

## **HOME MODIFICATION -- CHECKLIST OF DOCUMENTS REQUIRED**

**For all Plans which include home modification, the Rehabilitation Counselor MUST complete this checklist with the Job Candidate PRIOR TO signing the IPE or IPE amendment:**

### **Guidelines for Home Modifications**

1. Consultation with AT Specialist regarding needed Home Modification
2. IVRS only pays up to \$5,000 for Home Modifications
  - a. Any modification that would cost more than \$5,000 will require an exception to policy
3. IVRS only pays for the Modification of a single home
4. The home must be owned by the Job Candidate or Family Member
  - a. In the case a family member owns the home, it must also be the primary residence of the Job Candidate.
5. IVRS does not pay for the repairs needed to a home that are the responsibility of the home owner, if repairs are needed in addition to the modification, the home owner is responsible for those cost before the modification can be completed.
6. IVRS determines the most cost effective modifications and only purchases those modifications that are needed; any upgrades would be the responsibility of the Job Candidate.
7. All modifications would need to be tied to the individual's ability to be successfully employed.

### **All Modifications:**

- \_\_\_\_\_ Documentation that the participant's medical condition is stable or slowly progressive
- \_\_\_\_\_ Documentation of ownership of the home by the participant or if the participant is not the owner:
  - \_\_\_\_\_ Documentation of ownership by a family member
- \_\_\_\_\_ Proof of insurance coverage
- \_\_\_\_\_ Cost estimates or bids from approved vendors. If the modification is predominantly goods (over 50% is materials) bids are required when the cost of the modification is over \$1,500; if the modification is predominantly services (over 50% is labor) bids are required when the cost of the modification is over \$5,000.
- \_\_\_\_\_ Prior approval received through IVRS administrator for all modifications over \$5,000
- \_\_\_\_\_ Comparable Services and Benefits have been explored and documented
- \_\_\_\_\_ R-406 completed