Policy Transmittals

VOCATIONAL REHABILITATION SERVICES PROGRAM

Effective Date: October 1, 2011
Revision Date: February 1, 2022
Volume I Policy Transmittals

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Year Issued: 2019

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Year Issued: 2020

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Year Issued: 2021

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Year Issued: 2022

#01-2022 - Revisions to Volume I
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: March 1, 2007

Re: Volume I Revisions

TRANSMITTAL #01-2007

This transmittal serves to play catch-up in cataloging new policies that have been made effective since November 2005. Please check the below list against your Volume I manuals to make sure you have all of the Policy Directives and Revisions to Policy. Also, file this transmittal in the appropriate spot. In the future, these transmittals will accompany new policy revisions and Policy Directives to assist in keeping track of the changes so they will not be as lengthy.

1. Reference: INTERIM POLICY AND PROCEDURE DIRECTIVE #01-2005
   Status 10

   Effective Date: November 22, 2005
   New/Revised: Revised
   Table of Contents Change: None
   Index Change: Yes
   Comments: This directive addresses exceptional circumstances that require the extension of status 10 beyond 6 months.
2. **Reference:** Revision to SECTION 3-10 FINANCIAL NEED AND CLIENT RESOURCES, 3-10-1 Financial Statement

*This policy revision was distributed in conjunction with the above INTERIM POLICY AND PROCEDURE DIRECTIVE #01-2006 VR and IL Personal Assistant Services – SECTION 2-18*

**Effective Date:** November 22, 2005

**New/Revised:** Revised

**Table of Contents Change:** None

**Index Change:** None

**Comments:** This was a revision made directly to the above referenced policy (Section 3-10) in Chapter 3 under the subheading “RESUERVEY REQUIREMENTS”. Please check your policy to insure that the following revision is in place:

**RESUERVEY REQUIREMENTS:** Financial need, once determined, must be continuously monitored throughout the rehabilitation process. A completed DVR-0116 Financial Statement must be resurveyed at least annually if VR services based upon Financial Need are in effect or continue to be in effect. There are two methods for resurveying Financial Need if there is no significant change in income: (1) on the reverse side of Form DVR-0116, or (2) as part of the IPE Annual Review. Whether using the reverse side of the Financial Statement or IPE Annual Review, these two options may be used only for the first annual resurvey of the form and if there have been no significant changes in income. However, a new DVR-0116 must be documented every two years or whenever an individual’s financial resources change to the degree that financial need is affected. Once a new DVR-0116 is completed, the aforementioned options for conducting the initial annual resurvey via the reverse side of the form, or the IPE Annual Review are available under the conditions described above. During the annual resurvey, income must be verified if there are significant changes. When services are added, the cost of the rehabilitation program must be recalculated with the additional cost of services included and excess income applied to the entire cost of the program.

3. **Reference:** INTERIM POLICY AND PROCEDURE DIRECTIVE #01-2006 VR and IL Personal Assistant Services – SECTION 2-18

**Effective Date:** February 9, 2006

**New/Revised:** Revised

**Table of Contents Change:** None
Index Change: None

Comments: This directive was later replaced by a revision of the entire Personal Assistance Services Policy in Chapter 2. INTERIM POLICY AND PROCEDURE #01-2006 should be deleted from your Volume 1.

4. Reference: INTERIM POLICY AND PROCEDURE DIRECTIVE #02-2006
   Self-Employment/Small Businesses with Supports for Individual’s with the Most Significant Disabilities

   Effective Date: July 3, 2006
   New/Revised: Revised
   Table of Contents Change: None
   Index Change: Yes

   Comments: This directive provided an addition to the Chapter 2 Policy – Small Business Enterprises to provide guidelines for Division Sponsorship of self-employment/small businesses with supports for individuals with the Most Significant Disabilities, also referred to as micro-enterprises.

5. Reference: INTERIM POLICY AND PROCEDURE DIRECTIVE #03-2006
   Expansion of Types of Psychotherapy Providers

   Effective Date: July 3, 2006
   New/Revised: Revised
   Table of Contents Change: None
   Index Change: Yes

   Comments: The types of mental health professionals listed in this directive are added to the existing list found in Volume I under Psychotherapy (Section 2-15-1)

6. Reference: INTERIM POLICY AND PROCEDURE DIRECTIVE #04-2006
   Division Sponsored Drug Testing for Clients

   Effective Date: July 3, 2006
   New/Revised: New
Table of Contents Change: None

Index Change: Yes

Comments: The directive provides guidelines for Division sponsorship of routine drug screening during the job placement phase of a case and for purposes of monitoring services addressing substance abuse/dependence interventions, etc.

7. Reference: INTERIM POLICY AND PROCEDURE DIRECTIVE #05-2006
   Physical Restoration – SECTION 2-19 and Physical Conditions – SECTION 3-5

   Effective Date: July 31, 2006
   New/Revised: Revised
   Table of Contents Change: None
   Index Change: Yes

   Comments: This directive provides new guidelines in regards to determination of eligibility and provision of VR services to individuals with physical impairments.

8. Reference: New Section Added to Chapter 3
   Section 3-3 Trial Work Experiences and Extended Evaluation

   Effective Date: August 31, 2006
   New/Revised Material: New
   Table of Contents Change: Yes
   Index Change: Yes

   Comments: This new section added to Chapter 3 defines Trial Work Experience, Extended Evaluation and provides guidelines for carrying out these processes.

9. Reference: Section 1-11 Invoice Processing

   Effective Date: August 31, 2006
   New/Revised Material: Revised
Table of Contents Change: None

Index Change: None

Comments: These revisions are necessary to correct issues found in state audit.

10. Reference: Section 2-18 Personal Assistance Services

Effective Date: November 16, 2006

New/Revised: Revised

Table of Contents Change: None

Index Change: None

Comments: This is a complete revision of Section 2-18 Personal Assistance Services and replaces the same section of this title in Volume I. It also replaces Policy Directive #01-2006 which should be discarded.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: March 1, 2007

Re: Volume I Revisions

TRANSMITTAL #02-2007

1. Reference: INTERIM POLICY AND PROCEDURE DIRECTIVE #02-2007
   VR Sponsorship of Prescription Pain Medications

   Effective Date: February 20, 2007

   New/Revised: New

   Table of Contents Change: None

   Index Change: Yes

   Comments: This directive provides new guidelines for Division sponsorship of physician prescribed pain medications. It is to be filed in numerical order in the Policy Directive section of Volume I.
2. **Reference:** INTERIM POLICY AND PROCEDURE DIRECTIVE #03-2007 Morbid Obesity/Clinically Severe Obesity/Surgery for Clinically Severe Obesity

**Effective Date:** February 20, 2007

**New/Revised:** Revised

**Table of Contents Change:** Remove the entry Obesity from the appendix section of the Table of Contents. The new material on this topic will be located in the Policy Directive section.

