




Title:	Vocational Rehabilitation Services
Policy #:	80-VR-11
Legal Reference:	ORC 3304.15; OAC 3304-1, 3304-2-52, 3304-2-59; 34 CFR 361.5, 34 CFR 361.48
Date:	June 27, 2016
Approved:	Kevin L. Miller, Executive Director 
Origin:	Bureau of Vocational Rehabilitation and Bureau of Services for the Visually Impaired
Supersedes:	80-VR-11 (04/07/14)
History:	VRP-1520 "Other Goods and Services" (3/05/07) (01/02/07) (12-31-06)
Review date:	Annually on or before June 27th

I. AUTHORITY

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

2. AWARE shall be updated with **all** conversations, recommendations, justifications, approvals and/or other actions taken in relation to this policy and subsequent procedures issued under this policy. If supervisory or management approval is required during the VR process, the supervisor or manager shall document their approval in AWARE. If written approval is received from a supervisor or manager it shall be added to AWARE.
3. OOD shall ensure that services are available to assist an individual to apply for VR services or an eligible individual with VR services necessary to prepare for, secure, retain, or regain an employment outcome that is consistent with the eligible individual's strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice.
4. Prior to the purchase of VR services which are not on an OOD Fee Schedule, refer to "Purchasing" (40-FIN-01) and applicable procedures issued under this policy.

B. VR Services include:

1. assessment for determining eligibility;
2. assessment for determining vocational rehabilitation needs;
3. vocational rehabilitation counseling and guidance;
4. referral and other services;
5. physical and mental health restoration services, to the extent that financial support is not readily available from a source other than OOD;
6. vocational and other training programs;
7. maintenance;
8. transportation, in connection with rendering of any vocational rehabilitation service;
9. vocational rehabilitation services to family members;
10. interpreter services;
11. reader services;
12. job-related services;
13. supported employment services;
14. personal assistant services;
15. post-employment services **;
16. occupational licenses, tools, equipment, initial stocks and supplies;
17. rehabilitation technology;

18. transition services **;
19. technical assistance and other consultation services; and
20. other goods and services determined necessary for the eligible individual with a disability to achieve an employment outcome.

** A separate policy will be developed for “Post Employment Services” and “Transition Services” which will replace their current procedure under this policy (see “Resources”).

- C. Once an eligible individual’s Individual 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 signed by both parties
 1. Signatures on the IPE indicate that the parties agree to its contents.
- D. OOD is prohibited from purchasing and/or providing financial assistance for:
 1. erecting a building, including homes;
 2. purchasing land;
 3. purchasing a building, including homes;
 4. purchasing vehicles, whole or in parts not related to a vehicle repair;
 5. purchasing experimental items;
 6. purchasing firearms, which includes ammunition;
 7. providing representation for appeal hearings for a referral, applicant, eligible individual or former 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

- Procedures issued in conjunction with this policy.
- 80-VR-15 - Post Employment (currently, as of the issuance of this policy, 80-VR-11-06)
- 80-VR-20 - Transition Services (currently, as of the issuance of this policy, 80-VR-11-12)

REVIEW

It is the responsibility of the Deputy Director, or designee, to annually 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 annual review as required in OOD Policy 10-ADM-01 “Policy and Procedure Development, Review, Dissemination and Acknowledgement”.