

<p style="text-align: center;">CSG Client Services Guide</p>	<p>Date Issued 10/17/18</p>	<p>Subject Transmittal #32</p>	<p style="text-align: center;">Section 9998</p>
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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 1500 – Proprietary, Business, Trade and Technical Training

Changed:

- Sections have been renumbered.
- Section 1500.3 Nearest Tax-Supported College Guidelines
 - Formulas have changed.
 - VR maximum is based on the University of Missouri – Columbia’s current rate. But, if the cost is less in a local area, the local rate must be used.
- Section 1500.6 Grants and Gift Aid
 - Review entire section for updates.
- Section 1500.11 Grade Point Average and Satisfactory Progress
 - Note the exception.
- Section 1500.13 Books/Training Materials/Tools/Equipment
 - Review entire section for updates.
- Section 1500.14 Room and Board
 - Please review the entire section.
- Section 1500.15 Unlisted Training Programs
 - Obtain agreement on whether to seek approval of an unlisted training program.
- Section 1500.17 Authorization and Billing
 - When the client is in the first year of participation in training under a VR-approved IPE and applicable grants/gift aid is unknown, document in the case file any delay in obtaining award verification. An authorization may be issued for the initial semester only. Any subsequent authorizations for semesters

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covered under a VR-approved IPE may only be completed once verification of grants/gift aid amounts has been received. Any exceptions require supervisory review and approval.

Added:

- Link to Proprietary Training Institution Agreement
- Section 1500.1 Purpose, Definition, Approval
 - Guidance regarding career and technical schools associated with local school districts
 - Career and Tech Listing information
- Section 1500.2 Initial Considerations
 - Guidance regarding proprietary school contracts separate from the Training Institution Agreement
- Section 1500.8 Courses Provided Online
 - Please review new section.
- Section 1500.17 Authorization and Billing
 - Electronic Funds Transfer is available.

Removed:

- References to the MoRIS Case Management System
- References to VR Liaison
- Section 1500.11 Grade Point Average and Satisfactory Progress
 - References to credits and refunds