# Vocational Rehabilitation Services Manual C-400: Training Services

Revised January 15, 2021

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## C-404: VR Counselor Responsibilities

The VR counselor provides ongoing support through regular counseling, guidance, and help with coordinating access to necessary supports throughout the life of the case. This can include assisting the customer in applying for other types of assistance such as federal aid.

If a counselor has determined that an exception will facilitate a customer’s progress and there is not an approval exception listed in policy, counselors are encouraged to staff the request through their chain of management to the Deputy Division Director for Field Services for consideration. VRSM clearly states when no exceptions are allowed.

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## C-410: Financial Aid and Comparable Benefits

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### C-410-2: Pell Grant

The Pell Grant and other comparable benefits are applied to the cost of tuition, fees, and other educational expenses before any VR funds can be used. No exceptions are permited to the use of the Pell Grant. If the Pell Grant is greater than the tuition and fees owed by the customer, the remaining funds should be applied to the cost of other educational expenses, such as books, supplies, room and board, and transportation, under the terms of the grant.

Student financial assistance, such as a loan that requires repayment or scholarships that are not based on student income, are excluded from the financial aid requirement.

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## C-411: Purchasing Training Services from a College, University, or Proprietary Institution

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### C-411-2: Supplemental Security Income and Social Security Disability Income Recipients

Customers who are eligible for Supplemental Security Income (SSI) or Social Security Disability Income (SSDI) because of a disability are exempt from required participation in the cost of training services that are:

* associated with basic living requirements (BLR) calculations
* associated with payment limitations for public universities, public colleges, or public technical institutions for tuition, fees, and other training-related expenses; or
* associated with payment limitations for independent or proprietary training institutions for tuition, fees, and other training-related expenses if there is not a comparable public training instituition.

If a customer who receives SSI or SSDI chooses to attend an independent or proprietary training institution even though a comparable public training institution is available, the customer is responsible for the cost that is above the cost of training from the comparable public training institution.

SSI and SSDI recipients are not exempt from the requirement to use comparable services and benefits for all services, such as tuition exemptions, federal financial aid that does not require repayment, or other free or low-cost services that are readily available to the customer. Refer to D-203: Purchasing Decisions for more information.

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## C-412: Maximum Payment for Training at a College or University

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### C-412-1: Public Training Institutions: Two-Year Community College

Verify that the institution is a public community college by finding where it is classified on the [College for all Texans— Institutions of Higher Education](http://www.collegeforalltexans.com/apps/degreeprograms/) website.

Exceptions to the limitations for tuition and fees require justification and approval by the VR Manager. For additional information, refer to [D-200: Purchasing Goods and Services](https://www.twc.texas.gov/vr-services-manual/vrsm-d-200).

As of July 2020, VR pays the maximum rate of $113 per semester hour. This amount is all inclusive of tuition and fees combined at a public community college.

VR pays a maximum of $3,390 per year for certificate training at a two-year community college that is not on a semester hour schedule. (The maximum amount for certificate programs through a college or university is based on established tuition and fee rates for enrollment in 15 credit hours for both the fall and spring semesters.)

These rates are based on one standard deviation above the averages from [College for All Texans](http://www.collegeforalltexans.com/index.cfm?objectid=63188B97-0C47-0020-6DBBBAD96A7DFB83) (college cost 2019-2020) average of tuition and fees. VR reviews these rates annually in July.

### C-412-2: Public Training Institutions: Technical and State College

Verify that the institution is a public technical or state college by finding where it is classified on the [College for all Texans— Institutions of Higher Education](http://www.collegeforalltexans.com/apps/degreeprograms/) website.

Exceptions to the limitations for tuition and fees require justification and approval by the VR Manager. For additional information, refer to [VRSM D:200 Purchasing Goods and Services](https://www.twc.texas.gov/vr-services-manual/vrsm-d-200).

As of July 2020, VR pays the maximum amount of $204 per semester hour. This amount is all inclusive of tuition and fees combined at a public technical or state college.

VR pays a maximum of $6,120 per year for certificate training at a technical or state college that is not on a semester hour schedule. (The maximum amount for certificate programs through a college or university is based on established tuition and fee rates for enrollment in 15 credit hours for both the fall and spring semesters.)

These rates are based on one standard deviation above the averages from [College for All Texans](http://www.collegeforalltexans.com/index.cfm?objectid=63188B97-0C47-0020-6DBBBAD96A7DFB83) (college cost 2019-2020) average of tuition and fees. VR reviews these rates annually in July.

### C-412-3: Public Training Institutions: Four-Year College or University

VR staff verifies that the institution is a public university by finding how it is classified on the [College for all Texans— Institutions of Higher Education](http://www.collegeforalltexans.com/apps/degreeprograms/) website.

As of July 2020, VR pays the maximum amount of $368 per semester hour. This amount is all inclusive of tuition and fees combined at a public university.

