




Title:	Vocational Rehabilitation Transportation Services
Procedure #:	80-VR-11-11
Policy Reference:	80-VR-11
Legal Reference:	34 CFR 361.5 (49), (57), 34 CFR 361.48, 34 CFR 361.49; OAC 3304-2-59, 3304-2-61; 3304-06
Effective Date:	February 25, 2019
Approved:	Kevin L. Miller, Executive Director 
Origin:	Bureau of Vocational Rehabilitation and Bureau of Services for the Visually Impaired
Supersedes:	80-VR-11-11 (10/31/16)
History:	80-VR-11 (06/27/16, 05/01/16); Counseling Strategies CS-2010 Transportation, CS-2201 Vehicle Repair, CS-1610 Payment Relocation Costs; Portions of VRP-1520 Other Goods and Services CS-1610,CS-2201
Review/ Implementation	Begin Review – 08/03/20 Implement Revision By - 02/01/21

I. PURPOSE

The purpose of this procedure is to provide direction for transportation services in accordance with appropriate federal (e.g. Code of Federal Regulations [CFR]) and state law (i.e. Ohio Revised Code, Ohio Administrative Code), Governor Directives and executive orders, other governing agency (e.g. DAS, OBM) policy or guidance, and/or Executive Director expectations.

Refer to the AWARE Manual for more detailed instructions regarding the management of cases in AWARE.

II. APPLICABILITY

This procedure applies to VR Staff and VR Contractors.

III. DEFINITIONS

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

IV. PROCEDURES

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 procedure.
 - a. If supervisory or management approval is required during the VR process, VR Staff or VR Contractor shall, via a “Custom Activity Due” in AWARE, request approval which shall include a written justification.
 - b. The supervisor or manager shall consider the VR Staff or VR Contractors’ justification and document his/her approval or denial within the “Activity Due” as detailed below.
 - i. If approval is based on the written justification, the supervisor/manager shall enter “Approved” in the “Comments” and change the activity status to “Completed.”
 - ii. If approval is based on the written justification but additional conditions/requirements need to be addressed before VR Staff or VR Contractor can take action on the approval; the supervisor/manager shall enter “Approved with Conditions” and document the conditions/requirements in the “Comments” and change the activity status to “Completed”.
 - iii. If denied, the supervisor/manager does not agree with the justification, he/she shall enter the words “Request Denied,” and document the reason(s) for denial in the “Comments” and change the activity status to “Completed.”
3. If any VR Staff or VR Contractors are a Certified Rehabilitation Counselor (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. VR Staff or VR Contractors may only authorize transportation services for an individual to:
 - a. fully participate in the necessary assessments;
 - b. fully participate in VR services listed on an approved individualized plan for employment (IPE); and
 - c. travel to and from his/her place of employment until receipt of his/her first paycheck or until the end of the first 30 days of self-employment.

5. VR Staff or VR Contractors shall not rent a vehicle, purchase a vehicle, and/ or reimburse an individual for renting or purchasing a vehicle.
6. VR Staff or VR Contractor shall follow the guidance and direction in “Rehabilitation Technology” (80-VR-25) and the “Vehicle Modification Procedure” (80-VR-25-01) if considering a vehicle modification and/or adaptive drivers’ training.

B. Vocational Counseling and Guidance

1. Beginning at intake and throughout the VR process, VR Staff or VR Contractor shall provide vocational counseling and guidance in relation to transportation needs to each individual and, if applicable, his/her parent or legal guardian.
2. Transportation services are an auxiliary service and, if determined necessary by VR Staff or VR Contractor, shall be documented as necessary throughout the comprehensive assessment (CA) process and on the IPE.
 - a. VR Staff and VR Contractors shall take the following into consideration when determining the necessity and type of transportation services to include:
 - i. the safety and well-being of the individual;
 - ii. the cost of the service (i.e. least cost and comparable benefits); and
 - iii. the efficiency of the service.
3. General discussion of transportation services may include, but is not limited to, the following:
 - a. transportation needs, as it pertains to the individual’s ability to participate in VR services and his/her employment until receipt of his/her first paycheck or the end of 30 days of self-employment;
 - b. the individual’s current and past access to transportation;
 - c. the distance the individual is willing to travel for VR services and/or to his/her potential place of employment;
 - d. the comfort level of the individual, and if applicable, his/her parent or legal guardian, in utilizing public transportation or paratransit independently or with travel training;
 - e. the individual’s willingness and ability to explore other reliable transportation options (e.g. friends, relatives, ride sharing, taxi, drivers, private transportation services) as long as cost effectiveness, reliability, sustainability, and his/her safety and well-being (e.g. do companies do background checks or have insurance on drivers) are taken into consideration;
 - f. the individual’s ability to obtain and secure long-term transportation; and
 - g. only for an individual who has been determined “eligible”, the feasibility of obtaining a driver’s license, if not already licensed, and insurance as long as he/she has or will have

