

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Program Name: Vocational Rehabilitation (VR)

Policy Number: VR-10.4-v2

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CHAPTER 10.4: Education/Training Services

Section 10.4: Academic Tutoring

I. Policy Statement

This policy provides guidelines for Academic Tutoring for clients needing assistance with learning specific classroom subject(s). Academic tutoring is an effective way to help clients improve their learning skills, stay in school, graduate from school, and prepare them to achieve their employment goal. This policy applies to clients who may need this service in order to obtain and achieve a successful employment outcome as listed in the most recent and approved Individualized Plan of Employment (IPE).

II. Authority

Authority for policies contained in this document includes the following:

- Workforce Innovation and Opportunity Act (WIOA), 29 U.S.C. § 3101 et seq.
- Title IV Amendments to the Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- State Vocational Rehabilitation Services Program, 34 C.F.R. §
 - Scope of vocational rehabilitation services for individuals with disabilities 361.48 (b)(6)
 - Comparable services and benefits 361.53 (a) and (c-e)
 - Participation of individuals in cost of services based on financial need 361.54 (b)(1-2)
 - United States Department of Education, Office of Special Education and Rehabilitative Services, Policy Directive RSA-PD-16-04, Training Services Data Elements XII (G)
- A.R.S. §§ 23-502 and 503
- Arizona Administrative Code, Title 6, Chapter 4:
 - General considerations R6-4-201 (A)(1)(d)
 - Provision of VR services R-6-4-206 (C)(1-7)
 - Economic need and similar benefits R6-4-403 (A)(1)(b)(vi) and (B)(2)(a)(ii)(1-2)

III. Applicability

This applies to clients who request academic training in order to successfully pass specific classroom subjects. The client must.

- A. Explore and utilize comparable benefits when available.
- B. Submit a Statement of Services Rendered form at the end of each month as evidence service was provided (in instances when a peer tutor was utilized).

IV. Standards

- A. Academic tutoring must be distinguished from remedial education, literacy training, and supported education when the client's disability-related needs require additional assistance.
- B. Academic tutoring includes assistance in the following areas:
 - 1. One-on-one instruction with post-secondary course homework assignments,
 - 2. Comprehension of subject matter,
 - 3. Separation of relevant from irrelevant information,
 - 4. Techniques for test taking, studying, note taking and
 - 5. Organizing course material, and
 - 6. Help in understanding concepts and their relationships.
- C. Tutoring services must only cover courses that are listed on the client's current approved plan of study.
- D. In instances when a client needs academic tutoring, the school's tutor program or other comparable benefit must be explored and utilized first.
- E. Academic tutoring must be provided by a peer or qualified professionals/agencies.
- F. VR will pay rates equivalent to customary rates paid within college or universities to qualified peer student tutors in the event tutoring is not available at the college/university setting.
- G. For peer tutor qualifications, refer to Section 16.1 Provider Requirements.
- H. In instances when the client may need to utilize a peer tutor, the VR Counselor must follow the appropriate process for issuing a Client Purchase Agreement (CPA) to the client in the event that payment directly to qualified peer tutors are not available as per Section 7.6.

- I. The Statement of Services Rendered form must be received by the VR Counselor at the end of each month as evidence the client received tutoring service prior to approving payment by CPA.
- J. VR must use contracted providers as per Section 16.1 Provider Requirements for tutoring services.
- K. Providers are expected to optimally accommodate the specialized and individualized needs of persons with disabilities.

V. Procedure

- A. Refer to Standard Work (if available).
- B. Refer to RSA Allowable Services Spreadsheet, Contracts (Academic Tutoring) and Provider Requirements.
- C. For Academic Tutoring:
 - 1. The VR Counselor must complete the agency Referral for Services form for Miscellaneous Training-Academic Tutoring upon IPE approval.
 - 2. The VR Counselor must task the Purchasing Technician to create RSA Purchase Authorizations for the service listed in V. C. 1.
 - 3. The Purchasing Technician must submit the RSA Purchase Authorization for the service listed in V. C. 1. along with the referral information to the provider.
 - 4. Upon receipt of documentation from the educational/training institution, the VR Counselor must review and confirm the reporting documentation is complete, prior to approving the provider's invoice and process for payment.
- D. For Peer Tutoring:
 - 1. The VR Counselor must complete the agency Client Purchase Agreement form and include service objectives to be achieved by the client.
 - 2. The VR Counselor must task the Purchasing Technician to create RSA Client Purchase Authorizations for the service.
 - 3. Upon receipt of the Statement of Service rendered provided by the client, the VR Counselor must review the reporting documentation for completeness and the client's progress in achieving the service objectives prior to continuing VR payment for this service.

VI. Documentation Requirements

The client's electronic case file must include the following:

- A. Case notes that indicate comparable benefits were explored
- B. Statement of Services Rendered form
- C. Tutoring materials and forms, such as monthly reports from service provider(s)