

**Chapter 7**

**MAINTENANCE**

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**2014**

## SECTION 1: DEFINITION

*Maintenance* means monetary support provided to an individual for expenses such as food, shelter, and clothing that are in excess of the usual expenses of the individual and that are necessitated by the individual's participation in an assessment for determining eligibility and vocational rehabilitation needs or the individual's receipt of vocational rehabilitation services under an individualized plan for employment (IPE).

## SECTION 2: GENERAL GUIDANCE

Maintenance services may be provided to cover food, shelter, clothing, and other subsistence expenses only when supportive of other vocational rehabilitation services (e.g., evaluation of rehabilitation potential, counseling and guidance, health services, training and placement). They may also be provided as a post-employment service.

## SECTION 3: SPENDING AND RELATED GUIDELINES

The provision of maintenance is limited in duration by the objective(s) that are planned during the rehabilitation process. Comparable services and benefits shall be used as applicable in accordance with Chapter 20, "Comparable Services and Benefits". The case record must show how the provision of maintenance is related to the individual's participation in his/her program of services.

### 1) Rooms, Meals, and Housing

- a) When a school or facility providing services establishes room and/or meal costs, payment may be made at that rate. If a school or facility does not offer a room and/or meals arrangement, reasonable room and meal costs may be provided consistent with local costs.
- b) Housing expenses (including deposits such as for rent, electricity and fuel) may be provided but should not exceed \$750 for a deposit and \$750 for a month's rent (or a mortgage payment, if applicable and justified). Provision

of housing expenses shall be limited to situations in which the individual must relocate or would otherwise be precluded from participating in an IPE or taking a job.

- c) Relocation (moving) expenses may be provided if cost effective and reasonable. Provision of relocation expenses shall be limited to situations in which the individual must relocate or would otherwise be precluded from participating in an IPE or taking a job.
- d) DBVI may furnish very short-term room and/or meal costs for a consumer (and for another individual as necessary) to enable him/her to carry out vocational rehabilitation objectives. This part is normally reserved for overnights in a motel. The cost for a room should not exceed \$100/night for one individual or \$125 for two individuals; meals shall not exceed the amount reimbursable to a state employee for the same meal.
- e) DBVI shall not purchase furniture or household appliances including washers, dryers, stoves, or refrigerators.

## **2) Provision of Clothing**

DBVI consumers should have clothing suitable for participating in the vocational rehabilitation process. Clothing needs should be assessed when:

- a) The individual, as necessitated by vocational rehabilitation participation, is at a facility or school that requires special clothing or uniforms either by dress code or by weather.
- b) Special safety clothing is required to begin a job and is not provided by the employer.
- c) The individual is nearing/in the "ready for employment" status and needs appropriate clothing for job interviews or to begin a job.
- d) The spending guideline is that cost for all clothing needs should not exceed \$300.

## **3) Exceptions to Spending Guidelines**

The counselor may make exceptions to the guidelines listed above according to the following standards:

- a) The individual's disabilities mandate a special housing consideration.
- b) No other less expensive and reasonable housing alternative exists in the locality.
- c) The employer or program requires out-of-ordinary clothing.
- d) Vocational objectives could not otherwise be accomplished.

The case record must show justification for exceptions.

The spending and other guidelines in this chapter will be reviewed every three years with input from the State Rehabilitation Council.