

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Program Name: Vocational Rehabilitation (VR)

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CHAPTER 10: Education/Training Services

Section 10.5: Miscellaneous Training includes Job training and Training Not Elsewhere Classified (NEC)

I. Policy Statement

This policy outlines the parameters of miscellaneous training as a service providing various paraprofessional vocational training services to VR clients for the purposes of assisting them in developing specific vocational skills and improve their ability to secure and maintain employment.

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)
- 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 R6-4-206 (C)(1-7)
 - Economic and similar benefits R6-4-403 (A)(1)(a)(vi) and (b)(vi); (B)(2)(a)(ii)(1-2) and (b)(vi)

III. Applicability

- A. This applies to clients that request training in areas that do not fall within the training parameters of this policy manual. The client must:
1. Explore and utilize comparable benefits when available.

2. Develop specific vocational skills to improve their ability to secure and maintain employment.
3. Complete internships if applicable to their job goal.

IV. Standards

- A. Job training services must include a systematic vocational training program in a disability-friendly environment that prepares clients for entry-level employment opportunities or for career advancement in the competitive and integrated labor market.
- B. Job training also includes Job Placement as an optional component provided in accordance with the contracted services.
- C. Job training must only be purchased from community rehabilitation program (CRP) providers and/or other organizations under contract with VR to provide a specific job training program.
- D. Training Not Elsewhere Classified (NEC) includes financial support to pay for a seminar, conference or class which conveys specific, focused information which is not used as part of a degree or certificate program or formal program of training but is required or recommended for a job.
- E. Training-NEC must be scheduled over multiple days yet is limited in scope.
- F. Training-NEC services must lead to knowledge/information the client can use on the job.
- G. Economic need is not required to receive these services.
- H. Economic need is required for books, materials, and supplies.

V. Procedure

- A. Refer to Standard Work, if available.
- B. Refer to the RSA Allowable Services Spreadsheet, Job Training Service Specifications (MSP contract), and Section 16.1 Provider Requirements.
- C. For the provision of Job Training Services, the VR Counselor must complete the "MSP New Client Referral Form" (located on the MSP AZVRS State Portal via the Links tab in Libera) to submit the referral to Managed Service Provider (MSP) for service provider selection.
- D. Upon confirmation of service provider selection for Job Training Services, the agency Referral for Services form may be completed with additional pertinent information relating to the client and service provision to be provided directly to the service provider.

- E. For the provision of Miscellaneous Training (NEC), the VR Counselor must complete the agency Referral for Services form.
- F. For non-contracted service of Miscellaneous Training (NEC), refer to RSA Contracts Unit for guidance on whether the service is to be procured via:
 - 1. Other procurement methods, or
 - 2. Direct payment to the client in the form of CPA.
- G. The VR Counselor must task the Purchasing Technician to create RSA Purchase Authorization(s) for the services listed in V.C. or V.E upon the Individualized Plan of Employment (IPE) approval.
- H. The Purchase Technician must submit the RSA Purchase Authorization(s) for the services listed in V. C. or V. E along with the referral information to the provider(s).
- I. Upon receipt of the provider's progress 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.

VI. Documentation Requirements

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

- A. Referral information,
- B. Plan of study/coursework list,
- C. Provider and progress reports, and
- D. Copies of certificates of completion (if applicable).