

Chapter 304: Occupational, Tools, Licenses, Equipment, Stock and Supplies

Vermont Division of Vocational Rehabilitation
Policy and Procedures Manual

Revision Date: December 2009

Table of Contents

Section I.	Definitions	2
Section II.	General Policy	2
Section III.	Tools	2
	Guidance – Spending guideline for tools.	3
Section IV.	Licenses	3
Section V.	Equipment	3
	Guidance – Spending guideline for equipment.	3
Section VI.	Stock & Supplies	3
Section VII.	Spending Guidelines	4

Section I. Definitions

- A. **"Equipment"** means items normally needed in a business or occupation for an efficient operation. Equipment includes machinery and appliances usually of a stationary nature during use, such as a computer, wheel-balancer, or table saw. However, the term may include automobiles, trucks, tractors, and other self-powered vehicles if needed as part of the occupation.
- B. **"Licenses"** means any license, permit, or other written authority required by a state, city, or other governmental entity to pursue an occupation or conduct a small business.
- C. **"Stock"** means the initial inventory of merchandise and materials needed for direct sale or for further preparation for direct sale by a person entering self-employment. Stock may include items such as livestock and seed if the self-employment venture is agricultural.
- D. **"Supplies"** mean items or materials consumed in the day-to-day operations of a self-employment venture or other occupation. Examples are stationery and paper clips for a self-employment venture, fertilizer for an agricultural venture, utility knife blades for a carpenter, and wrapping paper for a retail store. If for self-employment, expenses for supplies shall be included in start-up costs.
- E. **"Tools"** normally mean hand implements to perform a job, which are usually furnished by the worker rather than by the employer. Examples are wrenches for an auto mechanic and hammer, square, and level for a carpenter.

Section II. General Policy

- A. Equipment, tools, licenses, stock, and supplies may be furnished as reasonable and necessary for a person to participate in the rehabilitation process.
- B. Comparable services and benefits (including reasonable accommodation provisions of various laws) shall be used in accordance with Chapter 103, "Comparable Services and Benefits".
- C. Reasonable spending guidelines and standards for exception to them shall be established and maintained by the Division with the input of the State Rehabilitation Council (SRC). The guidelines will be reviewed annually and may be adjusted by the Division Director with the input of the SRC.

Section III. Tools

Tools shall be of such quality as to enable the person to safely and efficiently perform the task at hand. Persons already in the profession may be consulted to determine adequate quality.

Guidance – Spending guideline for tools.

The spending guideline for tools is that total cost should not exceed \$1,200.

End Guidance.

Section IV. Licenses

Cost of licenses may be provided by the Division as needed for a person to enter, regain, or maintain employment.

Section V. Equipment

- A. Since equipment is, in most circumstances, provided by the owner or management of a business rather than its employees, DVR will not normally provide it. The provision of equipment normally shall be reserved for self-employment ventures and should be included in start-up costs. (See Chapter 307, “Self-Employment”)
- B. Exception to the self-employment requirement for equipment may be made to:
 - 1. Accommodate impediments caused by the person's disability (e.g., cost-sharing with the employer for a more powerful computer than normally needed for the job to allow using software such as voice activation); or
 - 2. Facilitate participation in an activity identified in the person's IPE (i.e., a word processor for a student when one is not otherwise available).
- C. If the cost for the equipment to the Division is \$1,000 or more and if the equipment is not a vehicle intended for use on a public highway, a written agreement between the Division and the person will be completed. The equipment agreement shall be prescribed by the Division which includes the provisions that:
 - 1. If no longer needed or used by the person, or when its useful life is exhausted, it shall be returned to DVR or otherwise disposed of as directed by DVR.

Guidance – Spending guideline for equipment.

The recommended spending guideline for equipment is \$2,500.

End Guidance.

Section VI. Stock & Supplies

- A. In general, provision of initial stock and supplies is reserved for self-employment ventures and should be included in start-up costs. Spending guidelines, therefore, shall be in accordance with DVR's policy on self-employment (See Chapter 307).
- B. Supplies may, in some situations, be provided outside of a self-employment venture (e.g., blades for a utility knife for a carpenter). Since cost in this situation should be minimal, no spending guideline is established.

Section VII. Spending Guidelines

- A. If the tools, equipment, and other items are not for self-employment, the Division Director or designee may make exceptions to the guidelines of this Chapter. Standards for exception are:
 - 1. A higher quality or more expensive item is needed to accommodate impediments caused by the disability as determined by medical or other qualified person who has been mutually chosen by the person and the counselor;
 - 2. Other workers in comparable jobs or situations normally use higher quality or more expensive items as determined by consultation with a qualified person or entity mutually chosen by the person and the counselor;
 - 3. The employer specifies a level of quality which results in a cost exceeding the spending guideline; and
 - 4. The cost of making the exception is reasonable — i.e., delivering the tools or equipment by exception and enabling the person to enter or maintain a job will, over time, be less costly to the public than not delivering it.

- B. The Division, with input of the State Rehabilitation Council, will review the spending guidelines annually. The Division Director may adjust the guidelines and standards for exception accordingly.