters.
  - b. Wheelchairs and parts therefore, braces, crutches, prosthetic devices, orthopedic appliances, catheters, urinary accessories, and other durable medical equipment and devices, and related parts and supplies specifically designed for those products when such items or parts are purchased by or on behalf of an individual for use by such individual.
  - c. Special equipment installed on a motor vehicle when purchased by a person with a disability to enable such person to operate the motor vehicle.
  - d. Special typewriters and computers and related parts and supplies designed for those products used by individuals with disabilities to communicate when a licensed physician prescribes such equipment.
4. Except for goods specifically exempt by law in subsection B4(b), purchases by the consumer typically will not be exempt from the state sales tax, even when DARS will reimburse the individual.

**Example 1:** The VR counselor approves a clothing allowance for a VR client. The client purchases the clothes. The counselor issues the Authorization form to the consumer to reimburse the consumer. The purchase is not exempt.

**Example 2:** The VR counselor approves a clothing allowance for a VR client. The counselor issues the Authorization for clothes to the retail store. The purchase is exempt.

**Example 3:** A licensed physician prescribes a computer for a VR client. The purchase is exempt from state sales tax regardless of whether the client purchases it, insurance pays for it, or the counselor issues an Authorization to the vendor or issues a Direct Authorization to reimburse the client.

5. Lodging, meals, and food expenses are taxable under state law.

[Back to Chapter Index](#)>

## [E. Use of Gift Cards for Client Purchases](#)

**[REVISED: 7/9/2020]**

1. Gift cards.  
The counselor and/or support staff may purchase store gift cards for the VR client use as needed for vocational rehabilitation.
2. All gift card purchases shall comply with DARS' Small Purchase Charge Card Program (SPCC) and Program Administrator (PA) Policies and Procedures located on the DARS' Intranet page.
3. The purchase of VISA, MasterCard, or other generalized monetary gift cards is not allowed.
4. Log.  
DRS staff shall maintain a log of each card issued and to whom.
5. Client Receipt of Gift Card Letter.  
The counselor shall provide the Client Receipt of Gift Card Letter to the client for signature. It is mandatory that the client acknowledge receipt of the gift card by signing the Client Receipt of Gift Card Letter or acknowledged receipt by email and the staff shall keep the signed letter in the client case record. Client usage of the card shall signify receipt and agreement to use the card only for the VR purpose stated.

[Back to Chapter Index](#)

## [3. Pre-Approval Dollar Levels](#)

**[REVISED: 4/9/18]**

1. This policy applies to new and amended Employment Plans.



2. Before committing to sponsorship, the counselor shall obtain pre-approval for any single item that exceeds \$5,000 and any combination of items being authorized simultaneously as a package that exceeds \$5,000. These dollar limits are intended for use under normal operating circumstances. However, circumstances can vary greatly and management may sometimes require staff to follow other dollar limits.

Under \$5,000:

No pre-approval is required based on dollar amount.

\$5,000 to \$9,999:

Supervisor pre-approval is required first, followed by DARS' Commissioner pre-approval..

\$10,000 to \$14,999:

Supervisor pre-approval is required first, followed by district manager pre-approval, followed by DARS' Commissioner pre-approval.

\$15,000 and up:

Supervisor pre-approval is required first, followed by district manager pre-approval, followed by DARS' Commissioner pre-approval.

3. Examples of combinations of items authorized as a package include, but are not limited to, physical restoration service involving surgery, anesthesia, hospitalization etc. when the total cost is \$5,000 or more; a semester of school training costing \$5,000 or more; etc.
4. Obtain DARS' Commissioner pre-approval via DRS Support Team General Administration Supervisor in DARS Central Office.
5. Pre-approval from supervisory, chief medical consultant, program coordinator for deaf and hard of hearing services, etc. may be required based on the type of service regardless of the dollar amount. For more information, see section A. Eligibility, of the policy for the specific service.

[Back to Chapter Index](#)

## [4. Emergency Procurement of Service for Consumer](#)

**[REVISED: 7/1/12]**

1. Definition.  
Emergency means an occurrence of a serious and urgent nature that demands immediate action. For example, authorizing an immediate psychiatric evaluation for a suicidal VR client. It may be

an acute or chronic medical complication or medical emergency that the practitioner indicates is either inherent in the condition being treated by the VR service (i.e., treating a respiratory infection for a client with AIDS or Sickle-Cell Anemia), or resulted from provision of a VR service (i.e., treating an infection the VR client contracted during the hospital stay for VR surgery) (per [State Regulation 22 VAC 30-20-120\(b\)](#)). Emergency room (ER) cost is not considered to be an emergency, unless it meets one of the criterion (i.e., ER treatment of a seizure for a client with cerebral palsy or epilepsy). The potential loss of funds at the end of a fiscal year is not considered to be an emergency.