**Index Change:** Yes

**Comments:** This Policy Directive provides revised guidelines for eligibility and service provision related to the impairment of morbid obesity. It is to be filed in numerical order in the Policy Directive Section of Volume I. This directive replaces the page entitled Obesity in the appendix which should be discarded.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: March 1, 2007

Re: Volume I Revisions

TRANSMITTAL #03-2007

1. Reference: INTERIM POLICY AND PROCEDURE DIRECTIVE #01-2007 Workplace Violence

   Effective Date: February 20, 2007

   New/Revised: New

   Table of Contents Change: Yes

   Index Change: Yes

Comments: This policy addresses workplace violence situations involving clients/participates against VR staff and provides the guidelines and consequences that such actions placed on a consumers rehab program and further VR services.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: April 23, 2007

Re: Volume I Revisions

TRANSMITTAL #04-2007


1. Reference: APPENDIX
   Procedures for Obtaining Driving Evaluation & Training Services when Adaptive Driving Equipment is Involved

   Effective Date: April 23, 2007

   New/Revised: Revised

   Table of Contents Change: Yes

   Index Change: Yes

   Comments: This new entry in the appendix serves to put into permanent policy and update the procedures that were previously outlined in Policy Directive 04-2004.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: May 2, 2007

Re: Volume I Revisions

TRANSMITTAL #05-2007

1. Reference: INTERIM POLICY AND PROCEDURE DIRECTIVE #04-2007
   Physical Restoration - Section 2-19 and Physical Conditions - Section 3-5

   Effective Date: May 2, 2007

   New/Revised: Revised

   Table of Contents Change: Yes

   Index Change: None

   Comments: This directive replaces Policy Directive #05-2006 dated 08/09/2005 which should be discarded. The following is a summary of the revisions:
   - Greater clarification is provided under - 2) Acute Or Temporary Medical Conditions/Injuries Which Become Chronic – to put emphasis on the time standard (generally 9 months though in exceptional situations 6 months if the medical data clearly documents a chronic condition); additionally, that medical data should document the medical condition remains unresolved with substantial impediments to employment after
these time periods regardless of whether optimal treatment interventions have or have not been provided.

- A new section is added to address **Physical Restoration as a “Substantial” Vocational Rehabilitation Service** to provide guidance on when this **Core** service is considered a substantial VR service.
- A revision is made under the sub-heading **Sponsorship of Medical Diagnostic Evaluations** to move the approval process to the Unit Manager for situations in which compelling indications exist of a chronic impairment though there is an absence of existing medical data. The Unit Manager may approve an exception and authorize a diagnostic specialty evaluation.

2. **Reference:** INTERIM POLICY AND PROCEDURE DIRECTIVE #05-2007
   Secondary Restoration Issues Accompanying a Chronic Impairment

   **Effective Date:** May 2, 2007

   **New/Revised:** New

   **Table of Contents Change:** Yes

   **Index Change:** Yes

   **Comments:** This policy directive allows the rehabilitation counselor to sponsor the treatment of acute or remediably conditions that exist concomitantly with a chronic condition (that makes an individual eligible for Division services), is present at the time of eligibility, and presents a definite obstacle to progression and accomplishment of the client’s vocational rehabilitation program. When moved into permanent policy, this provision will become a sub-section under **SECTION 2-19 Physical Restoration.**
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: August 2, 2007

Re: Volume I Revisions

TRANSMITTAL #06-2007

Please file the following Policy Directive numerically in your Volume I

1. **Reference:** INTERIM POLICY AND PROCEDURE DIRECTIVE #06-2007
   Revised Tuition Rates for Postsecondary Training

   **Effective Date:** August 2, 2007

   **New/Revised:** Revised

   **Table of Contents Change:** Yes

   **Index Change:** Yes

   **Comments:** Rates for Division sponsorship of tuition and fees for post-secondary training are increased. Volume V has been updated.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief for Program Policy, Planning and Evaluation

Date: August 10, 2007

Re: Volume I Revisions

TRANSMITTAL #07-2007

Please file the following Policy Directive numerically in your Volume I

1. Reference: INTERIM POLICY AND PROCEDURE DIRECTIVE #07-2007
   Revisions to the Allowable Net Monthly Income Table (Based Upon Family Size) for the DVR-O116 Financial Needs Statement

   Effective Date: August 13, 2007

   New/Revised: Revised

   Table of Contents Change: Yes

   Index Change: Yes

   Comments: The 2006-2007 session of the N. C. General Assembly approved increases in the net family income limits for establishing the financial needs criteria. This policy directive puts these increases into effect.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: September 1, 2007

Re: Volume I Revisions

TRANSMITTAL #08-2007

The online Volume I has been updated with a revised Chapter 2. Your hardcopy Volumes should be updated with the revised chapter. Numerous minor updates have been made (e.g. job title changes, process changes under work site/vehicle modifications to reflect current practice, tables and charts updated). The major updates and revisions are noted below.

Additionally, this updated version of Chapter 2 contains the revised policy – Section 2-18 Personal Assistance Services – which was made effective November 16, 2006 and covered in TRANSMITTAL #01-2007.

1. Reference: New SECTION 2-2-1 Core Vocational Rehabilitation Services

   Effective Date: September 1, 2007

   New/Revised: New

   Table of Contents Change: Yes

   Index Change: Yes

Comments: This new section identifies the five Core Vocational Rehabilitation Services. This addition addresses our efforts in the Division’s RSA Corrective Action Plan to strengthen policies related to VR Substantial Services.
2. **Reference:** Revision to SECTION 2-2-2 Substantial Services

   **Effective Date:** September 1, 2007

   **New/Revised:** Revised

   **Table of Contents Change:** None

   **Index Change:** None

   **Comments:** The revision strengthens the definition of VR Substantial Services.

3. **Reference:** Revision to SECTIONS 2-6-1 Foreign Language, 2-6-2 Interpreting Services (Sign Language and Oral), 2-6-4 Reader Services, and 2-24-13 Employment Marketing Skills (Job Seeking Skills)

   **Effective Date:** September 1, 2007

   **New/Revised:** Revised

   **Table of Contents Change:** None

   **Index Change:** None

   **Comments:** Revisions are made to reflect DHHS focus on serving individuals from other countries legally and appropriately. Also, RSA emphasis on “preferred language” accommodation required for eligible VR consumers.

4. **Reference:** Revision to SECTION 2-7 Counseling and Guidance

   **Effective Date:** September 1, 2007

   **New/Revised:** Revised

   **Table of Contents Change:** None

   **Index Change:** None

   **Comments:** The policy is clarified to include the definition of counseling and guidance as a Core vocational rehabilitation service.
5. **Reference:** Revision to SECTION 2-13 Job Related Services  
**Effective Date:** September 1, 2007  
**New/Revised:** Revised  
**Table of Contents Change:** None  
**Index Change:** None  
**Comments:** The revision changes the title of the section from Job Placement Services to Job Related Services which is the current RSA service title. Additionally, the revisions include definitions of Job Search Assistance, Job Placement Assistance, On-The-Job Supports, Direct Placement, and Indirect Placement.

6. **Reference:** Revision to SECTION 2-14 Maintenance  
**Effective Date:** September 1, 2007  
**New/Revised:** Revised  
**Table of Contents Change:** None  
**Index Change:** None  
**Comments:** The revision brings the policy up-to-date with the current RSA service definition for maintenance.

