# Vocational Rehabilitation Services Manual C-400: Training Services

Revision April 1, 2019

## C-414: College, University, and Technical Training

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### C-414-3: Room and Board Services

Room and board is a vocational rehabilitation (VR) service that can be provided to customers who are participating in college or university classes or other career and technical training. The VR counselor may only approve an amount for room and board when the cost is in excess of the customer’s normal living expenses (see C-1401-1: Legal Authorization for the definition of “normal living expenses”) and:

* the amount is required to support the customer’s participation in training;
* the amount is the best-value decision to support training services; and
* the training is not available in the customer’s local community (the same town as the customer’s residence or within a 50-mile radius of the customer’s residence).

VR pays for room and board only when the customer is attending training in person.

VR does not pay refundable deposits associated with room and board. See D-206: Purchasing Restrictions for more information.

Before a service authorization for room and board is issued:

* paper documentation must be in the case file and documented in ReHabWorks (RHW) showing that:
  + the customer is enrolled in training;
  + room and board are required to support the customer’s participation in training;
  + the selected room and board is the best-value decision; and
  + the training is not available in the customer’s local community;
* a lease or housing agreement must be in the case file; and
* the service must be included on the customer’s Individualized Plan for Employment (IPE) or IPE amendment.

Exceptions require VR Manager approval.

Room and board must be paid directly to the provider. See D-211: Setting Up and Paying Providers for additional information.

Short-term housing maintenance may be used while a provider is being established. Use of short-term housing maintenance to pay room and board requires VR Manager approval. See C-1401-4: Short-Term Housing Maintenance for additional information.

#### Creating a Service Record for Room and Board

A service record must be created with the following specifications for room and board payments:

* Level 1 – Multiple Goods and Services Including Child Care; Youth Goods and Services, Booth Rental and Room and Board for Training and Short-Term Housing for Other Services
* Level 2 – Room and Board for Training, Short Term Housing for Other Services; Meeting Room Space and Booth Rentals
* Level 3 – Room and Board for Training
* Level 4 – The VR counselor chooses the appropriate other specifications

Room and board can be paid in advance based on the conditions of the lease or rental agreement. See D-213-2: Advance Payments for additional information.

The customer must provide proof of registration for training and the lease or housing agreement.

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