# **Vocational Rehabilitation Services Manual C-400: Training Services**

Revised October 5, 2021

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## **C-418: Room and Board Services**

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### **C-418-1: Purchasing Room and Board Services**

The VR counselor may only approve VR funds to support room and board when the cost is in excess of the customer's normal living expenses (see [C-1401-1: Legal Authorization](https://twc.texas.gov/vr-services-manual/vrsm-c-1400#c1401-1) 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;
* 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); and
* the customer is attending training in person.

VR does not pay refundable deposits associated with room and board. See [D-206: Purchasing Restrictions](https://twc.texas.gov/vr-services-manual/vrsm-d-200#d206) for more information.

Before a service authorization for room and board is issued, the VR counselor must document in ReHabWorks (RHW) that:

* room and board are required to support the customer's participation in training;
* details from bids obtained for room and board (bids are required only if cost is greater than $10,000 per grading period; see [D-205-3: Competitive Bids](https://twc.texas.gov/vr-services-manual/vrsm-d-200#d205-3) for additional details);
* the selected room and board option is the best-value decision; and
* the training is not available or within a 50-mile radius in the customer's local community.

Paper documentation must be in the case file to confirm that the customer is enrolled in training.

A copy of the lease or housing agreement must be in the case file prior to authorizing a payment, and this document can be used in lieu of an invoice to authorize payments.
Room and board must be included on the customer's Individualized Plan for Employment (IPE) or IPE amendment.

Exceptions to the above processes and procedures require VR Manager approval.

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