




Title:	Vocational Rehabilitation Services
Policy #:	80-VR-11
Legal Reference:	ORC 3304.15; OAC 3304-1, 3304-2-51, 3304-2-52, 3304-2-59; 34 CFR 361.5, 34 CFR 361.48, 34 CFR 361.49
Date:	November 13, 2018
Approved:	Kevin L. Miller, Executive Director 
Origin:	Bureau of Vocational Rehabilitation and Bureau of Services for the Visually Impaired
Supersedes:	80-VR-11 (June 27, 2016)
History:	80-VR-11 "Vocational Rehabilitation Services" (04/07/14) VRP-1520 "Other Goods and Services" (3/05/07) (01/02/07) (12-31-06)
Review/ Implementation	Begin Review – 06/01/2020 Implement Revisions By – 12/1/2020

I. AUTHORITY

This policy, and if necessary subsequent procedures, are issued in compliance with Ohio Revised Code (ORC) §3304.15 which establishes the power and authority of the Opportunities for Ohioans with Disabilities (OOD) and its Executive Director to develop all necessary rules, policy and procedure in furtherance of its statutory duties.

II. PURPOSE

The purpose of this policy is to provide guidelines for the provision of vocational rehabilitation (VR) services in accordance with appropriate federal (e.g. Code of Federal Regulations [CFR]) and state law (i.e. Ohio Revised Code [ORC], Ohio Administrative Code [OAC]), Governor directives and executive orders, other governing agency (e.g. DAS, OBM) policy or guidance, and/or Executive Director expectations.

III. APPLICABILITY

This policy applies to VR Staff and VR Contractors.

IV. DEFINITIONS

Refer to "Vocational Rehabilitation Definitions" (80-VR-99.A).

V. POLICY

A. General

1. OOD shall provide information to individuals and if applicable, their parent or legal guardian, throughout the Vocational Rehabilitation (VR) process as required by law (e.g. rights and duties). This information shall be provided, in writing, and when appropriate, in the individual's native language or through an appropriate mode of communication.

2. AWARE shall be updated with pertinent conversations, recommendations, justifications, approvals and/or other actions taken in relation to this policy.
 - a. VR Staff or VR Contractor shall obtain supervisory approval if required, via use of an "Activity Due" in AWARE.
 - i. If supervisory or management approval is required during the VR process, the supervisor or manager shall document their approval in AWARE.
3. If any VR Staff or VR Contractors are Certified Rehabilitation Counselors (CRC-certified) and will be directly involved with an individual's case, he/she shall complete the "Professional Disclosure Statement" (80-VR-01.E).
 - a. VR Staff or VR Contractors who are not a Certified Rehabilitation Counselor (CRC) are exempt from this requirement.
 - b. Once completed, the "Professional Disclosure Statement" shall be reviewed and signed by the individual and, if applicable, his/her parent or legal guardian, and the CRC-certified VR Staff or VR Contractor.
 - i. Once signed, the statement shall be scanned into the AWARE Participant Module, as a Case Note, with the category "Professional Disclosure Statement" and summary title "Signed."
4. OOD shall ensure that services are available to assist an individual to apply for VR services or an individual with VR services necessary to prepare for, secure, retain, advance in, or regain an employment goal that is consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice.
5. Prior to the purchase of VR services which are not on an OOD VR Fee Schedule, refer to "Purchasing" (40-FIN-01) and applicable procedures issued under this policy.

B. VR Services include:

1. pre-employment transition services;
2. assessment for determining eligibility;
3. assessment for determining vocational rehabilitation needs;
4. vocational rehabilitation counseling and guidance;
5. referral and other services;
6. physical and behavioral health restoration services, to the extent that financial support is not readily available from a source other than OOD;
7. vocational and other training services, including advanced training;
8. maintenance;
9. transportation, in connection with rendering of any vocational rehabilitation service;
10. vocational rehabilitation services to family members;

11. interpreter services;
12. reader services, rehabilitation teaching services, and orientation and mobility services;
13. job-related services;
14. supported employment services;
15. personal assistance services;
16. post-employment services
17. occupational licenses, tools, equipment, initial stocks and supplies;
18. rehabilitation technology; (e.g. low vision services, communication aids)
19. transition services;
20. technical assistance and other consultation services;
21. customized employment; and
22. other goods and services determined necessary for the individual with a disability to achieve an employment outcome.

