Instructions on 6C form

1. If a consumer is receiving exempt services or you have confirmed that they are receiving SSI or SSDI, you do **not** need to fill out this form.
2. If they are receiving any non-exempt services, then fill it out with the annual income of the household and the number of people in the household who contribute to the maintenance of that household. The consumer counts toward the income of the household if they are **under 24 years of age**. Adult consumers who are at least 24 years old are considered independent regardless of place of residence. Adult siblings do **not** count toward the income of the household. **Please fill out this form each year for those receiving non-exempt services and not getting SSI/SSDI.** For the first form, you can put in the date in the date/year box and for subsequent years, you can just put the year. If it is an update from the original, click the update check box.
3. Based on the number of people in the household, the exclusion amount should appear. If the resulting amount after the exclusion amount is subtracted from the total income is less than 0, you can end the form right there. If the amount is greater than 0 and there are no Disability-Related Expenses, then that is the amount that the consumer can reasonably contribute to VR services.
4. If the consumer has any Disability-Related Expenses, please key them in in the appropriate places, and the form will make the changes as required.
5. If there is anything left after Disability-Related Expenses have been applied, please consult the amount calculated for the consumer percentage of participation. This amount indicates the required percentage of applicable costs to be incurred by the consumer during each year of their rehabilitation program. The counselor must only provide the estimated cost of the non-exempt service to obtain the amount of the estimated consumer contribution, VR contribution, and estimated consumer contribution based on VR expenses, which are below the annual maximum contribution and the annual maximum percentage. The estimated consumer contribution is based on the consumer participation percentage and the service amount. However, you need to look at the bottom consumer amount because it takes into account the annual maximum for that particular consumer. The annual maximum contribution will be displayed above the annual maximum percentage. Both of these are from the tables at the bottom, which only go up to $25,000 but anything beyond that is still at the maximum percentage. The consumer’s actual contribution cannot exceed the annual maximum contribution. OVR would be responsible for any costs above that annual maximum amount. If the consumer requires another non-exempt service or services and they have not reached their annual maximum contribution, then they would need to contribute toward this additional service or services up to the yearly maximum. If the percentage of consumer participation for a particular service is more than the annual amount, then the consumer would not have to contribute anything at that point for another non-exempt service.
6. The counselor should negotiate with the consumer on how the consumer’s part is obligated and spent. The negotiation results should be listed in the progress notes of the case.

**Example 1:**

1. If Joe Blow has an annual gross income of $100,000 and lives in the household by himself, his exclusion amount would be $31,828. If he is receiving only non-exempt services and has no disability-related expenses, his amount of available income would be $68,172. If you take that amount and apply it to the table with the percent of participation, his percentage would be 100%. This amount indicates the yearly required percentage of financial participation to be applied to the maximum allowable rate of any good or service purchased by OVR. For example, if Joe needed a vehicle modification over $10,000, and the amount of the modification would be $25,000, then you would take the percentage of $15,000, which is the amount of the modification minus $10,000. Anything under $10,000 is exempt from cost sharing but any amount above $10,000 is not. Joe would be responsible for 100% of the $15,000. The next table provides the annual maximum percentage of their applied available income the individual will have to apply in any year their current case is active with OVR. Joe’s annual maximum percentage would be 50% of his available income for any fiscal year his case is open. The amount would be $34,086.00. That means he would need to contribute up to that amount for any other non-exempt service he requires. VR wouldn’t need to contribute anything to the modification. However, if Joe bought a van to be modified for $45,000, he could include that in his disability-related work expenses, and he would contribute $9000 and VR would contribute $6000.

**Example 2**

1. If Joe Blow makes $52,000 and has 3 people in his household, his exclusion amount would be $51,413, which leads $587.00 because he has no disability-related expenses at this time. If he needs a vehicle modification of $25,000, and the modifications above $10,000 are non-exempt, then $15,000 of the modification is available for consideration for cost-sharing. The worksheet states that he is responsible for 10% of that amount annually as long as his case is open, which would be $1500. His annual maximum percentage is 25% of his applied available income, which would be $146.75. That means he would pay the $146.75 and VR would pay $14,853.25. That means Joe would not need to contribute anything to any other non-exempt service beyond the modification.