7. **Reference:** Revision to SECTION 2-19-1 Hearing Aids  
**Effective Date:** September 1, 2007  
**New/Revised:** Revised  
**Table of Contents Change:** None  
**Index Change:** None  
**Comments:** Clarification is provided that purchase of a hearing aid is not subject to equipment procedures and limits as outlined under Section 2-5-5. Additional policy is included to allow counselors to sponsor replacement hearing aids under certain conditions.
8. **Reference:** Revision to SECTION 2-21-5 Work Site Modifications  
   **Effective Date:** September 1, 2007  
   **New/Revised:** Revised  
   **Table of Contents Change:** None  
   **Index Change:** None  
   **Comments:** The table showing the steps for work site modification is updated and relocated from 2-21-4 to 2-21-5.

9. **Reference:** Revision to SECTION 2-21-6 Vehicle Modifications  
   **Effective Date:** September 1, 2007  
   **New/Revised:** Revised  
   **Table of Contents Change:** None  
   **Index Change:** None  
   **Comments:** The table showing the steps for vehicle modifications is updated and relocated from 2-21-4 to 2-21-5.

10. **Reference:** Revision to SECTION 2-21 Rehabilitation Technology  
    **Effective Date:** September 1, 2007  
    **New/Revised:** Revised  
    **Table of Contents Change:** None  
    **Index Change:** None  
    **Comments:** The revision brings the policy up-to-date with the current RSA service definition of rehabilitation technology. Additionally, clarification is provided in defining it as a *Core* vocational rehabilitation service.
11. **Reference:** Revision to SECTION 2-24-12 Supported Employment Training  
   **Effective Date:** September 1, 2007  
   **New/Revised:** Revised  
   **Table of Contents Change:** None  
   **Index Change:** None  
   **Comments:** Under the definition of Stabilization Phase, clarification is provided that completion of the stabilization phase must be documented in the case record.

12. **Reference:** Revision to SECTION 2-24-17 Special Programs for Students with Hearing Loss  
   **Effective Date:** September 1, 2007  
   **New/Revised:** Revised  
   **Table of Contents Change:** None  
   **Index Change:** None  
   **Comments:** DVRS sponsors many consumers with hearing loss to attend postsecondary training. Many of these consumers do not use American Sign Language and need other accommodations in the classroom. The revisions to the policy reflect the “other” accommodations that may be sponsored by DVRS. Additionally, policy revisions address DVRS sponsorship of various career assessment and vocational experiences for high school students with hearing loss as part of their transition to postsecondary education.

13. **Reference:** Revision to SECTION 2-10-1 Residence Modifications  
   **Effective Date:** September 1, 2007  
   **New/Revised:** Revised  
   **Table of Contents Change:** None  
   **Index Change:** None
Comments: Clarification is provided under the policy components of residence modifications (Residence Modification Client Data Package, Bid Process, and Rehabilitation Engineer) and under DIVISION MAXIMUM RATES BASED ON TYPE OF RESIDENCE.

Additionally, under STEP 4 of the policy, new charts are provided which explain the Division’s approval and purchasing process based on the cost of the project.

14. Reference: Revision to SECTION 2-9 DRIVER’S EVALUATION AND TRAINING

Effective Date: September 1, 2007

New/Revised: Revised

Table of Contents Change: None

Index Change: None

Comments: Clarification is provided regarding requirements to obtain a driving evaluation when driving control modifications are requested for a vehicle.

15. Reference: Revision to SECTION 2-24-11 Work Adjustment Job Coaching

Effective Date: September 1, 2007

New/Revised Material: Revised

Table of Contents Change: None

Index Change: None

Comments: The sentence addressing Unit Manager/Facility Director approval is revised to read, “The Unit Manager/Facility Director must approve work adjustment job coaching in excess of one hundred and sixty (160) hours”. It had previously stated: “The Unit Manager/Facility Director must approve job training in excess of twenty (20) days/one hundred and sixty (60) hours”. The revised policy removes “twenty (20) days”, and “(60) hours” was a typo in the previous policy that is now corrected.

16. Reference: Revision to SECTION 2-24-15 In-Training Counselor

Effective Date: September 1, 2007

New/Revised: Revised

Table of Contents Change: None
Index Change: None

Comments: The revised policy removes material that is now obsolete (e.g. casework forms that were historically provided to the IT Counselor by the Counselor of Record, the IT Counselor reviewing, initialing and forwarding invoices to the Counselor of Record).

17. Reference: Revision to SECTION 2-27-3 Community Based Assessment

Effective Date: September 1, 2007

New/Revised: Revised

Table of Contents Change: None

Index Change: None

Comments: The revised policy adds information on the usage of community based assessment as a means of accomplishing trial work experience (TWE). Additional information is provided regarding the Department of Labor’s (DOL) exemption as it pertains to coverage of students in public secondary education who are under an individualized education plan (IEP).
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: September 7, 2007

Re: Volume I Revisions

TRANSMITTAL #09-2007

1. Reference: INTERIM POLICY AND PROCEDURE DIRECTIVE #08-2007
   Revisions to SECTION 1-12 VR/IL Concurrent Records of Service for Personal Assistance Services

   Effective Date: September 7, 2007

   New/Revised: Revised

   Table of Contents Change: Yes

   Index Change: Yes

   Comments: The purpose of this directive is to emphasize coordination and collaboration between the VR and IL programs in order to assure that VR participants are able to access the personal assistance service that is necessary to complete their rehabilitation program.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: November 06, 2007

Re: Volume I Revisions

TRANSMITTAL #10-2007

1. Reference: Revision to Section 4-2-2 TICKET TO WORK (Ticket to Work and Self-Sufficiency Program)

Effective Date: November 06, 2007

New/Revised: Revised

Table of Contents Change: None

Index Change: None

Comments: Several procedural changes are made to the policy. The Employment Network (EN) payment system is removed as an option. The Division has elected to utilize only the Cost Reimbursement Payment System. Upon completion by the counselor, Form 1365 Ticket Assignment Form should be faxed to the CRP Program Specialist, instead of the Chief of Program Support Services. Since there is now only one payment option, the indicators have been removed which were previously provided as an aid to the counselor when there was more than one choice.
2. **Reference:** Revision to the Appendix Entry - *Learning Disability*

**Effective Date:** November 06, 2007

**New/Revised:** Revised

**Table of Content Change:** None

**Index Change:** None

**Comments:** Under Category 2 in the policy, a sub-section has been added – Determination of Substantial Impediment(s).
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: December 17, 2007

Re: Volume I Revisions

TRANSMITTAL #11-2007

Section 2-18-1 Personal Assistance Services and Section 2-18-2 Termination from Personal Assistance Program have been revised to ensure compliance with state/federal requirements and to ensure that the policy is being implemented consistently statewide. Chapter 2 of the online Volume I has been updated with these revised sections. The attached Form DVR-1019B “Personal Assistant Services Receipt Employee Share of FICA Tax” is a new form and is available in CATS. The following sections provide a summary of the revisions.

1. Reference: Section 2-18-1 Personal Assistance Services

   Effective Date: December 17, 2007

   New/Revised: Revised

   Table of Contents Change: No

   Index Change: No

   Comments: The word may has been replaced with the word shall in regards to delay of processing payroll and termination from the personal assistance service (under the sub-
heading “Authorization and Invoices”, paragraph 2 and 5; Federal Unemployment Taxes (FUTA) paragraph 2). This change resulted from consultation with the Attorney General’s Office to insure that the policy is being implemented consistently statewide.

