

## **CLIENT FINANCIAL PARTICIPATION**

### **I. DEFINITION**

The North Dakota Division of Vocational Rehabilitation (NDVR) will consider the financial resources of individuals to determine the extent of their participation in the costs of specific Vocational Rehabilitation (VR) services delivered under an Individualized Plan for Employment (IPE).

This policy applies uniformly to all individuals, assuring that the level of an individual's participation in the cost of VR services is reasonable so as not to effectively deny the individual a necessary service.

### **II. PROCESS**

An individual's eligibility for VR services does not depend on the individual's financial status. VR staff will use the established fee schedule in determining this percentage of client participation in the cost of non-exempt VR services (For services subject to client participation, see Administrative Code 75-08-01-26.)

VR staff must evaluate financial participation annually or whenever financial or other circumstances regarding the individual significantly change, whichever occurs first. Significant change includes marriage or divorce, other changes in dependent status, radical change in income, or to the individualized plan for employment.

Individuals receiving Social Security Supplemental Security Income (SSI), or Social Security Disability Insurance (SSDI) benefits are exempt from required financial participation but are encouraged to participate to the extent feasible. Individuals should be provided information on how they can utilize impairment-related work expenses when they are referred for benefits planning.

Individuals receiving Supplemental Nutrition Assistance Program (SNAP); Temporary Assistance for Needy Families (TANF); Women, Infants & Children (WIC); Low Income Heating Energy Assistance Program (LIHEAP); Child Care Assistance; or Medicaid/Medicaid expansion benefits are assumed to be at zero participation as well.

If the individual, or the individual's family as appropriate, does not provide financial information, to complete the Client Financial Participation Worksheet, the individual's participation in the cost of non-exempt services would be 80%.

What income to include:

- If an individual is single, under the age of eighteen years, and unemancipated, the individual's income, and the income of the individual's parents, must be considered.
- If an individual is single, under the age of eighteen years, and living with a guardian (non-parent), only the individual's income will be considered.
- If an individual is single, eighteen years of age or over, whether they are living with their parents or not, only on the individual's income shall be considered.
- If an individual is married, regardless of age, the income of the individual and the individual's spouse is considered.

### **III. DISABILITY RELATED EXPENSES**

VR allows the individual to reduce their total income available for VR services by considering their annual disability related expenses.

Examples include, but are not limited to:

- Attendant care services for the individual.
- Durable medical equipment which could include items such as wheelchairs, dialysis equipment, respirators, pacemakers, traction equipment, etc.
- Vehicle modification which is directly related to the impairment. Without the modification the individual would either be unable to drive or would be unable to ride in the vehicle. Do not include the cost of the vehicle.
- Prosthetic devices.
- Drugs and medical services necessary for controlling the disabling condition, thereby enabling the individual to work.

### **IV. CHILD CARE EXPENSES**

Childcare expenses for the care of the client's child or children are recorded on the CFPW and will reduce the amount of monthly income the client has to contribute to the cost of service.

### **V. CHILD SUPPORT/ALIMONY**

Child support or alimony received is recorded on the CFPW as monthly income. Conversely, child support or alimony paid is recorded as a monthly expense.

## **VI. VETERANS' BENEFITS**

Income from Veterans' benefits is not to be included as income.

## **VII. EXCEPTIONS**

Should adherence to the financial participation policy jeopardize an individual's opportunity to meet their rehabilitation needs, the counselor should request an exception to the policy.

VR regional administrators or the Assistant Director may approve exceptions. Requests for exceptions must include an adequate explanation of the individual's situation which will allow the administrator to assess the reasonableness of the exception request. If an exception is not approved, clients should be provided information for the Client Assistance Program.

§ 361.54 Participation of individuals in cost of services based on financial need. State of North Dakota Administrative Code 75-08-01-26.