access to a vehicle to participate in VR services and employment.

C. Comprehensive Assessment (CA) Process

1. VR Staff or VR Contractor shall document the CA process and determination of VR services by following the guidance and direction in “Comprehensive Assessment” policy and procedure (80-VR-04 and 80-VR-04-01).
2. VR Staff or VR Contractors shall assist individuals in identifying available least cost transportation options to meet his/her VR needs.
 - a. When deciding the least cost transportation option, VR Staff or VR Contractor shall determine the number of trips necessary to participate in VR services and to commute to his/her place of employment (until receipt of his/her first paycheck or the end of 30 days of self-employment).
3. Transportation options may include, but are not limited to the ones provided below and are limited to when the individual is receiving VR services or traveling to his/her place of employment (until receipt of his/her first paycheck or the end of 30 days of self-employment).
 - a. Public Transportation and Paratransit
 - i. When determining the feasibility of public transportation (e.g. bus), VR Staff or VR Contractor may discuss:
 - a) proximity and accessibility of the individual’s residence to a bus line;
 - b) proximity and accessibility of the individual’s VR service location and potential workplace to a bus line; and
 - c) operating hours of the bus line compared to the location/time of the individual’s VR service or potential work location/schedule.
 - ii. When determining the feasibility of paratransit services, VR Staff or VR Contractor may discuss:
 - a) the individual’s ability to qualify for paratransit services;
 - b) the availability and reliability of paratransit services; and
 - c) operating hours of the paratransit service compared to the location/time of the individual’s VR services or potential work location/schedule.
 - b. Operation of a Personal Vehicle
 - i. When considering feasibility of operating and/or using a personal vehicle, VR Staff or VR Contractor may discuss:



Opportunities for Ohioans with Disabilities

- a) the individual's ability to safely navigate intersections and follow traffic rules independently when traveling by foot or by other means as this may be an indicator of readiness to drive;
 - b) the individual's access to a vehicle when necessary to participate in VR services or to travel to his/her place of employment (until receipt of his/her first paycheck or the end of 30 days of self-employment); and
 - c) the individual's ability to obtain/maintain a temporary or valid driver's license and insurance.
 - 1) VR Staff or VR Contractor shall not authorize for traffic fines, traffic tickets, reinstatement fees for an Ohio Driver's License, or insurance.
- ii. When determining a student with a disability's need for permit tutoring and/or driver's training, VR Staff or VR shall apply the requirements of this procedure which shall supersede requirements in "Transition Services" (80-VR-11-12).
 - iii. VR Staff or VR Contractor shall discuss, with the individual and, if applicable his/her parent or legal guardian, potential services and/or assistance which may be needed currently or in the future which may include, but not be limited to, the items listed below.
 - a) Temporary Permit Tutoring

VR Staff or VR Contractor may consider temporary permit tutoring for an individual, after all comparable benefits have been exhausted, when there is a reason based on his/her disability.
 - b) Driver's Training
 - 1) VR Staff or VR Contractor may provide driver's training to an individual when it is determined necessary and appropriate for a disability related reason.
 - 1.1 If there are concerns regarding the individual's cognitive and/or physical ability to drive independently, VR Staff or VR Contractor may obtain a driver's evaluation.
 - 1.1.1 When considering a student with a disability's need for a driver's evaluation, VR Staff or VR Contractor shall ensure:
 - 1.1.1.1 the student with a disability has obtained his/her temporary driver's license;
 - 1.1.1.2 the student with a disability is nearing job development or post-secondary training and the recommendations can be immediately implemented; and
 - 1.1.1.3 the AWARE case record identifies the need and appropriate timing for services.



