# Vocational Rehabilitation Services Manual B-300: Determining Eligibility

Revised July 1, 2021

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## B-308: Assessments

To the maximum extent possible, the VR counselor must:

* use existing records;
* rely on information from the individual's experiences in an integrated employment setting or in other integrated community settings; and
* consider the validity or correctness of the information based upon the source and the VR counselor's knowledge of the customer.

Only when existing records are unavailable or insufficient, the VR counselor can authorize the purchase of additional diagnostics to address basic eligibility questions. The VR counselor must document the justification for all assessments in a case note in RHW. For more information see [B-304-1: Establishing the Presence of an Impairment](https://twc.texas.gov/vr-services-manual/vrsm-b-300#b304-1).

An eligibility determination should not be delayed pending the receipt of the [VR3110, Surgery and Treatment Recommendations](https://twc.texas.gov/forms/index.html), [VR3109, Eye Surgery and Treatment Recommendations](https://twc.texas.gov/forms/index.html), or [VR3101, Consultant Review](https://twc.texas.gov/forms/index.html) if existing records are available.

If worksite assessments are necessary to determine whether a customer is eligible for VR services, they must be:

* conducted in the most integrated setting possible; and
* consistent with the customer's needs and informed choice.

The VR counselor may authorize the purchase of eyeglasses if these supports are required for the customer to participate in required assessments to determine eligibility for VR services. VR Supervisor approval is required before authorizing the purchase of any other assistive technology devices, such as hand controls for vehicles while the customer is in application status. For more information, see [C-204: Vehicle Modification Services](https://twc.texas.gov/vr-services-manual/vrsm-c-200#c204); [C-703-13: Eyeglasses and Contact Lenses](https://twc.texas.gov/vr-services-manual/vrsm-c-700#c703-13); and [D-200: Purchasing Goods and Services](https://twc.texas.gov/vr-services-manual/vrsm-d-200).

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