- The terms “VR office” and “VR staff” were deleted to be consistent with Section 1-12 VR/IL Concurrent Records of Service (under the sub-heading “Participant as Employer”, paragraph 3; “Authorization and Invoices”, paragraph 2, 4, 5, 7, 8, 9, and 10; “Social Security and Medicare Taxes”, paragraph 5; and “State Unemployment Taxes (SUTA)”, paragraph 2).
- A personal assistance evaluation may be conducted by a physical therapist (under the sub-heading “Assessment of Individual’s Personal Assistance Needs”, paragraph 1).

Additionally, the following revisions have been made:

- The Division shall not pay for overtime if the employee works more than 40 hours per week (under the sub-heading “Participant as Employer”, paragraph 7).
- The VR/IL participant is required to write the Employment Security Commission (ESC) by January 15, to request that their obligation to pay SUTA tax be terminated if the gross wages for all employees is less than $1,000 for an entire calendar year following the qualifying quarter (under the sub-heading “State Unemployment Taxes SUTA” paragraph 3).
- The VR/IL participant is required to refund the employees portion of FICA tax to the personal assistant if the assistant did not make $1500.00 of net wages in the calendar year. The VR/IL participant who pays quarterly FICA tax is also required to refund the employer’s portion of FICA tax to DVRS (under the sub-heading “Reporting/Payment of FICA Taxes”, paragraph 2).

These changes were necessary to bring the IL program into compliance with State and Federal requirements.

2. **Reference:** Section 2-18-2 Termination from Personal Assistance Program

**Effective Date:** December 17, 2007

**New/Revised:** Revised

**Table of Contents Change:** No

**Index Change:** No

**Comments:** The only change in this section is that the word *may* is replaced with *shall* (paragraph 1).
N.C. DIVISION OF VOCATIONAL REHABILITATION SERVICES
PERSONAL ASSISTANCE SERVICES RECEIPT
Employee’s Share of FICA Tax

Participant and Assistant acknowledgment of Receipt of Funds for the employee’s share of FICA tax withheld from the bi-weekly pay, but not paid to the IRS, as specified in IRS requirements.

I received the Check from the State Office on this date _____________________.
Month/Day/Year

I received $ _________ - (Total Amount Of Check) - from the State Office.

I have paid $ ____________ - (Amount) - to my Personal Assistant
as of today ____________________ by my check number _________________.
Month/Day/Year Check #

for the employee’s share of FICA tax which was not paid to the IRS since the assistant did not earn enough wages to pay the required FICA tax.

My Personal Assistant’s signature below confirms receipt of this check.

_________________                      ____________________________________
Month/Day/Year                    Personal Assistant’s Signature

_________________                   ____________________________________
Month/Day/Year                  Employer’s Signature

RETURN TO:
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief of Program Policy, Planning and Evaluation

Date: February 14, 2008

Re: Volume I Revisions

TRANSMITTAL #01-2008

1. Reference: INTERIM POLICY AND PROCEDURE DIRECTIVE #01-2008
   Revision to Transportation Rate for Sponsorship of Private Mileage,
   SECTION 2-25-2 Private Conveyance

   Effective Date: February 14, 2008

   New/Revised: Revised

   Table of Contents Change: None

   Index Change: None

   Comments: The rate for private mileage is changed from 25 cents per mile to the IRS Mileage Rate (currently 50.5 cents per mile). The maximum for a complete vocational rehabilitation program is increased to $12,000.
2. **Reference:** INTERIM POLICY AND PROCEDURE DIRECTIVE #02-2008
Revisions to Room and Board Rates for Post-Secondary Training
SECTION 2-14 MAINTENANCE

**Effective Date:** February 14, 2008

**New/Revised:** Revised

**Table of Content Change:** None

**Index Change:** None

**Comments:** The policy is revised to reflect that the Division will sponsor the catalog rate for room and board for clients attending a school within the UNC system. The directive also covers provisions for sponsorship of room and board off-campus, at private colleges and universities, and for out-of-state post-secondary training.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief of Program Policy, Planning and Evaluation

Date: July 02, 2008

Re: Volume I Revisions

TRANSMITTAL #02-2008

The online Volume I has been updated with a revised Chapter 3. Your hardcopy Volumes should be updated with the revised chapter. Numerous minor updates and clarifications have been made to facilitate understanding of the material. There are major revisions under SECTION 3-10 FINANCIAL NEED AND CLIENT RESOURCES which are mainly for the purpose of making the policy clearer and more reader friendly. Additionally, there are significant revisions to SECTION 3-6-2 Psychological/Psychiatric Conditions. Please refer to the below sections for summaries of the major revisions.

1. Reference: Revision to Section 3-2 USE OF EXISTING INFORMATION

   Effective Date: July 02, 2008

   New/Revised: Revised

   Table of Contents Change: None

   Index Change: None

   Comments: Minor changes in wording have been made so that the policy accurately and clearly reflects requirements in the Federal Regulations. In the second paragraph, the fourth sentence was revised to clarify the data and information needed for eligibility determination:
In addition to medical data, counselor observations, school records, information provided by the applicant or the applicant’s family, information used by the Social Security Administration, and determinations made by officials of agencies may be used to identify impediments to employment.

2. **Reference**: Revisions to Section 3-6-2 Psychological/Psychiatric Conditions

   **Effective Date**: July 02, 2008

   **New/Revised**: Revised

   **Table of Content Change**: No

   **Index Change**: No

   **Comments**: Cross references are added to direct the reader to related policies. The revised policy expands the list of mental health specialists from which the Division may accept diagnoses. The list providing information about the age validity of records has been removed, revised, and incorporated into a new Section 3-6-3.

3. **Reference**: Revisions to Section 3-6-3 Shelf Life

   **Effective Date**: July 02, 2008

   **New/Revised**: New

   **Table of Content Change**: Yes

   **Index Change**: Yes

   **Comments**: In order to make more reader-friendly, Section 3-6-2 has been divided to include a new section, Section 3-6-3 Shelf Life which has been expanded to address Borderline Intellectual Functioning and Attention Deficit/Hyperactivity Disorder. Additionally, the material addressing Learning Disabilities has been clarified.
4. **Reference**: Revisions to Section 3-6-4 Special Conditions, formerly Section 3-6-3 Special Conditions

**Effective Date**: July 02, 2008

**New/Revised**: Revised

**Table of Content Change**: Yes

**Index Change**: Yes

**Comments**: The revised section provides a list of special conditions (e.g. Learning Disabilities, Mental Retardation) that are addressed in Volume I appendix. The numbering of the section has changed.