Opportunities for Ohioans with Disabilities

- 2) Driver's training shall be included on an approved IPE prior to the provision of the service.
- c) Purchase of Fuel Card or Mileage Reimbursement.
 - 1) VR Staff or VR Contractor may purchase a fuel only card or reimburse for mileage when determined necessary for the individual to participate in VR services or travel to his/her place of employment (until receipt of his/her first paycheck or the end of 30 days of self-employment).
 - 1.1 VR Staff or VR Contractor shall only consider mileage reimbursement when the purchase of a fuel card is not feasible.
 - 1.2 Prior to purchasing a fuel only card or providing reimbursement for mileage, VR Staff or VR Contractor shall scan a copy of the individual's driver's license and proof of insurance into an AWARE Case Note.
 - 1.2.1 If the individual is unable to drive, VR Staff or VR Contractor may provide a fuel only card or reimburse for mileage to the individual for an immediate family member or other person to provide transportation to the individual.
 - 1.2.1.1 VR Staff or VR Contractor shall discuss the individual's responsibility to ensure the driver is properly licensed and insured.
 - 1.2.1.1.1 VR Staff or VR Contractor shall document this discussion in an AWARE Case Note.
 - 1.3 Fuel Only Card
 - 1.3.1 VR Staff or VR Contractor shall follow the direction in "Purchasing Fuel Only Cards for Vocational Rehabilitation" (40-FIN-01-07) when providing fuel only cards.
 - 1.4 Mileage Reimbursement
 - 1.4.1 VR Staff or VR Contractor shall utilize one-half (1/2) of the current mileage reimbursement rate, as set by the Office of Budget and Management (OBM) Director, multiplied by the number of miles to be driven to determine the potential amount for the purchase of gasoline.
 - 1.4.1.1 For the current State of Ohio mileage reimbursement rate, access the following link: obm.ohio.gov/TravelRule/default.aspx and then select "For the current mileage reimbursement rate, click here."



Opportunities for Ohioans with Disabilities

- 1.5 VR Staff or VR Contractor shall only provide additional fuel only cards or mileage reimbursement following confirmation that the agreed upon transportation services have been completed.

d) Vehicle repairs

- 1) VR Staff or VR Contractor may consider authorizing for a vehicle repair when it is considered necessary; cost effective; and/or more efficient than the purchase of public or any other mode of transportation.

- 1.1 VR Staff or VR Contractor shall only agree to the repair of a vehicle for an individual actively involved in receiving VR services or traveling to his/her place of employment (until receipt of his/her first paycheck or the end of 30 days of self-employment).

- 1.2 VR Staff or VR Contractor shall follow the direction in the "Vehicle Modification Procedure" (80-VR-25-01) when considering a repair to a component of a vehicle that has been previously modified.

- 2) When repairs are determined necessary, VR Staff or VR Contractor shall consider the items listed below prior to including vehicle repairs on an IPE.

2.1 Ownership of the Vehicle

- 2.1.1 Repairs shall only be considered when the vehicle is titled/registered or co-titled/co-registered to the individual (includes a Memorandum title) or an immediate family member who is providing said transportation to the individual. The vehicle ownership title/registration shall be scanned into AWARE.

- 2.1.1.1. When the individual is not the owner of the vehicle, a signed statement from the vehicle owner agreeing to said transportation of the individual shall be scanned into an AWARE Case Note.

- 2.1.2 In rare circumstances, VR Staff or VR Contractor may authorize repairs on leased vehicles if they are vocationally necessary, least cost, and both the individual's contribution and comparable benefits have been explored.

2.2 Proof of Insurance and Valid Driver's License

- 2.2.1 Repairs shall only be considered when the individual or the immediate family member, who is providing transportation for the individual, is able to provide proof of insurance and a valid driver's license.

- 2.2.1.1 A copy of both shall be scanned into an AWARE Case Note.



2.3 Value of the Vehicle

2.3.1 The Kelley Blue Book (kbb.com) shall be used to establish the value of a vehicle using the vehicle's year, make, model, and mileage.

2.3.1.1 Select "trade-in value" and indicate "fair condition" to determine the value of the vehicle.

2.3.1.2 A copy of the results shall be scanned into an AWARE Case Note.

2.4 Repair cost

2.4.1 Repairs, which would exceed the Kelley Blue Book (kbb.com) value of the vehicle, shall not be considered.

2.4.2 VR Staff or VR Contractor shall obtain a minimum of two (2) quotes from Automotive Service Excellence (ASE) certified shops/mechanics for the needed repairs.