2. Under IPE or PES.  
The client must have an Employment Plan or Post-Employment Services Plan.
3. Price quotes.  
The counselor is not required to obtain multiple price quotes.
4. Documentation.  
The counselor shall immediately send a written confirmation of the details and oral authorization to the vendor, and keep a copy in the client file (per agency mandate).
5. Insurer notification.  
When services are provided to deal with a medical emergency, the counselor shall follow the client insurance provider's established notification procedures for emergencies.
6. Comparable benefits.  
If comparable benefit exists but is not readily available at the time needed, the counselor shall provide the service until the comparable benefit becomes available (per 2016 Federal Regulation [34 CFR § 361.53\(c\)\(2\)](#)), see [Chapter 14.2, COMPARABLE, Policy 1](#).

[Back to Chapter Index](#)

## [5. Administrative Purchases](#)

**[REVISED: 7/1/12]**

The DRS Policy and Procedure Manual does not apply to procurement (i.e., state contract, purchase order, administrative charge card, e-v-a, etc.) of administrative goods and services (office leases, interpreter services contract, DRS office equipment, staff travel, staff working lunches, etc.). They are subject to DGS Procurement Policy and Procedure Manual, DARS administrative procedures, and Virginia Public Procurement Act (per [§ 2.2-4300 of the Code of Virginia](#)).

[Back to Chapter Index](#)

## 6. Lowest Cost Goods and Services

**[Revised: 7/1/15]**

1. The counselor shall authorize the product, service, or accommodation alternative that meets client VR need, is available at the time needed for VR, and is the most cost efficient for DRS. If the lower cost options are not selected, the case record must justify why they do not meet client VR needs.
2. For policy on when multiple price quotes/bids are required, [see Policy 1](#) of this chapter.
3. If the client chooses an out-of-state service at a higher cost than an in-state Virginia service that meets client VR needs, DARS shall not (per 2016 [Federal Regulation 34 CFR § 361.50](#) (b)) be responsible for costs in excess of the in-state service cost, including clients exempt from consumer financial participation and regardless of Client Financial Statement RS-13 form results.
4. For use of out-of-state vendors, see [Chapter 14.4, VENDORS, Policy 1](#).
5. For goods, the counselor should consider industry- or government- issued safety and quality standards, whether replacement parts and technical support will be available during the life of the case, whether the goods will be adaptable to client anticipated needs during the life of the VR case, etc.
6. For goods, all upgrades, add-ons, increased quantity, and additional products or services unnecessary for client VR must be compatible with the authorized items (or item components), and shall be at client expense, including clients exempt from consumer financial participation and regardless of the Client Financial Statement RS-13 form results. The client, not the counselor, is responsible for negotiating the price with the vendor. The vendor must bill the VR client, not DRS, and the counselor shall add a statement to the Authorization instructing the vendor to bill the client for the additional cost.
7. For home modification, the case record must document (such as Home Modification Assessment Tool RS-33 form) that there is no other more cost-effective and reasonable way (such as renting an accessible apartment during training period or extended evaluation), or alternative accommodation (such as moving to a downstairs bedroom, stair chair rather than elevator, etc.), or low-cost low-technology solution to enable the client to access necessary vocational rehabilitation services. DRS staff shall not (see [Chapter 8.06, HOME MOD, Policy 1](#)) authorize home additions (new permanent structures, rooms, or units) unless approved by the DRS rehabilitation engineer as the most cost-effective solution to removing an impediment to employment.
8. For vehicle modification, the case record must (per [State Regulation 22 VAC 30-20-120](#)) document that less costly transportation options do not meet client transportation needs for VR. The Transportation Assessment RS-32 form may be required by the vehicle modification assessment policy. Modification of an automobile shall (see [Chapter 6.05, VEHICLE MOD ASSESSMENT, Policy 2, Section B](#)) be ruled out before considering van modification.
9. For comprehensive vocational and medical rehabilitation with on-site access to vocational training, rehabilitation counselor, education support services, and medical rehabilitation services,

see [Chapter 13, WWRC, Policy 1 for referral to, and funding policy for, Wilson Workforce and Rehabilitation Center.](#)

