

CSG Client Services Guide	Date Issued 3/11/15	Subject Transmittal #22	Transmittals
			Section 9998

Updates have been made to the online Client Services Guide located at <http://dese.mo.gov/adult-learningrehab-services/vocational-rehabilitation/client-services-guide-csg>

Note: If the link above does not function, copy the link into a browser window to access the web page.

Section 100 – Case Movement:

Changed:

- Counselor should act with a sense of urgency in meeting with the client, establishing a vocational objective and developing an IPE as soon as possible. If greater than 90 days is needed in order to develop an IPE, the Plan Development Extension process must be used.

Added:

- **Plan Development Extension (Eligible – E)**
 - A client enters this status on the date the counselor knows he/she will be unable to develop an IPE within 90 days of eligibility, and:
 - The counselor and client have agreed to an extension of that deadline to a specific date by which the IPE shall be completed

Section 2000 – Other Services:

Changed:

- Multiple revisions have been made throughout the document including authorization and invoice processes.
- References to MoRIS have been removed.
- References to status numbers have been removed.

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Section 9999 – Addendum:

Removed Web Links:

- Various removal reasons and current location (if applicable) are listed below.

Cooperative (COOP) Work-Experience Program Agreement

Incorporate in DESE Transition Agreement

Found on VR Transition web page

COOP Agreement – attachment A

Discontinued

DESE COOP Agreement (Joint Memorandum)

Revised and renamed DESE Transition Agreement

Found on VR Transition web page

VR - DWD Memorandum of Understanding

Maintained at Central Office

Institute of Higher Education (IHE) Agreement

Linked in CSG Section 2000

Community Rehabilitation Program (CRP) Agreement

Found under Provider tab from the VR web page

Supported Employment Service Providers (SESP) Agreement/Addendum

Incorporated into the CRP Agreement

CRP/SESP Transition Assessment Addendum

Discontinued

Electronic Funds Transfer Set Up

Available on Missouri Office of Administration website

Tax Exempt Letter

Removed

Vendor Input Form

Available from State of Mo Office of Administration

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COOP EZ guide

Discontinued

Transition Planning Summary Form

Discontinued

WEC/VRC Roles and Responsibilities

Available on VR web page

Case Movement Report/Closure Worksheet (MO 500-2466 8/04)

Discontinued

Central Office Surgery Worksheet

Moved to VR Forms in Sharepoint

Due Process

Available on VR web page

Extended Employment Sheltered Workshop Employment Form

Discontinued – Managed by DESE/Special Education

Financial Application (MO 500-0551 11/09)

Moved to VR Forms in Sharepoint

Release – SSA

Maintained by SSA

Release – Authorization for Disclosure of Consumer Medical/Health Information (MO 650-2616 1-03)

Available on the VR web page

Training Program Comparison Form

Process can be completed in the Case Management System
Form discontinued

DisabilityInfo.Gov

Removed

Missouri Division of Workforce Development

Found on mo.gov

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Missouri Protection and Advocacy

Found in the You and VR Brochure and CAP Brochure and Disability Resources link on the VR web page

Missouri Statewide Independent Living Council

Found under Independent Living link on the VR web page

MOSourceLink

Removed

RCEP7 Handbook of Disabilities

Federal program discontinued

Rehabilitation Services for the Blind

Found under Disability Resources link on the VR web page

Self-Employment Business Plan Guide

Found at missouribusiness.net

Social Security Administration

Found under Disability Resources link on the VR web page

Ideas for Farm Plans – Ray Drake 6-7-07

Moved to Memo Archive in Sharepoint.

Professional Registration 4-24-06

Moved to Memo Archive in Sharepoint.

Proprietary School Approval Procedure 3-3-08

Expired. Current version is available in Memo Archive in Sharepoint.

Release Forms: Disclosure of Consumer Med. & Health Info 3-12-03

Found on VR web page

Social Security Claim Types

Found on SSA web page

Vendor Input Form Changes

Found on Office of Administration web page

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Revised: CLIENT RESPONSIBILITIES – Personal Assistance Services

Expired Version:

Personal Assistance Services:

- The number of attendant care hours for provision is agreed upon by VRC and consumer as noted in this plan.
- I understand that the attendant care hours must correlate with the time sheets. No payment can be made without the completion of the time sheet and an authorization.
- I will maintain contact with my VRC if any changes in my attendant care are made.
- To notify my counselor if any other support for attendant services is secured from outside agencies.

New Version:

Personal Assistance Services:

- I understand VR will fund up to the number of personal assistance hours noted in this plan.
- I understand the personal assistance hours billed must correlate with my attendant's time sheets. No payment can be made without the completion of the time sheet and an authorization.
- I will contact my VRC if any changes in my personal assistance are made.
- I will notify my counselor if any other resources for personal assistance services are secured from outside agencies.
- I understand the personal attendant is not an employee of VR or the State of Missouri. My attendant will, however, receive an IRS Form 1099 from the State of Missouri, if applicable.
- If a justifiable reason exists which prevents the direct authorization of payment to the attendant, personal assistance services may be temporarily authorized to me and I will then be responsible for paying my attendant.
- I understand that if I am paying my attendant, I will be responsible for complying with all applicable IRS tax laws including reporting of income.