

CSG Client Services Guide	Date Issued 6/10/15	Subject Transmittal #23	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 600: Financial Guidelines tables have been updated.
References to the MoRIS Case Management System have been removed.

- Please review the memo copied below as it remains in effect.

June 20, 2014

Memorandum

To: VR Staff

From: Scott Mantooh, Field Operations Manager
Regional Manager Team

Subject: Special Training Fee (Special Tuition Allowance) – Additional guidance for individuals above 300% poverty guideline.

Effective immediately, we are suspending the 185% to 300% of poverty level for the Special Tuition Allowance as outlined in CSG 600.13. Therefore, clients above the 185% poverty guideline are eligible to receive up to \$ 2000.00 toward tuition, fees, books and supplies during a 12 month period (if available comparable benefits are insufficient to pay for the cost of tuition, fees, books and supplies).

Note: The counselor will need to review the financial aid award, unmet need level and VR maximum allowable to assist in determining how much can be provided toward tuition, fees, books and supplies.

All VR eligible clients receiving college training services below 185% are eligible to receive additional support toward transportation and maintenance dependent upon current college training rules.

Clients who receive the Special Tuition Allowance under this guidance may continue to receive this assistance for the life of the case, provided they are making satisfactory progress.

A Financial Information Exchange Form has been developed which can be used to communicate with the financial aid office to assist in the determination of the amount of VR participation.

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The ability to provide this service will assist VR in helping clients who need training to compete for good paying jobs in the 21st century economy. This aligns with many federal/state initiatives to prepare future workers for good paying jobs.

VR's ability to provide this level of assistance will be reviewed annually and is subject to the availability of funds. The procedure codes for "Special Tuition" have been changed to "Special Training Fee." The description now includes tuition, fees, books and/or supplies.

Please visit with your regional manager if you have questions.