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### SERVICE FEE MEMORANDUM

TO: Office of Vocational Rehabilitation Staff  
Client Assistance Program (CAP) Administrator

FROM: Cora McNabb  
Executive Director  
Office of Vocational Rehabilitation

DATE: Updated July 13, 2020

RE: Support Level for Post-Secondary Training

Beginning with the 2020-2021 academic year, the allowable annual amount for post-secondary training assistance will be **\$4,000.00** after determination of consumer financial participation and consideration of comparable benefits. This is based on the average unmet tuition need after application of federal / state need based assistance. As is the case presently, this amount will include all training expenses with the exception of required books, supplies and uniforms. If additional support is required in order for the consumer to achieve his / her vocational goal, the counselor should complete the Training Reconsideration Worksheet (Office of Vocational Rehabilitation 19A) and forward it to the Branch Manager or his / her designee for approval.

Under no circumstances (even Supplemental Security Income [SSI] / Social Security Disability Insurance [SSDI] recipients) will the total amount approved exceed the highest state rate. Although services to Supplemental Security Income / Social Security Disability Insurance recipients are not subject to economic needs testing, comparable benefits must be applied and therefore the same training assistance procedure is to be followed.

Negotiation is strongly encouraged to maximize resources to successfully serve the greatest number of eligible individuals.

This Post-Secondary Training Support applies to all post-secondary training programs (unless otherwise specified on a Service Fee Memorandum) to include public / private institutions, short-term programs such as certificates, trade training, and traditional diplomas. All post-secondary training is subject to the following:

- Current [policies and procedures](#) related to post-secondary training.
- Cost participation guidelines.
- Limited to current levels of support for post-secondary training for any 12 months (\$4,000.00) unless a reconsideration is requested and approved.

Regardless of financial need, the Office of Vocational Rehabilitation may pay a negotiated amount (generally not more than **\$1,000.00** per academic year) toward the cost of required books, supplies and uniforms, not to exceed actual costs.

In addition, the Office of Vocational Rehabilitation may pay the actual cost of disability related-expenses on the Individualized Plan for Employment (IPE) after use of established economic need practices and application of comparable benefits, as appropriate.

Appropriate comparable benefits must always be explored and utilized as outlined in Federal and State regulations and Office of Vocational Rehabilitation policy. Again, negotiation is strongly encouraged to maximize resources to successfully serve the greatest number of eligible individuals.