10. For school training, DRS will consider the lowest-cost option that meets client VR needs, such as public institution of higher education versus private/proprietary school, in-state school versus out-of-state school, community college for the first two years of a bachelor degree, etc. See [Chapter 7, SCHOOL](#), for DRS maximum allowances and funding the Cost of Attendance at vo-tech and career schools, colleges, universities, and other institutions of higher education.
11. For physical restoration, the fee schedule in the [DARS Services Reference Manual](#) shall apply. For an unforeseen medically-necessary service related to an authorized diagnostic service see [Chapter 6.01, MEDICAL DIAGNOSTICS, Policy 1](#), or if related to a treatment service see [Chapter 8.14, PHYS RES](#). For incidental procedures performed in conjunction with a surgical procedure, see [Chapter 8.14, PHYS RES](#).
12. For transportation services, the counselor shall (per [State Regulation 22 VAC 30-20-120](#)) pay the most economical rate for travel and travel-related expenses. The case record must document that public transportation (such as city bus, Metro, etc.) is not available at the time needed for VR, or the client cannot travel by public transportation because of disability, before the counselor authorizes the most economical type of private transportation that meets client VR needs.
13. For Job Coach Training Services (JCTS), the maximum allowances listed in the DARS Training and Facilities Manual shall apply.
14. For Supported Employment (SE) services, the negotiated rates listed in DARS Training and Facilities Manual, ESO Rate Sheets, shall apply.
15. For interpreters for the Deaf, the counselor must (per [Chapter 8.07, INTERPRETERS, Policy 1](#)) make every effort to use interpreters on the VDDHH state contract so the payment rate will not be in question.

[Back to Chapter Index](#)

## [7. Retaining Title, Taking Inventory, and Repossessing Goods](#)

### [A. Retaining Title to Goods](#)

**[Revised: 3/3/14]**

1. For audit and management purposes, information about purchases for clients shall be maintained in AWARE authorization screens. The AWARE system shall maintain data for at least three years (per Department of Accounts) after the monetary value of the goods reaches \$0. MIS staff shall print a report of any data purged from AWARE after three years (per Department of Accounts).

2. Goods purchased through a bulk contract, and goods purchased for agency or agency employee/contractor, use shall be treated as state property (per [§ 2.2-1124 of the Code of Virginia](#)) and shall not be donated to a client or group of clients at time of purchase. When the depreciated value reaches \$0, it shall be treated as agency surplus.
3. DARS does not own or retain title to home modifications installed equipment (see [Chapter 8.06, HOME MOD, Policy 1](#)).
4. DARS does not own or retain title to vehicle modifications installed equipment (see [Chapter 8.21, VEHICLE, Policy 5](#)).
5. DARS retains title to some assistive technology devices (see [Chapter 8.02, REHABILITATIVE TECHNOLOGY, Policy 1](#)), some occupational tools and equipment (see [Chapter 8.18, TOOLS, Policy 1](#)) and some initial inventory for self-employed clients (see [Chapter 8.17, SELF EMPLOYMENT, Policy 1, Section C](#)).
6. When policy requires DARS to retain title/ownership:
  - a. Client and counselor shall complete the Title of Agreement RS-14 form.
  - b. Counselor shall tag the item with a tracking number in a manner that does not damage the item.
  - c. Client may take possession of the item once the Title of Agreement RS-14 form is completed and the goods are tagged.
  - d. DRS staff shall use the To Do feature in AWARE to set up a reminder for taking annual inventory of the goods listed on the RS-14 form, even if the case is closed, until the depreciated value is \$0.
  - e. Client shall fully cooperate with DARS staff assigned to take inventory of goods listed on the Title of Agreement RS-14 form. For procedure, [See Policy 7: Section B](#) of this chapter.
  - f. Client becomes the owner when the item is fully depreciated using a straight-line method of depreciation and accounting principles established by DARS and the Virginia Department of Accounts in accordance with generally accepted accounting principles (per [§ 2.2-1124 of the Code of Virginia](#) and [§ 51.5-67 of the Code of Virginia](#) and RSA Manual Chapter 2040.10 issued October 11, 1991).
  - g. On the Amortization Date listed on the Title of Agreement RS-14 form, the item is automatically donated to the client and no counselor paperwork is required.

