# Vocational Rehabilitation Services Manual C-400: Training Services

Revised June 1, 2022

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### C-408-3: Content of an IPE for Training at a College or University

In addition to the requirements identified in [VRSM B-500: Individualized Plan for Employment](https://twc.texas.gov/vr-services-manual/vrsm-b-500) and Post-Employment, an IPE that includes training services must also include:

* an employment goal that is directly associated with the sponsored training;
* the specific definition of satisfactory progress such as minimum grades requirements and attendance;
* the credit hours required for each semester or grading period;
* statements of specific customer and VR responsibilities; and
* a statement about the requirement to apply available federal financial aid (for example, the Pell Grant and other funding that does not require repayment) to the cost of training before VR funds are authorized.

The IPE must be written for the entire length of the agreed-upon training at the college or university and can be amended throughout the life of the case.

#### Admission and Registration Procedures

The customer must complete all admission and registration procedures required by the college or university. The customer completes as much as possible, with VR staff providing only minimal coaching and prompting. When needed, the level of coaching and prompting to complete these tasks should be individualized, based on the customer's unique needs and circumstances.

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## C-409: Maximum Payment for Training at a College or University

VR pays for training based on the type of institution in which the customer is enrolled. To determine the type of institution in which a customer is enrolled, refer to [College for all Texans— Institutions of Higher Education](http://www.collegeforalltexans.com/apps/degreeprograms/). This subsection and subsection [C-412: Maximum Payment for Training at a Proprietary Institution](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c412) list the maximum amounts that VR is permitted to pay per semester or grading period for tuition and fees.

To calculate the amount that VR can pay toward the cost of the customer's tuition and required fees for training at a community college, technical or state college, four-year college, university, or health-related institution, the VR counselor uses the following procedure.

1. Multiply the number of credit hours the customer is taking per semester or grading period by the maximum payment amount listed in:
   * [C-409-1: Public Training Institutions: Two-Year Community College](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c409-1);
   * [C-409-2: Public Training Institutions: Four-Year College or University;](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c409-2)
   * [C-409-3: Public Training Institutions: Technical and State College](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c409-3); or
   * [C-409-4: Public Health-Related Institutions](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c409-4).

This is the maximum amount that VR can pay toward the cost of the customer's tuition and required fees.

1. Next, find the amount due for tuition and required fees and deduct the Pell Grant amount and the amount of need-based financial aid that does not require repayment. From this amount, if the customer is over BLR, deduct BLR.
   * If the amount in number 2 is less than the maximum that VR can pay in number 1, VR issues the service authorization for the amount from number 2; or
   * If the amount in number 2 is more than the maximum that VR pays in number 1, VR issues the service authorization for the maximum amount from number 1; or
   * If the amount in number 2 is 0, VR does not issue a service authorization.

The [VR3405, Tuition Payment Calculation Worksheet](https://intra.twc.texas.gov/intranet/gl/html/vocational_rehab_forms.html) can be used to calculate the amount that VR can pay toward the cost of the customer's tuition and required fees.

#### IPE Requirements

The IPE should not reflect specific rates but should refer to them as "will pay amounts per policy."

For more information on IPE and IPE amendments, refer to [B-500: Individualized Plan for Employment](https://twc.texas.gov/vr-services-manual/vrsm-b-500) and Post-Employment.

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## C-411: Training from Career and Technical or Certified Schools (Proprietary Institutions)

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### C-411-2: Content of an IPE for Training at a Proprietary Institution

In addition to the requirement identified in [VRSM B-500: Individualized Plan for Employment](https://twc.texas.gov/vr-services-manual/vrsm-b-500) and Post-Employment, an IPE that includes training services must also include:

* an employment goal that is directly associated with the sponsored training;
* the definition of "satisfactory progress";
* the hours required for each semester or grading period;
* statements of specific customer and VR responsibilities; and
* a statement about the requirement to apply available federal financial aid (for example, the Pell Grant and other funding that does not require repayment) to the cost of training before VR funds are authorized.

The IPE must be written for the entire length of the agreed-upon training at the institution and can be amended throughout the life of the case.

#### Satisfactory Attendance and Progress

Customers attending a proprietary institution must meet the institution's requirements for attendance, progress, and grades for each grading period.

For more information on requirements, refer to [C-407-3: Satisfactory Training Progress](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c407-3).