5. **Reference**: Revisions to Sections 3-10 Financial Need and Client Resources, 3-10-1 Financial Statement, 3-10-2 SSI and SSDI Recipients, and 3-10-3 Comparable Benefits

**Effective Date**: July 02, 2008

**New/Revised**: Revised

**Table of Content Change**: No

**Index Change**: No

**Comments**: The revisions to this section are necessary to correct deficiencies cited in the Division’s 2006 State Audit. Two case errors were cited on adherence to the Division’s financial criteria. Subsequent follow-up by the State Auditor’s Office and the Division determined that the deficiencies were due not to the Counselors’ application of the policy, but to our policy not being clear as to when determination of financial need is required. The state policy committee and QDS team have thoroughly reviewed the policy and made revisions throughout to enhance clarity and understanding. The revised policy lists the services which are not subject to financial need and those which are subject to financial need. Additionally, the financial need categories are updated to accurately reflect the corresponding selection of categories on the CATS financial screen.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief of Program Policy, Planning and Evaluation

Date: August 1, 2008

Re: Volume I Revisions

TRANSMITTAL #03-2008

1. **Reference:** SECTION 2-24 TRAINING

   **Effective Date:** August 1, 2008

   **New/Revised:** Revised

   **Table of Contents Change:** None

   **Index Change:** None

   **Comments:** Revisions have been made to the definition of Transferable Work Skills. Clarification is provided on how and when the analysis of Transferable Work Skills is considered in the Counselor’s decision to sponsor postsecondary training for a client. Additionally, the section addressing Transferable Work Skills has been relocated from the introduction of SECTION 2-24 TRAINING to Section 2-24-1 Postsecondary Training.
2. **Reference:** APPENDIX – Substance Abuse

**Effective Date:** August 1, 2008

**New/Revised:** Revised

**Table of Content Change:** No

**Index Change:** No

**Comments:** The policy is revised to include the Licensed Clinical Addictions Specialist (LCAS) as a specialist who may diagnose impairments in the determination of eligibility for VR services and rehab needs.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: August 12, 2008

Re: Volume I Revisions

TRANSMITTAL #04-2008

1. Reference: INTERIM POLICY AND PROCEDURE DIRECTIVE #03-2008
   Instructions for Handling Invoices for Postsecondary Training
   Tuition and Fees within the UNC System

   Effective Date: August 12, 2008

   New/Revised: New

   Table of Contents Change: Yes

   Index Change: Yes

Comments: In order for the Division to accommodate the UNC schedule of tuition rate
setting, and reconcile invoice and authorization amounts, the directive puts a process in place
for staff to follow in handling UNC invoices for tuition.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: August 12, 2008

Re: Volume I Revisions

TRANSMITTAL #05-2008

Please note the following revision to Chapter 4 of Volume I:

1. **Reference:** Section 4-2-2 TICKET TO WORK (Ticket to Work and Self-Sufficiency Program)

   **Effective Date:** August 12, 2008

   **New/Revised:** Deletion of Section 4-2-2 from Chapter 4

   **Table of Contents Change:** Yes

   **Index Change:** Yes

   **Comments:** Due to changes to the Federal Ticket to Work Legislation (effective July 1, 2008) Section 4-2-2 TICKET TO WORK is no longer valid and is removed. The ticket assignment process is no longer necessary (i.e., counselor calling Maximus to determine if the ticket is assignable, completion of Form SSA 1365, faxing form 1365 to the State CRP Program Specialist). The Division has chosen to be a cost reimbursement agency and will
still be able to recoup case service expenditures via this process on SSI/SSDI beneficiaries who go to work and sustain SGA level employment for nine months. The Information Processing Assistant in the Administrative Services section of the state office will still be responsible for tracking cost reimbursement cases and recouping expenditures through an automated system. A policy transmittal is forthcoming which will provide updated information for Counselors on the Ticket-To-Work Program.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: August 18, 2008

Re: Volume I Revisions

TRANSMITTAL #06-2008

1. Reference: INTERIM POLICY AND PROCEDURE DIRECTIVE #04-2008 Revisions to Equipment Purchases for Post-Secondary Training and Placement (Sections 2-24-1 and 2-5-4)

Effective Date: August 18, 2008

New/Revised: New

Table of Contents Change: Yes

Index Change: Yes

Comments: This directive implements a process for providing equipment which is necessary for an individual to participate in post-secondary training or for job placement. Specifically, the directive outlines specific considerations and a procedure for purchasing computers and related technology. Form DVR-0309, Computer Purchase Request for Post-Secondary Training, is
also released with this directive. **Though this directive is effective August 18, 2008, the provisions regarding purchase of computers as a supply for post secondary training are retroactive to June 1, 2008 for client purchases of computers which are consistent with the considerations and requirements outlined in the directive.** Therefore, individuals who can produce a receipt for computer purchases made on or after June 1, 2008 which are consistent with the considerations and requirements outlined in the referenced directive can be reimbursed by the agency for expenses up to the rate published in Volume V. This directive supersedes existing policies in Sections 2-24-1 and 2-5-4 which relate to the purchase of equipment for post-secondary training and job placement.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: October 9, 2008

Re: Volume I Revisions

TRANSMITTAL #07-2008

The online Volume I has been updated with revisions to Chapter 3 and Chapter 4. The revisions are to SECTION 3-1 to clarify the method for counting the 60-day eligibility period, to SECTIONS 3-3-1 AND 3-3-2 regarding the purposes for and documentation of the Trial Work/Extended Eligibility plan, to SECTION 3-3-1, SECTION 3-8-3, SECTION 3-8-5 regarding the presumption of benefit for individuals receiving SSI/SSDI, and to SECTION 4-2 regarding conducting the comprehensive assessment for those presumed eligible and for those determined eligible through the preliminary assessment. Please refer to the below sections for summaries of the major revisions.

1. Reference: Revision to Section 3-1 TIMELINES FOR ELIGIBILITY DETERMINATION

   Effective Date:

   New/Revised: Revised

   Table of Contents Change: None

   Index Change: None
Comments: Information has been added to clarify when the 60 day eligibility count should begin depending on whether an application is mailed or taken in person.

2. Reference: Revisions to Section 3-3-1 Trial Work Experience

Effective Date:

New/Revised: Revised

Table of Content Change: No

Index Change: Yes. Section 3-3-1 is added to the “Agreement to Extend Eligibility Decision (DVR-0505),” “Presumption of Eligibility,” and “Presumption of Benefit” index entries.

Comments: In the first paragraph, additional and revised examples are given for how a trial work experience may be conducted. In addition, the revision clarifies case documentation requirements in situations where an individual’s presumption of benefit from the program is questioned, a Trial Work Plan is required and it is necessary to exceed the 60-day period of eligibility. This revision was necessitated by State Audit findings from 2007 which included errors on cases that exceeded 60 days without appropriate documentation of an extension form or Trial Work/Extended Evaluation Plan.

The revisions to this section also include the clarification that individuals presumed eligible because they receive SSI or SSDI are also presumed to benefit and cannot be placed in a trial work or extended eligibility plan. This revision resulted from clarifications provided by the 2008 RSA Monitoring Team.

3. Reference: Revisions to Section 3-3-2 Extended Evaluation

Effective Date:

New/Revised: Revised

Table of Content Change: No

Index Change: Yes. Section 3-3-2 is added to the “Agreement to Extend Eligibility Decision (DVR-0505)” index entry.

Comments: The revisions to this section clarify case documentation requirements in situations where presumption of benefit from the program is questioned, an Extended Evaluation Plan is required and it is necessary to exceed the 60-day period of eligibility.
This revision was necessitated by State Audit Findings from 2007 which included errors on cases that exceeded 60 days without appropriate documentation of an extension form or Trial Work/Extended Evaluation Plan.

4. Reference: Revisions to Section 3-8 ELIGIBILITY FOR VOCATIONAL REHABILITATION

   Effective Date: 
   New/Revised: Revised
   Table of Content Change: No
   Index Change: Yes. Section 3-8-3 and section 3-8-5 are added to the “Social Security Disability Insurance” and “Supplemental Security Income” index entries.