Exceptions to the limitations for tuition and fees require justification and approval by the VR Manager. For additional information refer to [D-200: Purchasing Goods and Services](https://www.twc.texas.gov/vr-services-manual/vrsm-d-200).

VR pays a maximum of $11,040 per year for certificate training at a four-year college or university that is not on a semester hour schedule. (The maximum amount for certificate programs through a college or university is based on established tuition and fee rates for enrollment in 15 credit hours for both the fall and spring semesters.)

These rates are based on one standard deviation above the averages from [College for All Texans](http://www.collegeforalltexans.com/index.cfm?objectid=63188B97-0C47-0020-6DBBBAD96A7DFB83) (college cost 2019-2020) average of tuition and fees. VR reviews these rates annually in July.

### C-412-4: Public Health Related Institutions

VR staff verifies that the institution is a public health–related institution by finding how it is classified on the [College for all Texans— Institutions of Higher Education](http://www.collegeforalltexans.com/apps/degreeprograms/) website.

Exceptions to the limitations for tuition and fees require justification and approval by the VR Manager. For additional information, refer to [D-200: Purchasing Goods and Services](https://www.twc.texas.gov/vr-services-manual/vrsm-d-200).

As of July 2020, VR pays the maximum amount of $358 per semester hour. This amount is all inclusive of tuition and fees combined at a public health-related institution.

VR pays a maximum of $10,740 per year for certificate training at a public health related institution that is not on a semester hour schedule. (The maximum amount for certificate programs through a college or university is based on established tuition and fee rates for enrollment in 15 credit hours for both the fall and spring semesters.)

These rates are based on one standard deviation above the averages from [College for All Texans](http://www.collegeforalltexans.com/index.cfm?objectid=63188B97-0C47-0020-6DBBBAD96A7DFB83) (college cost 2019-2020) average of tuition and fees. VR reviews these rates annually in July.

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## C-413: Maximum Payment for Training at a Proprietary Institution

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### C-413-1: Out-of-State Training at a Proprietary Institution

When a customer chooses to attend a private or an out-of-state proprietary school, even though a comparable training institution is available in Texas, the VR counselor:

* documents the reason for selecting the out-of-state proprietary school that is being compared to the public training institution in a case note; and
* follows the procedures above for determining the amount that can be paid to the institution. This is the amount that VR can pay of the cost of an out-of-state institution.

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For approval requirements see [C-407-2: Content of a IPE for Training at a Proprietary Institution](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c407-2) and [D-206-3: Out-of-State Purchases](https://twc.texas.gov/vr-services-manual/vrsm-d-200#d206-3).

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## C-415: Textbooks and Supplies

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### C-415-2: Maximum Amounts

Exceptions to the limitations for books and supplies require justification and approval by the VR Manager. For additional information, refer to [VRSM D:200: Purchasing Goods and Services](https://twc.texas.gov/vr-services-manual/vrsm-d-200).

The maximum amounts that VR can pay per semester or grading period for required textbooks and course-related supplies that are not included in tuition and fees are as follows:

* Community college: $1,005
* Technical and state college: $592
* Four-year college or university: $733
* Health-related institutions: $733
* Proprietary institutions (career colleges): $1,005

These rates are based on one standard deviation above the averages from [College for All Texans](http://www.collegeforalltexans.com/index.cfm?objectid=63188B97-0C47-0020-6DBBBAD96A7DFB83) (college cost 2019-2020) averages for books and supplies. VR reviews these rates annually in July.

Tools and equipment that are required for training but will be kept and used by the customer for employment after completing training are purchased according to processes and procedures in [VRSM C-1407: Tools and Equipment](https://twc.texas.gov/vr-services-manual/vrsm-c-1400#c1407). The amount for these items is not included in or subject to the maximum amounts for required textbooks and course-related supplies.

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## C-417: Room and Board Services

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### C-417-2: Room and Board Payments and Prorating

It is preferred that room and board that is paid to an entity other than a public in-state training institution be issued on one SA for the entire grading period and paid monthly. When paying a public in-state training institution, a single (properly pro-rated, when applicable) payment can be made for the entire grading period.

Room and board must be paid directly to the provider. See [D-211: Setting Up and Paying Providers for additional information](https://twc.texas.gov/vr-services-manual/vrsm-d-200#d211). However, short-term housing maintenance may be used while a provider is initially being established. VR Manager approval is required to use short-term housing maintenance for these payments. See [C-1401-4: Short-Term Housing Maintenance](https://twc.texas.gov/vr-services-manual/vrsm-c-1400#c1401-4) for additional information.

Services for room and board must be prorated when the service crosses state fiscal years. Refer to [D-212-2: Crossing State Fiscal Years](https://twc.texas.gov/vr-services-manual/vrsm-d-200#d212-2) for more information on prorating room and board services.

Room and board can be paid in advance based on the conditions of the lease or rental agreement. See [D-213-2: Advance Payments](https://twc.texas.gov/vr-services-manual/vrsm-d-200#d213-2) for additional information.

### C-417-3: Creating a Service Authorization for Room and Board

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