2.4.2.1 The quotes must detail parts, labor and the projected completion date.

2.4.2.2 The ASE certified shop/mechanic's quote shall not be considered unless there is a minimum 30-day warranty or guarantee for the repair(s).

2.4.2.3 If the individual does not wish to choose the least cost quote, he/she shall be responsible for the difference in cost.

2.4.2.3.1 A copy of the quotes shall be scanned into an AWARE Case Note.

2.5 Need for Ongoing Maintenance

2.5.1 VR Staff or VR Contractor may discuss the potential of future repairs and how the repair(s) may be paid for with the individual and his/her parent or legal guardian.

2.5.1.1 The individual's strategy for addressing future repairs and for handling on-going maintenance of the vehicle shall be documented in an AWARE Case Note.

c. Transportation by an OOD Job Developer



Opportunities for Ohioans with Disabilities

- i. An OOD Job Developer is the only OOD Staff authorized to transport an individual. This may only occur when it makes good business sense which would include the following:
 - a) providing job development services, and/or
 - b) attending an event to represent OOD.
 - ii. Transportation by an OOD Job Developer shall only be provided when authorized by an OOD Supervisor and shall only be provided in a state vehicle (i.e. not the Job Developer's personal vehicle).
 - a) A "Waiver of Liability" (80-VR-11-11.A) shall be completed, and scanned into an AWARE Case Note, prior to an individual being transported.
 - iii. The OOD Job Developer shall adhere to direction in "State Vehicle Use and Fuel Card" (40-FAC-01).
- d. Relocation
- i. After exploring and considering all other transportation service options, VR Staff or VR Contractor may authorize for relocation expenses for an individual when the employment location is at least 75 miles or more, one way from the individual's current residence.
 - a) An exception to the distance expectation may be made in rare circumstances, for disability related reasons with the Area Manager's approval.
 - ii. Prior to the authorization of relocation expenses, VR Staff or VR Contractor shall:
 - a) determine availability of comparable benefits (e.g. employer paid relocation fees);
 - b) exhaust local employment options;
 - c) verify the need for relocation by obtaining a copy of the written employment offer;
 - d) obtain supervisory approval;
 - e) discuss accessibility of the individual's residence and transportation options to his/her place of employment; and
 - f) complete an amendment (i.e. clone) to the IPE to include these expenses.
 - 1) VR Staff or VR Contractor shall follow the "Individualized Plan for Employment (IPE)" policy and procedure (80-VR-08 and 80-VR-08-01) when amending (i.e. cloning) the IPE.
 - iii. When authorizing relocation expenses, VR Staff or VR Contractors shall follow the guidance in "Vocational Rehabilitation Purchases" (40-FIN-01-06) and consider the



Opportunities for Ohioans with Disabilities

items listed below.

- a) Moving and insuring household goods.
 - 1) VR Staff or VR Contractor shall obtain three (3) estimates to determine least cost, since moving company rates may be competitive.
 - 1.1 VR Staff or VR Contractor should consider the timing of the move since moves at the beginning/end of the month and weekends may increase the cost.
- b) Transportation expenses required as part of the move.
- c) Maintenance services.
 - 1) Initial one-time costs (e.g. security deposit, turn-on fee or deposit for utilities).
 - 1.1 When authorizing these one-time costs, VR Staff or VR Contractor shall not authorize for:
 - 1.1.1 a higher security deposit required because of a pet unless he/she is a service animal; or
 - 1.1.2 past due fees or deposit that is required due to previous negligence.
 - 2) Short-term expenses (e.g. hotel) incurred when an individual is relocating for employment prior to securing a new residence.
 - 2.1 VR Staff or VR Contractor shall consult with his/her supervisor and follow the guidance in "Maintenance Services" (80-VR-11-02) which only allows for authorizations of transportation services until the individual receives his/her first paycheck or within the first 30 days of self-employment.
 - 2.2 Supervisory approval shall be obtained prior to these costs being supported.
 - 3) An authorization shall not include on-going costs of sustaining a residence (e.g. rent, utility payments).
 - 4) Only one (1) relocation per individual may be authorized.
 - 4.1 An exception may be made in rare circumstances, on a case-by-case basis with the Area Manager's approval.

