

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Program Name: Vocational Rehabilitation (VR)

Policy Number: VR-13.4-v1

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CHAPTER 13: Assistive Technology Services

Section 13.4: Home Modification

I. Policy Statement

This policy provides guidance on Home Modification services which are only to be provided to allow the client to obtain, advance in, and/or retain competitive integrated employment.

Home modifications include non - structural and structural alterations in the home which allows for greater accessibility for the client, for instance widening the doorway(s), including a ramp to the main entrance, installing grab bars, or a roll-in shower.

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. §§:
 - Applicable definitions 361.5 (c)(44) and (45)
 - Scope of vocational rehabilitation services for individuals with disabilities 361.48 (b)(2) and (17)
 - Participation of individuals in cost of services based on financial need 361.54 (b)(1-2) and (3)(i)(G)
 - United States Department of Education, Office of Special Education and Rehabilitative Services, Policy Directive RSA-PD-16-04, Other Service Data Elements XIV (C)
- A.R.S. §§ 23-502 and 503
- Arizona Administrative Code, Title 6, Chapter 4.
 - General considerations R6-4-201 (A)(1)(j)
 - Service and provider standards, service authorizations, equipment purchasing, Workers' Compensation R6-4-402 (B)(1)(c)(ii)

III. Applicability

This policy applies to circumstances when a client has existing barriers in their home that a home modification may be needed to achieve a successful employment outcome. The client must:

- A. Be actively engaging in VR services.
- B. Show that the home modification is necessary to obtain their specific employment outcome.
- C. Sign the Home Modification Letter of Understanding.
- D. Ensure the property owner signs the Permission to Renovate form in instances which the client is renting the residence.
- E. Sign the AT-Home Modification Completion Report when the home modification is satisfactorily completed as per approved specifications.
- F. Restore the rental residence to its original structure (if applicable) in circumstances when the client must move to another location.

IV. Standards

- A. Home modifications may only be provided in order to remove barriers to the client's existing home that are impediments to employment and must be directly related to achieving a specific employment outcome in the client's most recent and approved IPE.
- B. VR will not pay for home modifications that:
 - 1. Do not meet functional needs of the individual,
 - 2. Involves construction or movement of exterior walls,
 - 3. Have a lien against the property,
 - 4. Include the purchase of a swimming pool, heated pool, jacuzzi, whirlpool tub, or sauna, or
 - 5. Consist of installing an elevator lift.
- C. The purchase of permanent structures, add-ons to structures, enclosed carports, or other major constructions including removal of load bearing walls are not permitted.
- D. A room addition may be allowable when it is determined to be the least expensive home modification.
- E. Home modifications to rental housing must have written permission from the landlord/owner/lien holder prior to any work performed on the property.

- F. Home modifications are allowed only once a lifetime per client, regardless of the amount of times the client's case is opened and/or moves from the documented primary residence to another.
- G. Additional home modification(s) in rare circumstances may be allowed for a client when a new disability-related reason is identified.
- H. The Home Modification Letter of Understanding must be signed prior to the start of any home modifications.
- I. An evaluation and prescription, or written recommendations/assessments from a licensed physical or occupational therapist must be obtained addressing the client's barriers and service needs for a home modification.
- J. The home modification assessment must have supervisory approval prior to moving forward with the home modification process.
- K. The VR Counselor must obtain written approval from the client prior to sending the Project Pricing Form to contracted vendors within the applicable county for a competitive bidding process.
- L. The VR Counselor will present and review all contracted vendors project specifications and proposals in order for the client to exercise informed choice.
- M. The VR Counselor may refer clients to explore available comparable benefit(s) first before authorizing VR funds. Refer to Comparable Benefits in Chapter 7, Section 7.2 for more information.
- N. Supervisory approval is required for the total cost of the home modification prior to authorization of VR funds.
- O. The selected contractor and client must agree with the planned modifications before construction begins.
- P. VR is not responsible for any additional costs above the original cost of the home modification price proposal should the client choose to utilize an alternative contractor.
- Q. The VR Counselor must verify and forward to the Supervisor for approval prior to making any change in the IPE and authorization in instances where unexpected changes may arise during home modification construction.
- R. After completion of home modification, the client, VR Counselor, and contracted vendor inspect the client's residence to ensure the client's accessibility needs are met.

V. Procedure

- A. Refer to section IV, H through M, O, and Q-R above.
- B. Refer to Standard Work (if available).
- C. Refer to RSA Allowable Services, Contracts, or Provider Requirements as applicable.
- D. The VR Counselor must complete the agency Referral for Services forms for the following services: AT: Home Modification Assessment and AT: Home Modification upon IPE approval.
- E. The VR Counselor must task the Purchasing Technician to create RSA Purchase Authorizations for the services listed on V.D above.
- F. The Purchasing Technician must submit the RSA Purchase Authorization for each service listed in V. D along with the referral information to the providers.
- G. Upon receipt of the provider's assessment report, the VR Counselor must review the report for completeness, approve the provider's invoice and process for payment after confirming that the reporting documentation is complete.
- H. Upon receipt of the provider's invoice for the modification the VR Counselor must ensure that the conditions are met and approve the provider's invoice for payment.
- I. The VR Counselor must obtain the Home Modification Completion report from the contracted vendor at the conclusion of the project.

VI. Documentation Requirements

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

- A. Signed (by the client or client's representative) Home Modification Letter of Understanding,
- B. Documentation from a licensed physical or occupational therapist (such as evaluation and prescription or assessment/recommendations),
- C. The following vendor reports:
 - 1. AT-Home Modification Assessment form,
 - 2. Project Pricing Form, and
 - 3. Home Modification Completion Report.