

Chapter 208: Expenditures in Status

Vermont Division of Vocational Rehabilitation
Policy and Procedures Manual

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Section I. Definitions

- A. **“Case Expenditures”** means the approval and payment for goods or services for individual DVR consumers.
- B. **“Case Status”** means the status of the case in the DVR process from application to closure. The case status is also a numeric designation from 00 to 34 as defined by the Rehabilitation Services Administration.

Section II. General Policy

The purpose of this chapter is to provide policy direction and guidance to counselors regarding case expenditures in the various DVR case statuses.

- A. **Referral Status (00):** Under no circumstances should a counselor initiate case expenditures for an individual who has not applied for services.
- B. **Application Status (02):** Case expenditures in application status are only allowable to facilitate the determination of eligibility for services. In general, case expenditures should not exceed \$100 total and should not be provided over a period greater than sixty (60) days. Under exceptional circumstances, the counselor may authorize additional expenditures over a longer period of time, with the approval of their immediate supervisor.

Guidance – Expenditures prior to certification of eligibility.

The case expenditures necessary to determine eligibility may vary widely depending on the applicant’s needs. They might include funds for identification, transportation, communication, medical records and other items to allow the applicant to engage in the process.

End Guidance.

- C. **Extended Evaluation (06):** If the counselor has determined that extended evaluation is needed to determine eligibility (see Chapter 202, Eligibility), he/she must authorize case expenditures necessary to conduct such an evaluation. This may include funds for Trial Work Experiences, additional medical or psychological assessments, assistive technology and other supports necessary to conduct a complete assessment.

Guidance – Decision to use extended evaluation.

It is strongly recommended that the counselor seek guidance from their immediate supervisor and the Division Field Services Manager when developing a plan for an extended evaluation.

End Guidance.

- D. **Plan Development (10):** Case expenditures in this status must be directed towards activities that will help the consumer and counselor develop a high quality plan. This

might include activities that allow the consumer to explore certain options before committing to them in a plan. For example, if a consumer is interested in a profession that requires an Associate's Degree, a counselor may agree to fund one or two classes before committing to support a two-year program. Or, if a consumer has very limited work experience, the counselor may fund short-term (progressive employment) training placements to help the consumer explore possible options.

Guidance – Expenditures during plan development.

In general, case expenditures in Status 10 should occur within the 90-day timeframe for IPE development and not exceed \$1,000 in total. There will be exceptional circumstances where it may be appropriate to exceed these guidelines, if it is needed to develop a high quality plan. It is recommended that the counselor seek supervisory support if they are uncertain if a case expenditure is appropriate in plan development.

End Guidance.

- E. **Plan Status (12-22):** Case expenditures in this status must be consistent with the services agreed to in the IPE. If a counselor plans expend case funds on a substantial new service that is not included in the original IPE, an IPE amendment will be required (see Chapter 203, Individualized Plan for Employment). An IPE amendment is not required if an unplanned case expenditure is low cost and does not represent a substantial change in planned services.

Guidance – Low cost expenditures not requiring IPE amendment.

A low cost case expenditure would be defined as any individual service costing less than \$100.

End Guidance.

- F. **Post-Employment Status (32):** Case expenditures under post-employment must be consistent with the services agreed in the IPE or subsequent IPE amendments. They should be limited in scope and duration.

Guidance – Expenditures in post-employment status.

A counselor should consider if the services and case expenditures planned in post-employment may be comprehensive enough to require a new case (see Chapter 205, Post-Employment Services).

End Guidance.