D. Implementation of the IPE

- 1. VR Staff or VR Contractor and the individual and, if applicable, his/her parent or legal guardian shall follow guidelines and direction in "Individualized Plan for Employment" policy

and procedure (80-VR-08 and 80-VR-08-01). In addition, VR Staff or VR Contractor shall complete the items listed below.

- a. Determine which transportation services best meet the individual's transportation needs for VR services and to travel to his/her place of employment (until receipt of his/her first paycheck or the end of 30 days of self-employment) utilizing the information gathered through the CA process.
 - i. VR Staff or VR Contractor shall not include transportation services on the IPE until comparable benefits and other resources have been considered and documented in an AWARE Case Note.
- b. Identify who will provide the determined transportation services and/or how they will be provided.
- c. Identify who will be responsible for the payment, including the individual's contribution, of the identified transportation services by:
 - i. exploring availability of comparable benefits (e.g. educational institution, Intellectual and Developmental Disabilities Agency, Jobs and Family Services, Bureau of Worker's Compensation);
 - ii. exploring reduced fares for individuals with disabilities for public transportation; and
 - iii. providing local resource information for other transportation options, if available.

E. Authorizing for Transportation Services

1. VR Staff or VR Contractor shall not authorize for transportation costs associated with daily living activities that are not related to receipt of VR services or travel to his/her place of employment (until receipt of his/her first paycheck or the end of 30 days of self-employment).
2. When disability related, VR Staff or VR Contractor may authorize for travel related expenses for a personal care attendant or aid if the services are necessary to enable the individual to participate in VR services and/or travel to his/her place of employment (until receipt of his/her first paycheck or the end of 30 days of self-employment)
3. When authorizing transportation services, VR Staff or VR Contractor shall follow the direction in "Vocational Rehabilitation Purchases" (40-FIN-01-06).
 - a. VR Staff or VR Contractor may authorize transportation services, not to exceed monthly increments.
 - i. VR Staff or VR Contractor shall continuously re-evaluate the need for transportation services throughout the individual's participation in VR services.
 - ii. VR Staff or VR Contractor shall not authorize transportation services once it is deemed that VR services are no longer necessary or after the individual receives his/her initial paycheck or after the first 30 days of self-employment.

4. Re-authorizing for Lost, Stolen or Misused Public Transportation or Paratransit Passes.
 - a. VR Staff or VR Contractor shall notify the individual that these passes shall only be used for transportation to VR services or travel to his/her place of employment (until receipt of his/her first paycheck or the end of 30 days of self-employment).
 - i. Any use beyond what is permitted may result in requests for future authorizations for passes being denied.
 - 1) VR Staff or VR Contractor shall not re-authorize for lost, stolen or misused passes.
 - a) VR Staff or VR Contractor shall notify the individual that continued participation in VR services or travel to his/her place of employment (until receipt of his/her first paycheck or the end of 30 days of self-employment) is expected even when a pass is lost, stolen, or misused.
 - b) VR Staff or VR Contractor may make an exception to authorize for a pass replacement on a limited case-by-case basis with supervisory approval.
 - 1) VR Staff or VR Contractor may request the individual to provide a police report to document a stolen pass when exceptions are being considered.
 5. If there is a clear pattern of abuse, VR Staff or VR Contractor shall have a discussion with the individual and may discontinue authorizing for transportation services.

F. Violation

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

FORMS AND ATTACHMENTS

- 80-VR-11-11.A "Waiver of Liability" (07-10-17)

RESOURCES

- Comprehensive Assessment (80-VR-04 and 80-VR-04-01)
- Individualized Plan for Employment (80-VR-08 and 80-VR-08-01)
- Maintenance Services (80-VR-11-02)
- Professional Disclosure Statement (80-VR-01.E)
- Purchasing Fuel Only Cards for Vocational Rehabilitation (40-FIN-01-07)
- Rehabilitation Technology (80-VR-25)
- State Vehicle Use and Fuel Card (40-FAC-01)
- Transition Services (80-VR-11-12)
- Vehicle Modification Procedure (80-VR-25-01)
- Vocational Rehabilitation Purchases (40-FIN-01-06)



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 procedure 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).