



<b>Policy No.</b> 315	<b>Subject:</b> Miscellaneous
<b>Section:</b> Services in Support of Rehabilitation	<b>Revised:</b> 09/2019
<b>Signature:</b> Brandy McOmber, Resource Manager	<b>Version:</b> FINAL

## 1. SCOPE OF SERVICES

### **Services to Family Members:**

“Family member means an individual who either (A) Is a relative or guardian of an applicant or eligible individual; or (B) Lives in the same household as an applicant or eligible individual and has a substantial interest in the well-being of that individual; and whose receipt of vocational rehabilitation services is necessary to enable the applicant or eligible individual to achieve an employment outcome. (34 CFR 361.5(c)(22))

Services to family members refers to services provided to members of the individual’s family necessary to enable the applicant or eligible individual to achieve an employment outcome.

IVRS may provide any service to a family member that it is legally able to provide to a job candidate, as long as the purpose of the service is to assess the ability of the job candidate to benefit from a program of vocational rehabilitation, prepare for, enter, and be successful in employment, or participate in a program of independent living services.

### **Interpreter Services:**

Interpreter services are sign language or oral interpretation services for individuals who are deaf or hard of hearing and tactile interpretation services for individuals who are deaf-blind. These services also include real-time captioning for persons who are deaf or hard of hearing.

### **Reader Services:**

Are services that assist individuals with disabilities who cannot read print how to understand those written materials. While reader services are typically for individuals



who are blind or deaf-blind, they also include individuals unable to read based on serious neurological disorders, specific learning disabilities, or other physical mental impairments. These services include, in addition to reading aloud, transcription of printed information into Braille or sound recordings if the individual requests such transcription. Reader services are utilized when they are necessary for an individual to participate in the vocational rehabilitation program.

### **Other Goods and Services:**

Other goods and services are anything which is legal and necessary to the completion of the job candidate's Individualized Plan for Employment (IPE) but does not fit into another service category (e.g. occupational licenses, tools and equipment, initial stocks and supplies, language interpretation).

## **2. AGENCY EXPECTATIONS**

### **Services to Family Members:**

- a. The R-406 is used to determine the financial contribution required for these services.
- b. A search for comparable services and benefits is required.
- c. All services to family members must be part of an IPE for the job candidate.
- d. All services to family members must contribute directly to the vocational rehabilitation of the job candidate.

### **Interpreter Services:**

- a. The R-406 Financial Inventory is not utilized when providing interpreters in the VR program.
- b. A search for comparable services and benefits is required.
- c. Sign language and oral interpretation services are provided by specially trained individuals and must be licensed by the state. The use of specially trained individuals is required for all meetings or interactions with job candidates that are related to key service delivery. The use of family members for sign language and oral interpretation services will not be utilized for such meetings, but would be considered acceptable on an emergency basis or for non-service delivery needs (e.g.



scheduling appointments with the job candidate) if the job candidate is in agreement.

- d. Individuals who are both deaf and blind will be referred to the Iowa Department for the Blind.

**Reader Services:**

- a. The R-406 Financial Inventory is not utilized when providing reader services in the VR program.
- b. A search for comparable services and benefits is required.

**Other Goods and Services:**

- a. Placement tools should not exceed \$1500.
- b. A search for comparable services and benefits is required.

### 3. EXCEPTIONS

**Services to Family Members:**

- a. None.

**Interpreter Services:**

- a. None.

**Reader Services:**

- a. To pay for reader services if not provided by the school or if it is the school's legal responsibility.

**Other Goods and Services:**

- a. Going above the \$1,500 limit for tools.

### 4. APPLICABLE FORMS/DOCUMENTS

- a. [Financial Inventory \(R-406\)](#)
- b. [Purchase Principles Policy](#)
- c. [Request for Exception to Policy](#)



**5. Training**

- a. [Miscellaneous Policy Training](#)