

VEHICLE MODIFICATION - CHECKLIST OF DOCUMENTS REQUIRED

For all plans that include vehicle modification, the Rehabilitation Counselor MUST complete this checklist PRIOR TO signing the IPE or IPE amendment:

All Modifications:

- _____ Documentation that the participant's medical condition is stable or slowly progressive
- _____ Documentation of registered ownership of the vehicle by the participant or if the participant is not the owner:
 - _____ Documentation of registered ownership by a family member
 - _____ Written statement from the family member that the vehicle will be used by the participant approximately 51% of the time for work and related activities necessary for the participant to obtain and maintain employment
- _____ Proof of vehicle insurance coverage
- _____ Certificate from a qualified mechanic that the condition of the vehicle, including power train, brakes, electrical system, body and safety features warrants modification if the vehicle is not new. All vehicles would need to have the mechanic explore any recalls for the vehicle and those need to be corrected before modifications occur. <https://vinrcl.safercar.gov/vin/> (Mechanical Evaluation for Vehicles – found on Intranet.)
- _____ 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

For Participants Who Will Drive:

- _____ Documentation of the participant's valid driver's license (If the job candidate only has a permit a supervisory approval is required before doing the modification)
- _____ If participant will drive from a wheelchair, the condition and type of the wheelchair
- _____ Current condition of the participant's vision
- _____ An evaluation from a driver's evaluation unit
- _____ Documentation that the participant has received training in the use of the modified systems and devices

If the participant will be a passenger only:

- _____ An evaluation of access modification needs by a physical or occupational therapist
- _____ Written statement by the driver that he/she will be transporting the participant to and from work related activities or the vehicle will be used if the job candidate hires a driver
- _____ Documentation of the driver's valid driver's license
- _____ Current condition of the driver's vision