C. Once an individual's Individualized Plan for Employment (IPE) is developed and services, which have been determined necessary to support the mutually agreed upon employment outcome, are documented in the IPE (refer to "IPE" [80-VR-08 and 80-VR-08-01]), the IPE shall be agreed upon and signed and dated by the individual and, if applicable, his or her legal guardian or representative, Qualified Rehabilitation Professional (QRP), and VR Contractor when applicable.

D. OOD is prohibited from purchasing and/or providing financial assistance for:

1. erecting a building, including homes;
2. purchasing a building, including homes;
3. purchasing land;
4. purchasing new or used vehicle, whole or in part (i.e. OOD shall not contribute to the cost of a vehicle);
5. purchasing experimental items;
6. purchasing firearms, which includes ammunition;
7. providing representation for appeal hearings for a referral, applicant, eligible individual or formerly eligible individual;
8. the reinstatement of a driver's license, when lost due to a violation of law; and
9. the reinstatement of a professional license, when lost due to a violation of the code of professional conduct.

E. Violation

An employee who violates this policy may be subject to discipline up to and including removal.

FORMS AND ATTACHMENTS

- N/A

RESOURCES

- 80-VR-11-01 – Vocational Rehabilitation (VR) Assessment Services
- 80-VR-11-02 – Maintenance Services
- 80-VR-11-03 – Supported Employment Services
- 80-VR-11-05 – Post-Secondary Training
- 80-VR-11-07 – Vocational Rehabilitation (VR) Information and Referral Services
- 80-VR-11-08 – Fast Track for Vocational Rehabilitation Services
- 80-VR-11-09 – Vision Rehabilitation Therapy and Orientation and Mobility
- 80-VR-11-10 – Occupational Skills Training, Excluding On-the-Job Training (OJT)
- 80-VR-11-11 – Vocational Rehabilitation Transportation Services
- 80-VR-11-12 – Transition Services
- 80-VR-11-13 – Vocational Rehabilitation (VR) Job Readiness Training and Work Adjustment Services
- 80-VR-11-14 – Job-Related Services
- 80-VR-11-15 – Work Incentives Services
- 80-VR-11-16 – Interpreter, Reader and Personal Assistance Services (PAS)
- 80-VR-11-17 - Requirements for Subminimum Wage Employment
- 80-VR-11-18 – Pre-Employment Transition Services (Pre-ETS) Delivered by Contract Providers
- 80-VR-15 – Post-Employment Services
- 80-VR-15-01 Post-Employment Procedure

FUNDING

Programs provided by the Opportunities for Ohioans with Disabilities are funded, in whole or in part, with federal grants awarded by the U.S. Department of Education (DOE) or the U.S. Department of Health and Human Services (HHS).

For purposes of the Vocational Rehabilitation (VR) Program, including Pre-Employment Transition Services (Pre-ETS), OOD received 78.7% of its funding through the DOE VR grant. In Federal fiscal year (FFY) 2018, OOD received \$100,336,097 in federal funds. Funds appropriated by the State covered 21.3 % of the total costs, or \$27,155,767. Of these federal funds, \$15,050,415 is set aside for Pre-ETS.

For purposes of the Supported Employment Program, the DOE VR grant funded 100% of the costs for the Supported Employment for Youth with a Disability Program. In FFY 2018, OOD received \$303,725. The grant also funded 95% of the Supported Employment Program (non-Youth). In FFY 2018, OOD received \$303,725 and the State appropriated funds paid the remaining 5% or \$33,747 of the total costs.

REVIEW

It is the responsibility of the Deputy Director, or designee, to review this policy, on or before, the date listed in the header and if applicable, make any necessary revisions. The Deputy Director or designee shall document the review as required in “Policy and Procedure Development, Review, Dissemination and Acknowledgement” (10-ADM-01).