   Comments: Section 3-8-3 Presumption of Benefit is being revised to indicate that individuals receiving SSI or SSDI are presumed to benefit from VR services regardless of the severity of their disabilities. Section 3-8-5 Presumption of Eligibility is being revised to indicate that presumption of eligibility implies presumption of benefit. Wording was removed which indicated that individuals receiving SSI or SSDI and presumed eligible could be placed under a Trial Work Plan to determine whether the individual might benefit from services. In addition, new wording clarifies that individuals presumed eligible have to undergo a comprehensive assessment to determine both a vocational goal and the services needed to reach this goal and that individuals for whom this plan development cannot be successfully accomplished should be closed case status code 30.

   This revision resulted from the 2008 RSA Monitoring Visit, during which clarification was provided regarding presumption of benefit.

5. Reference: Revisions to Section 4-2 VR COMPREHENSIVE ASSESSMENT

   Effective Date: 
   New/Revised: Revised
   Table of Contents Change: No
   Index Change: Yes. Section 4-2 should be added to the index entry for “Community Based Assessment.” The subheading, “During the VR Comprehensive Assessment” should be added under the index entry “Vocational Evaluation,” and section 4-2
should be referenced for this subheading. The subheading, “VR Comprehensive Assessment” should be added under the index entry for Record of Service Outcomes, Outcome Prior to the Implementation of the IPE-VR Program-Case Status 30.” Section 4-2 should be referenced for this subheading.

**Comments:** Section 4-2 VR COMPREHENSIVE ASSESSMENT is being revised to clarify the means for effectively accomplishing the comprehensive assessment for those who are presumed eligible as well as those determined eligible based on the eligibility criteria. In addition, language was added to 4-2-1 Record of Service Documentation to clarify that in cases in which the counselor and client cannot identify a suitable vocational goal or services which might reasonably help the client to achieve the employment goal, the counselor may utilize case status code 30 to close the record of service. These revisions are being made in response to the 2008 RSA monitoring visit. In relation to the issue of presumption of eligibility, the monitoring team clarified the importance of conducting effective comprehensive assessments in order to develop IPE’s which can be implemented and are likely to assist consumers in achieving successful employment.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: December 12, 2008

Re: Volume I Revisions

TRANSMITTAL #08-2008

Please note the following addition to the Volume I Appendix:

1. Reference: Ticket To Work (TTW) – Appendix Entry

   Effective Date: December 12, 2008

   New/Revised: New material to be filed alphabetically in the appendix

   Table of Contents Change: Yes

   Comments: This new entry for the appendix provides up-to-date information on the Ticket to Work program, in accordance with recent changes to program’s Federal regulations which became effective July 1, 2008.
MEMORANDUM

To: All Staff Assigned Volume I

From: Neil Mac Britt, Chief of Policy and Casework Operations

Date: January 13, 2009

Re: Volume I Revisions

TRANSMITTAL #01-2009

Chapter 3 and the appendix are updated with the following information:

1. Reference: Section 3-8-6 Eligibility Decision

   Effective Date: January 13, 2009

   New/Revised: Revised

   Table of Contents Change: None

   Comments: This revision addresses the provision that Counselors will state the client’s impediments to employment on the Eligibility Decision Form. The Eligibility Decision Form on CATS has been updated with the change.
2. **Reference:** Impediments to Employment (Supplement to Section 3-8-2 Determination of Impediments and Section 3-8-6 Eligibility Decision) – Appendix

**Effective Date:** January 13, 2009

**New/Revised:** New

**Table of Contents Change:** Yes

**Comments:** This information for the Volume I appendix provides supplementary information on the documentation of impediments. Cross references to this information have been added to Section 3-8-2 and Section 3-8-6.
MEMORANDUM

To: All Staff Assigned Volume I

From: Neil Mac Britt, Chief of Policy and Casework Operations

Date: February 9, 2009

Re: Volume I Revisions

TRANSMITTAL #02-09

1. Reference: Revised Section 2-1-2

   Effective Date: February 9, 2009

   New/Revised: Revised

   Table of Contents Change: None

   Comments: Section 2-1-2 “Independent Living Rehabilitation Services” is revised by adding a sentence specifying that the provision of IL services is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds to the IL rehabilitation program.
MEMORANDUM

To: All Staff Assigned Volume I

From: Neil Mac Britt, Chief of Policy and Casework Operations

Date: February 9, 2009

Re: Volume I Revisions

TRANSMITTAL #03-09

Chapter 4 is updated with the following information:

1. **Reference:** Section 4-2-1 Record of Service Documentation

   **Effective Date:** February 9, 2009

   **New/Revised:** Revised

   **Table of Contents Change:** None

   **Comments:** This revision expands on the purpose and components of the Written Rehabilitation Analysis Page (WRAP) as documentation of the VR comprehensive assessment. In conjunction with this policy revision, the WRAP screen is being revised on CATS to prompt the user to enter all of the required elements described in this revision if applicable. The revisions to the WRAP are intended to record additional impairments and impediments which have not already been described in the Eligibility Decision (form DVR-0502) as part of the preliminary assessment and to summarize the comprehensive assessment as a whole.
MEMORANDUM

To: All Staff Assigned Volume I

From: Neil Mac Britt, Chief of Policy and Casework Operations

Date: February 19, 2009

Re: Volume I Revisions

TRANSMITTAL #04-2009

The appendix is updated with the following information:

1. Reference: Revised Rehabilitation Counselor II Process

   Effective Date: February 19, 2009

   New/Revised: Revised

   Table of Contents Change: None

   Comments: Removal of the Written/Oral Examination from the Rehabilitation Counselor II process.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: March 26, 2009

Re: Volume I Revisions

TRANSMITTAL #05-2009

1. Reference: Section 5-1-4 IPE Implementation

   Effective Date: 03/26/2009

   New/Revised: New

   Table of Contents Change: Yes

   Comments: This is a new subsection under SECTION 5-1 IPE and IPIL GENERAL INFORMATION which defines the implementation of the IPE.

2. Reference: SECTION 6-2 OUTCOMES IN CASE STATUS CODES 08, 28, 30, AND 38 – VR PROGRAM

   Effective Date: 03/26/2009
New/Revised: Revised

Table of Contents Change: None

Comments: Minor clarifications and updates have been provided to this section. The reasons for closures due to ineligibility have been updated.

3. Reference: Section 6-4-1 Closure Standards
   Effective Date: 03/26/2009
   New/Revised: Revised

   Table of Contents Change: None

   Comments: The closure standards are revised to address situations in which a case in status 12 may be closed in status 30 if the IPE has not been implemented.

4. Reference: Section 6-4-3 Record of Service Documentation
   Effective Date: 03/26/2009
   New/Revised: Revised

   Table of Contents Change: None

   Comments: Explanation is provided of the document to be used (Form DVR-0202) if a case is closed status 30 from status 12 when the IPE has not been implemented.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: May 18, 2009

Re: Volume I Revisions

TRANSMITTAL #06-2009

1. **Reference:** Section 1-20 Unit Manager/Facility Director Approval

   **Effective Date:** May 18, 2009

   **New/Revised:** Revised

   **Table of Contents Change:** No

   **Comments:** This section is being revised to accurately reflect areas in which management approval is and should be utilized as well as to reduce those areas in which procedures involve redundant approvals. Section 1-20 is being revised to expand the list of services or actions which require Unit Manager approval. Section 1-20-1 is being revised to indicate that Unit Managers/Facility Directors now have discretion as to whether they co-sign authorizations or invoices that have been issued by a Rehabilitation Counselor I if the services have already been approved as part of the IPE or IPIL.
2. **Reference:** Section 3-6-2 Psychological/Psychiatric Conditions  
   **Effective Date:** May 18, 2009  
   **New/Revised:** Revised  
   **Table of Contents Change:** None  
   **Comments:** Certified Clinical Supervisor (CCS) is added to the list of specialists from whom diagnostic information can be accepted for purposes of establishing a substance abuse impairment.