## B. Taking Annual Inventory When DARS Retains Title to Goods

**[REVISED: 3/3/14]**

1. While DARS retains title to goods purchased for a client, taking inventory shall (per DARS internal auditor) be done by local office staff other than the counselor who authorized the purchase, to ascertain if the item is still in client possession and being used as intended for VR. Take inventory:
  - a. annually during the life of the case,
  - b. when case closure is pending, and
  - c. annually after VR case closure until the item is fully depreciated.
2. Taking inventory may be as simple as contacting the client by telephone, letter, etc. The supervisor shall determine the criteria under which a physical inspection must be done.
3. The client shall fully cooperate with DARS staff assigned to take inventory of goods listed on the Title of Agreement RS-14 form.
4. Staff shall record the inventory results in a case note in AWARE.
5. For policy on when to retain title, see Policy 7: Section A of this chapter.

### C. Repossessing Goods from Clients

**[REVISED: 3/3/14]**

1. If policy does not require DARS to retain title, the client owns the item upon receipt. However, in consultation with the DARS internal auditor, DRS may repossess any goods the client obtained by collusion, fraud, or illegal means. DRS may accept any goods the client voluntarily returns to DRS due to non-use, provided the goods are in good working order and are re-assignable to the loaner pool or another client.
2. Although DARS retains title to some assistive technology devices, DRS does not repossess them unless the client obtained it by collusion, fraud, or illegal means, or the client is no longer using it and voluntarily returns it in good working order and it can be re-assigned to the loaner pool or another client.
3. Unless the DARS internal auditor justifies a policy exception, the counselor shall repossess all occupational tools and equipment, and initial inventory to which DARS retains title when:
  - a. Client is no longer using the item for the purposes intended, regardless of whether the client wishes to keep the item (per [State Regulation 22 VAC 30-20-120](#)).
  - b. Pending case closure for all cases closed in Closed - Other status, including closure after Post Employment Services (PES), unless the client needs the item to maintain current employment.

- c. Client has misused the item, is using the goods for illegal purposes, obtained the goods by collusion, fraud, or illegal means, or has violated the terms of the Title of Agreement RS-14 form.
    - d. Client voluntarily returns the item to DRS because client is no longer using it.
  4. If the client does not voluntarily comply with the repossession notice, DARS staff is not required to personally retrieve the goods. Because the goods are state property, state or local law enforcement officers may be available to retrieve the goods.
  5. Until reassignment, the counselor must store the item in an appropriate and secure place.
  6. The counselor shall not treat the item as state surplus property, or reassign it to DARS staff or non-VR clients. There are several options for reassigning the items:
    - a. Immediately reassign the repossessed item to a different client.
    - b. Notify the DRS regional office of any repossessed computer equipment available for reassignment (to be reassigned to VR client who needs a computer for short-term or evaluation services uses).
    - c. If the item is an assistive technology device, the counselor may notify the DRS regional rehabilitation engineers, or WWRC staff who may know of a VR client who needs it.

[Back to Chapter Index](#)

## 8. Client Debts and Loans to Clients

**[Revised: 11/22/16]**

1. DRS shall not (per federal OMB Circular A-87 revised May 10, 2004) pay client bad debts, liens, or judgments; interest payments; client fines, court costs, and similar expenses (such as collection costs, suspended driver license reinstatement fee, etc.).
2. DRS shall not (per 2016 [Federal Regulation 34 CFR § 361.48](#) (g) and 2016 [Federal Regulation 34 CFR § 361.5](#) (b) (35)) authorize home purchases, including down payment, monthly mortgage, or monthly rent. The counselor may authorize monetary support for food, shelter and clothing that are in excess of normal living expenses needed to participate in a VR assessment or Individual Plan for Employment service (see policies on Maintenance, School, Training, and Emergency Shelter).
3. For vehicle, watercraft, or aircraft purchase, see [Chapter 8.21, VEHICLE, Policy 4](#).
4. Monetary loans to individuals are strictly prohibited by DARS VR policy. The counselor may assist the client to apply for a loan from Virginia Assistive Technology Loan Fund Authority to finance the purchase of assistive technology devices.

[Back to Chapter Index](#)

## 9. Client Entertainment/Social Activities

[Revised: 4/1/14]

DRS shall not (per OMB Circular A-87 revised May 10, 2004) pay client entertainment expenses, including costs of amusements and social activities.

[Back to Chapter Index](#)