



Policy No. 401	Subject: Maintenance
Section: Services in Support of Rehabilitation	Revised: 09/2019
Signature: Brandy McOmber, Resource Manager	Version: FINAL

1. DEFINITIONS

“Maintenance means monetary support provided to an individual for expenses, such as food, shelter, and clothing, that are in excess of the normal expenses of the individual and that are necessitated by the individual’s participation in an assessment for determining eligibility and vocational rehabilitation needs or the individual’s receipt of vocational rehabilitation services under an individualized plan for employment.” (34 CFR 361.5(c) (34)).

2. SCOPE OF SERVICES

The costs of maintenance shall not exceed the amount of increased expenses the rehabilitation causes for the individual or the family. Maintenance is not intended to provide relief from poverty or abject living conditions. This service is not provided when the individual is living in his/her home or residence to pay for food, mortgage/rent, utilities, etc., which are the usual and customary living expenses. It can be authorized in connection with travel out of the job candidate’s domicile area, even if transportation costs are not paid by IVRS, as long as the purpose of the travel relates to the definition listed above. Maintenance may also be utilized towards child care costs (e.g. short-term daycare expenses required for a job candidate's job placement until the individual receives the first paycheck).

Financial assistance for permanent relocation for a job candidate or a job candidate and his/her family may be provided when the move is necessary for the job candidate to engage in competitive integrated employment. The following conditions must be met:

- a. The job candidate must have an offer of employment with a specific starting date;
- b. Comparable services and benefits must be sought and documented in the case file;



- c. Relocation costs for transportation of job candidate, family and necessary belongs are authorized under the [Transportation](#) policy. IVRS does not pay for insurance as this is the responsibility of the job candidate;
- d. The [R-406 Financial Inventory](#) is used to analyze the job candidate participation rate; and
- e. All associated policies (i.e. [Transportation](#)) must be followed.

3. AGENCY EXPECTATIONS

- a. Comparable benefits and services should be explored prior to authorizing this service. Funds should not be used in a way that will cause other agencies to reduce or withdraw their funding.
- b. The R-406 Financial Inventory should be utilized for services authorized under an Individualized Plan for Employment (IPE).
- c. Purchases for maintenance are typically authorized directly to the vendor.
- d. IVRS will not purchase real estate or pay for home maintenance and repair.
- e. Paying a deposit for rent or utilities is an acceptable form of maintenance in order for a job candidate to relocate for a job placement.
- f. IVRS follows the Iowa Department of Administrative Services rates and rules for lodging and meals. These rules can be found at: [In-State Summary of Travel Reimbursement Guidelines](#), [Travel In-State Subsistence Allowance](#), and [Travel Out-of-State Subsistence Allowance](#).

4. EXCEPTIONS

- a. Exceeding the Iowa Department of Administrative Services rates for meals and lodging.
- b. Paying more than \$500 for clothing over the life of a case.

5. APPLICABLE FORMS/DOCUMENTS

- a. [Financial Inventory \(R-406\)](#)
- b. [Request for Exception to Policy](#)
- c. [In-State Summary of Travel Reimbursement Guidelines](#)
- d. [Transportation Policy](#)
- e. [Travel In-State Subsistence Allowance](#)



- f. [Travel Out-of-State Subsistence Allowance](#)

6. TRAINING

- a. [Maintenance Policy Training](#)