# Vocational Rehabilitation Services Manual C-1400: Supportive Goods and Services

Revised July 1, 2022

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## **C-1401: Maintenance**

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### **C-1401-2: Recurring Maintenance**

Recurring maintenance (also referred to as "weekly maintenance" in ReHabWorks (RHW) is used for expenses that are incurred on a recurring basis as a direct result of participation in VR services.

Recurring maintenance payments may:

* not exceed $55 per week;
* be paid during VR academic or vocational training, as determined necessary, but:
	+ must not exceed 104 weeks for a customer who is pursuing vocational training;
	+ must not exceed 156 weeks for a customer who is pursuing academic college-level training;
* be paid to a customer in self-employment, as determined necessary, but must not exceed 16 weeks; and
* be paid for health insurance premiums for customers who do not have health insurance if insurance is required by a business for participation in the following:
	+ Work Experience Services;
	+ Paid Work Experience purchased through Local Workforce Development Boards (Boards);
	+ Wage Services for Work Experience through WorkQuest;
	+ Practicums;
	+ Clinicals; and
	+ Internships

Note: Health insurance premiums may only be purchased while the customer is participating in the above bulleted services. VR staff must document the options explored for health insurance and the justification for which option best meets the customer’s vocational needs. The VR Manager may make an exception to exceed $55/week for the health insurance premiums.

VR Manager review and approval are required for all recurring maintenance service authorizations.

#### **Documentation of Recurring Maintenance**

Customers must be informed that they are required to maintain the [VR2180, Maintenance Expense Log](https://twc.texas.gov/forms/index.html), to verify that the maintenance funds are being used for their intended purpose. The VR2180 must be turned in and reviewed by the VR counselor monthly. Customers must maintain copies of receipts to verify the content of the VR2180, Maintenance Expense Log, for audit purposes, but these receipts do not need to be turned in to VR with the VR2180 form.

If the [VR2180, Maintenance Expense Log](https://twc.texas.gov/forms/index.html) for recurring maintenance is not turned in in a timely manner or if it is determined that the funds were not used for their intended purpose, no additional maintenance payments can be authorized. VR Manager review and approval is required before recurring maintenance is reinstated.

VR Manager review and approval must be completed and documented in RHW before a service authorization is issued.

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