

# **Highlights and Changes to the VR Policy Manual**

February 23, 2016

The following represent modifications to policy or procedure have been made to accurately represent current agency requirements, clarify internal procedures, and/or better organize information.

1. Update Section 8.9 – Formerly called Post-Secondary Education and Vocational/Occupational Training has changed and is now Section 8.9 – Postsecondary Training.

- Section changed to conform to updated policy template.
- Section wording changed for clarity.

Major Changes Include:

- Adds the Eligible Training Provider List (ETPL) as acceptable training providers.
- Provides maximum credit limits per case, regardless of changes in employment goals.
- Provides up to \$100.00 per academic year to assist with a portion of the cost for general school supplies.
- Clients reimburse VR for costs which could have been covered by the Pell grant if VR is made aware that the client received Pell grant monies.
- Requires a Plan of Study to be submitted within two months of initial enrollment.
- The Plan of Study should be provided by the educational institution.
- Removed the provision of 19 meals per week for meals/maintenance. Replaced with “the amount provided for meals will not to exceed the highest amount charged for meals on campus.”
- Clarified that clients are responsible for all residential costs above the cost of posted dorm rates if the client chooses off-campus housing.

2. Added Section 9.2 – Comparable Benefit

- Took information scattered throughout the policy and developed a single, comprehensive policy and procedure which conforms to the updated policy template.