3. **Reference:** Section 3-6-3 Shelf Life  
   **Effective Date:** May 18, 2009  
   **New/Revised:** Revised  
   **Table of Contents Change:** None  
   **Comments:** The guidelines for age validity of records have been re-ordered. Emphasis has been added to distinguish the age validity guidelines for various disabilities based on whether the individual is or is not currently involved in treatment. In addition, the shelf life for records that are used to establish a substance abuse impairment has been reduced from two years to one year.

4. **Reference:** Appendix-HIV/AIDS  
   **Effective Date:** May 18, 2009  
   **New/Revised:** Revised  
   **Table of Contents Change:** None  
   **Comments:** The appendix entry for HIV/AIDS is revised to reflect updates to the classification, treatment, and prognosis for individuals living with the disease. Unit Medical Consultation is no longer required in cases where an individual carries these diagnoses. In addition, the appendix includes a resource list which can be used in the rehabilitation process.
5. **Reference:** Section 1-16 Medical Consultation  
   **Effective Date:** May 18, 2009  
   **New/Revised:** Revised  
   **Table of Contents Change:** None  
   **Comments:** In conjunction with revisions to the HIV/AIDS Appendix, HIV is being removed from the list of conditions that are required to be staffed with the Unit Medical Consultant.

6. **Reference:** Section 2-21-4 Modifications-General  
   **Effective Date:** May 18, 2009  
   **New/Revised:** Revised  
   **Table of Contents Change:** None  
   **Comments:** Clarifications have been made to the list of items required for the Client Data Package. In addition to the DVR-0116, the supporting financial documentation and disability benefits verification (if applicable) should be included. This enables the Chief of Policy to conduct a thorough review of the client’s financial need and resources.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: August 3, 2009

Re: Volume I Revisions

TRANSMITTAL #07-2009

The online Volume I has been updated with an addendum to POLICY AND PROCEDURE DIRECTIVE #03-2008 Instructions for Handling Invoices for Postsecondary Training Tuition and Fees within the UNC System.

1. Reference: ADDENDUM TO INTERIM POLICY AND PROCEDURE DIRECTIVE #03-2008 - Instructions for Handling Invoices for Postsecondary Training Tuition and Fees within the UNC System

   Effective Date: August 3, 2009

   New/Revised: Revised

   Table of Contents Change: None

   Index Change: None

Comments: This addendum provides special instructions for the 2009-2010 Postsecondary Training Year regarding authorizations and rates for tuition. The addendum is to be attached to POLICY AND PROCEDURE DIRECTIVE #03-2008 Instructions for Handling Invoices for Postsecondary Training Tuition and Fees with the UNC System.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: September 8, 2009

Re: Volume I Revisions

TRANSMITTAL #08-2009

The online Volume I has been updated with revisions to Chapter 3. Additionally, the appendix has been updated with a new entry.

1. Reference:

SECTION 3-5 REFERRAL AND APPLICATION PROCESS; 3-5-1 Availability for Services; 3-5-2 Referrals; 3-5-3 Timeliness of the Application Process; 3-5-4 Procedures to Enter Applicant Status; 3-5-5 Procedures to Exit Applicant Status

Effective Date: September 4, 2009

New/Revised: Revised

Table of Contents Change: Yes

Index Change: Yes

Comments: SECTION 3-5 is revised with a new subsection entitled 3-5-1 Availability for Services. This new section addresses situations in which individuals will not be considered available for participation in services, to include circumstances where individuals are found to be fugitives from justice. Section 361.41 of the regulations to the Rehabilitation Act (as amended in 1998) addresses an individual’s availability to participate in assessments for
determining rehabilitation needs. These policy revisions provide the Division’s interpretation of the provisions set forth in the federal regulations.

2. **Reference:** Volume I Appendix - Referral – Script

**Effective Date:** September 4, 2009

**New/Revised:** Yes

**Table of Contents Change:** Yes

**Index Change:** Yes

**Comments:** The script corresponds to revisions to **Section 3-5** regarding an individual’s availability for services. Once an individual states a desire to apply for VR services, the individual must be provided with sufficient information to aid the individual’s decision on further pursuit of services. This will include informing the individual that the Division conducts criminal background checks on all new referrals, including those who are minors. This new entry for the appendix provides a script for Division staff who have initial contact with individuals that call or present in person with an interest in becoming an applicant for services.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: October 2, 2009

Re: Volume I Revisions

TRANSMITTAL #09-2009

Please file the following policy directive numerically in your Volume I.

Reference: INTERIM POLICY AND PROCEDURE DIRECTIVE #01-2009
Update to Previous Directive #07-2007, Allowable Net Monthly Income

Effective Date: October 1, 2009

New/Revised: New

Table of Contents Change: Yes

Index Change: Yes

Comments: This policy directive increases the allowable net monthly income levels to be consistent with 125% of the Federal Poverty Level (FPL).
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: October 12, 2009

Re: Volume I Revisions

TRANSMITTAL #10-2009

1. Reference: Hearing Disabilities - APPENDIX

Effective Date: October 12, 2009

New/Revised: Revised

Table of Contents Change: Yes

Index Change: Yes

Comments: Revisions have been made to the hearing disabilities section. The overall policy has been reworded to provide greater clarity.

2. Reference: Cochlear Implants - APPENDIX

Effective Date: October 12, 2009

New/Revised: Revised

Table of Contents Change: No
Index Change: No

Comments: The policy is revised to allow Division purchase of external replacement parts for the cochlear implant. However, sponsorship of cochlear implant surgery is not allowed.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth Bishop, Section Chief of Program Policy, Planning, and Evaluation

Date: November 3, 2009

Re: Volume I Revisions

TRANSMITTAL #11-2009

Volume I is updated with the following information.

1. Reference: Section 2-18 Personal Assistance Services

   Effective Date: November 15, 2009

   New/Revised: Revised

   Table of Contents Change: None

   Index Change: None

Comments: This revision includes several changes to the personal assistance policies. The section now incorporates Policy and Procedure Directive #08-2007 into the Section 2-18. Therefore, Directive #08-2007 should be removed. The VR program policy related to personal assistance now occurs first in the section under subsection 2-18-1 and incorporates the policies related to concurrent records of service with Independent Living. Section 2-18-1
also includes policies related to planning for the transition of personal assistance services after a client completes his/her IPE.

