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

Revised February 1, 2023

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## **C-1401: Maintenance**

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### **C-1401-3: Nonrecurring Maintenance**

Nonrecurring maintenance (also referred to as "one-time maintenance" in RHW) is used for onetime expenses that are incurred as a direct result of participation in VR services.

Nonrecurring maintenance may also be used to purchase the following:

* Maximum Affordable Payment Schedule (MAPS) goods and services (only when the vendor will not accept a VR service authorization) as follows:
	+ Applicable MAPS rate must still be applied to determine the amount of maintenance to be paid
	+ The process may not be used to exceed established MAPS fees.
	+ VR Manager approval is required
* Business start-up costs for self-employment. (Refer to [C-1100: Self-Employment](https://twc.texas.gov/vr-services-manual/vrsm-c-1100) for details.)
* Escort or attendant supports (when required) for a customer (use current state per diem rate).
* Initial one-time costs, such as a security deposit or charges for the initiation of utilities, that are required in order for an individual to relocate for a job placement or to participate in VR services.
* 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.

#### **Documentation of Nonrecurring Maintenance**

The customer must provide a receipt that shows proof of purchase from the vendor to verify that funds were used for their intended purpose.

If a receipt for nonrecurring maintenance is not turned in or if it is determined that the funds were not used for their intended purpose, authorization of any additional maintenance funds for any purpose requires VR Manager review and approval.

VR Manager approval is required for all nonrecurring maintenance that is equal to or greater than $400 for a single service authorization.

Note: Staff must send an email to VR RHW Provider Services to have the customer established as a provider when the amount is over $400.

VR Manager review and approval are required before maintenance can be paid to the customer to purchase goods or services that have more specific purchasing processes and/or specifications available in RHW.

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

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### **C-1401-6: Restrictions on the Use of Maintenance**

Maintenance is not used for the following services unless an exception is obtained from the Deputy Division Director of Field Services Delivery:

* tuition or fees
* compensation for an on-the-job training program
* goods and services that are under contract
* mortgage payments, usual and customary rent for housing, and any associated fees or expenses
* reimbursements

No exceptions are allowed for any items listed in [VRSM D-206: Purchasing Restrictions](https://twc.texas.gov/vr-services-manual/vrsm-d-200%22%20%5Cl%20%22d206).

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