

**POLICY FOR MAINTENANCE,
TRANSPORTATION AND VEHICLE REPAIR**

AUTHORIZATION

The Division of Vocational Rehabilitation Policy on Maintenance, Transportation, and Vehicle Repair is developed in accordance with the Rehabilitation Act of 1973, as amended, (Public Law 102-569) and by the Rules and Regulations pertaining to the State Vocational Rehabilitation Services Program (34 CFR 361). In the implementation of this policy, the Division of Vocational Rehabilitation (DVR) will follow the state or federal law whichever is the most stringent.

PURPOSE

The mission of DVR is to provide opportunities for eligible individuals with disabilities to achieve integrated, competitive employment and increased independence through rehabilitation services.

The policy addresses maintenance, transportation and vehicle repair. The policy is intended to increase consistency and efficiency across the State, while at the same time assisting individuals to achieve their individual employment goal.

PROCEDURES AND CONDITIONS REGARDING MAINTENANCE

Federal Regulations at 34 CFR 361 define Maintenance as: “. . . monetary support provided to an individual for expenses such as food, shelter, and clothing that are in excess of the normal expenses of the individual and that are necessitated by the individual’s participation in an assessment for determining eligibility and vocational rehabilitation needs or the individual’s receipt of vocational rehabilitation services under an IPE.”

01/17/2001

Maintenance services must be consistent with the purpose of the Vocational Rehabilitation program, in accord with the Individualized Plan for Employment (IPE), as required to determine eligibility, or as required to develop the IPE.

The following criteria should be met prior to providing maintenance services:

1. The expense is in excess of the normal expenses of the individual and is necessary for the individual’s participation in vocational rehabilitation services.

2. The expense is due to the individual's participation in the Individualized Plan for Employment, or is necessary for determining eligibility for vocational rehabilitation services and vocational rehabilitation needs.
3. If the service is identified as a service on a developed Individualized Plan for Employment, the individual is actively working towards their employment goal.
4. The individual and counselor have reviewed the individual's budget and available resources and there are no comparable benefits available to meet the individual's need for assistance with maintenance expenses.
5. The expense is an initial, one-time cost due to training or employment; is short-term and necessary to participate in assessment, training, employment, or other services on the IPE; or is necessary as a result of the individual requiring a second residence due to the individual's participation in services identified on the IPE.
6. Maintenance services are not the only service being provided; rather maintenance services are being provided in order for the individual to participate in other services identified on the IPE.
7. The continued provision of maintenance services should be reviewed by the counselor with the individual on a regular basis to determine if a need for maintenance services continues to exist in order for the individual to complete the services on the IPE.
8. The counselor should consider customary housing costs and local guidelines when negotiating the amount that Vocational Rehabilitation may contribute towards the individual's maintenance expenses.
9. When relocation is necessary in order for the individual to participate in services identified on the IPE, the counselor and the individual should consider the customary housing costs and anticipated expenses for available relocation options which satisfy the services identified on the IPE.
10. If the expenses appear exorbitant, or if any of the above criteria are not met, the counselor will review the individual's need and request for maintenance services with the Regional Administrator and if necessary, with the State Office.

PROCEDURES AND CONDITIONS FOR TRANSPORTATION AND MOTOR VEHICLE REPAIR

Federal Regulations at 34 CFR 361 defines Transportation as: “. . . travel and related expenses that are necessary to enable an applicant or eligible individual to participate in a vocational rehabilitation service, including expenses for training in the use of public transportation vehicles and systems.”

01/17/2001

Transportation and motor vehicle repair services must be consistent with the purpose of the Vocational Rehabilitation program, in accord with the Individualized Plan for Employment (IPE), as required to determine eligibility, or as required to develop the IPE.

The following criteria should be met prior to providing transportation or motor vehicle repair services:

1. The expense is due to the individual's participation in the Individualized Plan for Employment, or is necessary for determining eligibility for vocational rehabilitation services and vocational rehabilitation needs.
2. The individual and counselor have reviewed the individual's budget and available resources including alternative transportation options and there are no comparable benefits available to meet the individual's need for assistance with transportation or vehicle repair.
3. The continued provision of ongoing transportation services should be reviewed by the counselor with the individual on a regular basis to determine if a need for transportation services continues to exist in order for the individual to complete the services on the IPE.
4. The amount that Vocational Rehabilitation may contribute towards an individual's transportation expenses will be negotiated based on the most cost effective price as determined by available resources such as online fuel calculation tools (Example: gasbuddy.com). Vocational Rehabilitation will not purchase gas cards, gift cards, or money orders. Vocational Rehabilitation will instead utilize a payment authorization or a gas coupon.
5. The amount that Vocational Rehabilitation may contribute towards an individual's motor vehicle repair expenses will be negotiated based on the following:
 - a. The individual has provided adequate information (including make, model, and general condition) to indicate the actual value of the vehicle.
 - b. The individual has provided adequate information to indicate the necessity of having access to a vehicle for participation in IPE services and no alternative transportation options exist.
 - c. The repair is not actually a routine vehicle maintenance cost, but rather is a one-time expense needed to restore the vehicle to working condition.
 - d. The individual has provided documentation of their legal ability to own and operate a vehicle including a driver's license, auto insurance, and proof of ownership and vehicle registration.
 - e. The individual has provided documentation of an estimate for the repair from a reputable repair facility and the repair facility recommends that the repair is of value to the individual considering the vehicle's overall condition and value.
 - f. The life-time total of Vocational Rehabilitation's assistance towards vehicle repairs for the individual has not exceeded the amount identified by Vocational Rehabilitation as identified in DVR Standardized Procedures.
6. If any of the above criteria are not met, the counselor will review the individual's need and request for maintenance services with the Regional Administrator and if necessary with the State Office.