

## CLIENT RESPONSIBILITIES

### Tools and Equipment:

- I understand this equipment is solely to achieve the goals of my Individualized Plan for Employment (IPE).
- I agree not to sell, borrow against, pawn, give away, dispose of equipment, or use for any other purpose than as intended in my IPE while participating in services.
- I am responsible for the prevention of loss, damage or theft of equipment while participating in services. Should any such instances occur, I will notify my counselor as soon as possible, and if necessary, the appropriate law enforcement entity.
- I understand that I am responsible for appropriate care and routine maintenance.
- I understand that Vocational Rehabilitation (VR) will not purchase extended warranties on any items.
- I understand that any equipment improperly disposed of may not be replaced by VR.
- I understand ownership of this equipment is subject to the following conditions:
  - A. Title to customized items will be transferred to the client upon receipt.
  - B. Title to non-customized items costing \$5,000.00 or less will be transferred to the client upon receipt.
  - C. Title to non-customized items costing more than \$5,000.00 will be retained by VR and subject to an annual physical inspection.
  - D. Title to non-customized items will be transferred to the client when fair market value is \$5,000.00 or less and/or the case is closed successfully.
- Exceptions to ownership: I agree the equipment may be returned when the purpose for its issuance no longer exists and/or when it is no longer needed to achieve my vocational goal.