# Vocational Rehabilitation Services Manual C-400: Training Services

Revised September 17, 2019

## C-417: Room and Board Services

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### C-417-2: Creating a Service Authorization for Room and Board

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

#### Service Records for Room and Board Paid to a Private Entity or Training Institution:

The following RHW specifications should be used when creating service records for room and board paid to a private entity or training institution:

* 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 [27099]
* Level 2 – Room and Board for Training, Short Term Housing for Other Services; Meeting Room Space and Booth Rentals [27099-17440]
* 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](https://twc.texas.gov/vr-services-manual/vrsm-d-200#d213-2) for additional information.

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

#### Service Records for Room and Board at a Two-Year Community College

The following RHW specifications should be used when creating service records for room and board services at a two-year community college:

* Level 1 - Training, College and University [86000]
* Level 2 - Training – Two-Year Community College for tuition started on or after 7/1/2019 [86000-11143]
* Level 3 – Room and Board and Other Support Services paid to the Two-Year Community College providing the Training

#### Service Records for Room and Board at a Four-Year College or University

The following RHW specifications should be used when creating service records for room and board services at a four-year college or university:

* Level 1 - Training, College and University [86000]
* Level 2 - Training – Four-Year College or University for tuition started on or after 7/1/2019 [86000-11136]
* Level 3 – Room and Board paid to the Four-Year College or University providing the Training

#### Service Records for Room and Board at a Public Health Related Institutions

The following RHW specifications should be used when creating service records for room and board services at a public health related institution:

* Level 1 - Training, College and University [86000]
* Level 2 - Training – Public Health Related Institutions for tuition started on or after 7/1/2019 [86000-11129]
* Level 3 – Room and Board paid to the Public Health Related Institution providing the Training