# Vocational Rehabilitation Services Manual C-400: Training Services

Revised August 24, 2018

### C-410-2: Participation in VR Services and Training

The customer also must:

* enroll in courses and electives that are included in the approved degree or training plan;
* contact the VR counselor before adding or dropping classes (If a customer drops courses, payments for reader services, books, tools, supplies, transportation, and other supports must be recalculated.);
* per TWC rules at 40 Texas Administrative Code §856.45, the customer must maintain and complete a full-time course load, as defined by the college or university unless the VR Supervisor has granted an exception to this requirement.
  + The VR Supervisor may grant an exception only when the customer is:
    - a graduating senior (college or university);
    - an incoming freshman (first two semesters or quarters);
    - a returning adult student (first academic year only);
    - attending summer school; or
  + The VR Supervisor may also grant an exception when there are other documented extenuating circumstances, such as disability specific limitations, that prevent the customer from participating in a full-time course load.
* communicate with VR counselor, teachers, and the training provider's disability office about problems or accommodation needs;
* use the services and supports that are available through the training provider's disability office, as needed;
* maintain consistent enrollment and attendance in regular semesters; and
* maintain satisfactory progress, as defined in C-410-3: Satisfactory Training Progress.

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### C-412-3: Repeating Courses

VR usually does not pay for courses that must be repeated. If VR funds are used to pay for a course more than once, the VR counselor must consult with the VR Supervisor and the justification for VR support of the repeated course must be clearly documented by the VR counselor in a case note in RHW.

Counseling and guidance should be provided to ensure that the customer is utilizing available supports and in compliance with customer responsibilities as defined on the IPE or IPE Amendment.

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### C-414-6: Financial Aid

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**Pell Grant**

The Pell Grant and other comparable benefits must be applied to the cost of tuition, fees, and other educational expenses before any VR funds can be used. 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 that requires payback, such as a loan, is excluded from the financial aid requirement. Scholarships based on merit are also excluded.

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### C-418-2: Arranging for a Paid Instructor

The VR counselor arranges for paid-instructor training so that a customer has a chance to learn a specific work skill from a qualified individual. This training can be:

* customized to the customer's needs (for example, one-on-one); or
* offered in a small-group setting.

#### Instructor Qualifications

The trainer and the course must be:

* approved by TWC; or
* specifically exempted in writing by TWC based on the following in the TEC §132.002(b).

Per TWC regulation, all vocational training providers that charge a fee, including individuals that provide training, are defined as "schools".

VR staff must forward, through the appropriate chain of management to the VR Field Services Delivery Director, all requests for approval to use a school that has the TEC §132.002(b) exemption. This approval is granted individually and is not a blanket approval for an unlicensed school.