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## C-412: Maximum Payment for Training at a Proprietary Institution

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#### IPE Requirements

The IPE should not reflect specific rates but should refer to them as "will pay amounts per policy."

For more information on IPE and IPE amendments, refer to [VRSM B-500: Individualized Plan for Employment](https://twc.texas.gov/vr-services-manual/vrsm-b-500) and Post-Employment. For more information about previous rates, refer to the [VR Services Manual List of Revisions](https://twc.texas.gov/manuals/revisions/vrsm-revisions.html).

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## C-414: Goods and Services that Support Training Services

In addition to sponsorship of tuition and fees, additional goods and services can be included in the customer's IPE or services justification case note, as appropriate, if they are required for the customer to participate in planned training. The additional goods and services include:

* textbooks and supplies(refer to [C-415: Textbooks and Supplies](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c415))
* reader services (refer to [VRSM C-309: Reader Services](https://twc.texas.gov/vr-services-manual/vrsm-c-300#c309))
* assistive technology equipment and/or software (refer to [VRSM C-200: Technology Services](https://twc.texas.gov/vr-services-manual/vrsm-c-200))
* low-vision devices (refer to [VRSM C-703-14: Low-Vision Services](https://twc.texas.gov/vr-services-manual/vrsm-c-700#c703-14))
* vocational rehabilitation teacher services (refer to [C-424: Vocational Rehabilitation Teacher](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c424))
* employment assistance specialists (refer to [VRSM C-1008: Employment Assistance Specialist Services](https://twc.texas.gov/vr-services-manual/vrsm-c-1000#c1008))
* training-related supplies (refer to [C-415: Textbooks and Supplies](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c415))
* transportation (refer to [VRSM C-1402: Transportation Services](https://twc.texas.gov/vr-services-manual/vrsm-c-1400#c1402))
* interpreters (refer to [VRSM C-305: Interpreter Services](https://twc.texas.gov/vr-services-manual/vrsm-c-300#c305))
* personal assistant (refer to [VRSM C-1403: Personal Assistant Services](https://twc.texas.gov/vr-services-manual/vrsm-c-1400#c1403))
* room and board (refer to [C-418: Room and Board Services](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c418))
* occupational licenses (refer to [VRSM C-1406: Occupational Licenses](https://twc.texas.gov/vr-services-manual/vrsm-c-1400#c1406))
* computers (refer to [D-204: The Purchasing Process](https://twc.texas.gov/vr-services-manual/vrsm-d-200#d204))
* orientation and mobility training (refer to [VRSM C-600: Orientation and Mobility Services](https://twc.texas.gov/vr-services-manual/vrsm-c-600))
* referral to community resources (refer to [C-405: Financial Aid and Comparable Benefits](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c405))

For more information about content in the IPE and IPE amendment, refer to [VRSM B-500: Individualized Plan for Employment](https://twc.texas.gov/vr-services-manual/vrsm-b-500) and Post-Employment. For information about specific goods and services, refer to content throughout the manual.

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## C-421: Work Experience Services

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### C-421-2: Work Experience Referral

Before referring a customer for Work Experience Services, the customer's individualized plan for employment (IPE), trial work plan (TWP), or IPE amendment must include Work Experience Services as a service. For more information, refer to [VRSM B-310: Trial Work Services](https://twc.texas.gov/vr-services-manual/vrsm-b-300#b310), [B-400: Completing the Comprehensive Assessment](https://twc.texas.gov/vr-services-manual/vrsm-b-400), and [B-500: Individualized Plan for Employment](https://twc.texas.gov/vr-services-manual/vrsm-b-500) and Post-Employment. Students with disabilities who are potentially eligible can also participate in Work Experience Services when a service justification is completed.

To initiate Work Experience Placement Services with a provider, the VR counselor completes [VR1600, Work Experience Referral](https://twc.texas.gov/forms/index.html). The referral must identify the date, time, and location for the work experience planning meeting.

To initiate Work Experience Training with a provider, the VR counselor completes the [VR1600, Work Experience Referral](https://twc.texas.gov/forms/index.html) indicating the goals to be addressed by the Work Experience Trainer.

When a customer will receive both Work Experience Placement and Work Experience Training, only one VR1600, Work Experience Referral is necessary.

The VR counselor must complete all sections of the VR1600, leaving no blanks. The VR counselor indicates when Work Experience Placement can be provided remotely, in a setting where the trainer and student are in the same location, or a combination of both.

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