Section 2-18-2 now addresses personal assistance within the IL program. It begins by redefining the prioritization of personal assistance services within the IL program. Section 2-18-2 includes additional information about completing the personal assistance assessment which incorporates a requirement to first survey existing assessment data in order to determine an individual’s need for the service. Section 2-18-2 has also been revised to include more information about what takes place during the biannual contact with the client receiving personal assistance. The remaining information in Section 2-18-2 relates to the role of the client as an employer and the various reporting responsibilities required for clients to be appropriately reimbursed for personal assistance services provided. This information has been reorganized to make the content easier to reference. Section 2-18 no longer limits family members from providing personal assistance when this is deemed the most appropriate option. The information under the heading, Client as Employer, includes information about how employment taxes should be handled when the client employs certain family members as the personal assistant. Additional information will be captured on Form DVR-1022, Personal Assistant Understanding of Employer Obligations to clarify the assistant’s relationship to the client. The content under this heading also includes information about new reporting rules and requirements for those individuals who employ more than one attendant or who employ attendants for whom the IRS requires that their wages be garnished for back pay on income taxes or for child support. The latter half of 2-18-2 includes a reorganization of the documentation requirements for personal assistance. The documentation requirements have been summarized in a table.

With the reorganization of the previous Sections 2-18-1 and 2-18-3, the existing Section 2-18-2 has now become section 2-18-3. This section now addresses both the suspension and termination of personal assistance services and is intended to promote consistency in managing these situations. The policy has been revised to define those situations in which the client’s personal assistance services shall be suspended. The policy also outlines the notion of placing the client in a corrective action plan by which the reporting errors can be corrected and/or the management skills can be re-trained. Section 2-18-3 also provides more specific instances in which a client’s personal assistance services will be terminated.

2. Reference: Appendix Entry- Personal Assistance Definitions and Resources

Effective Date: November 15, 2009

New/Revised: New

Table of Contents Change: Yes

Index Change: Yes
Comments: A new appendix entry is being added to the Volume I as a resource to counselors who have jointly planned personal assistance services on the IPE or IPIL. The entry contains information about terms, publications, and resource agencies associated with the client’s role as a household employer.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: December 16, 2009

Re: Volume I Revisions

TRANSMITTAL #12-2009


Effective Date: January 1, 2010

New/Revised: New

Table of Contents Change: No

Index Change: No

Comments: Policies are being temporarily revised in conjunction with the American Recovery and Reinvestment Act. Section 2-24-9, On-the-Job Training, is being revised to remove the means test and increase the wage reimbursement rate to up to 100% of wages for up to six months. Section 2-24-11, Work Adjustment Job Coaching, is being revised to remove the means test for work adjustment. A new service, client internship, is being added temporarily. This will allow the Division to sponsor an internship stipend for individuals who may benefit from this type of experience by contributing to their progress towards an employment outcome. Unit Manager is required on the IPE/IPE Amendment for internships and OJT planned by both independent and non-independent counselors.
MEMORANDUM

To: All Staff Assigned Volume I

From: Elizabeth W. Bishop – Section Chief, Program Policy, Planning and Evaluation

Date: March 3, 2010

Re: Volume I Revisions

TRANSMITTAL #1-2010


Effective Date: March 15, 2010

New/Revised: New

Table of Contents Change: No

Index Change: No

Comments: New policy is being introduced to supplement existing OJT policies and to supplement the temporary ARRA policies introduced in Policy Directive #02-2009 and being revised in Policy Directive #02-2010. These revisions establish a system for purchasing OJT Coordination from Community Rehabilitation Programs. OJT Coordination may be purchased for clients who require OJT and work adjustment services. OJT Coordination provided by CRPs is intended to enhance OJT services offered to employers and funded by ARRA dollars.

Effective Date: March 3, 2010

New/Revised: Revised

Table of Contents Change: No

Index Change: No

Comments: Policy Directive #02-2009 is being replaced with this Directive to include clarifications regarding certain aspects of the Division’s financial support for ARRA-funded client internships and OJT. The clarifications include further defining the purpose of internships, providing an interpretation of the Department of Labor regarding internships, adding support for payroll taxes for client internships, setting the hourly rate for interns, and completing the paperwork for internships and OJT job placements. In addition, the OJT Payment Agreement, DVR-7010 and Internship Stipend Payment Agreement, DVR-7004 forms are being revised to reflect the clarifications in this directive.
MEMORANDUM

To: All Staff Assigned Volume I

From: Neil Mac Britt – Chief of Policy

Date: September 01, 2010

Re: Volume I Revisions

TRANSMITTAL #02-2010

Please note the following revised material for Volume I:

1. Reference: Interim Policy and Procedure Directive #03-2010 SELF EMPLOYMENT

   Effective Date: September 01, 2010

   New/Revised: Revised

   Table of Contents Change: Yes

   Comments: This policy directive replaces the material found under Section 2-23 Small Business Operations and Interim Policy and Procedure Directive #02-2006 Self-Employment/Small Businesses with Supports for Individuals with the Most Significant Disabilities. The new directive contains comprehensive revisions to the Division’s process for reviewing and approving proposals for self-employment presented by clients.

2. Reference: Section 2-23 Small Business Operations
**Effective Date:** September 01, 2010  
**New/Revised:** Remove Section 2-23 from Chapter 2  
**Table of Contents Change:** Yes  
**Comments:** Section 2-23 Small Business Operations has been replaced by Interim Policy and Procedure Directive #03-2010 SELF EMPLOYMENT and is to be removed from Chapter 2 effective 9/1/2010.

<table>
<thead>
<tr>
<th>3. <strong>Reference:</strong></th>
<th>Interim Policy and Procedure Directive #02-2006 Self Employment/Small Businesses with Supports for Individuals with the Most Significant Disabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective Date:</strong></td>
<td>September 01, 2010</td>
</tr>
<tr>
<td><strong>New/Revised:</strong></td>
<td>Revised</td>
</tr>
<tr>
<td><strong>Table of Contents Change:</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td>This policy directive is replaced by Interim Policy and Procedure Directive #03-2010 SELF EMPLOYMENT and will be updated as such with a notation referring the reader to the new directive.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I

From: Neil Mac Britt – Chief of Policy and Casework Operations

Date: February 15, 2011

Re: Volume I Revisions

TRANSMITTAL #01-2011

Please note the following revised material for Chapter 2 of Volume I:

1. **Reference:** Section 2-26-3 – Repairs

   **Effective Date:** February 15, 2011

   **New/Revised:** Revised

   **Table of Contents Change:** No

   **Comments:** The maximum limit for vehicle repairs that can be approved by the Rehabilitation Counselor II is increased from $350.00 to $750.00. Repairs exceeding $750.00 must be approved by the Unit Manager.
MEMORANDUM

To: All Staff Assigned Volume I

From: Neil Mac Britt – Chief of Policy and Casework Operations

Date: February 15, 2011

Re: Volume I Revisions

TRANSMITTAL #02-2011

Please note the following new and revised material for Chapter 3 of Volume I:

Reference: Section 3-6-1 Physical Conditions

Effective Date: February 15, 2011

New/Revised: Revised

Table of Contents Change: No

Comments: The following statement is added to this section - Family Nurse Practitioners (FNP) and Physician’s Assistants (PA) may diagnose impairments that are within the purview of the medical specialty that employs them (e.g. a PA in an orthopedic practice may diagnose orthopedic impairments).

Reference: Section 3-6-2 Temporary Medical Conditions Which Are Not Eligible
Effective Date: February 15, 2011
New/Revised: New
Table of Contents Change: Yes
Comments: This is existing material from **Policy Directive 04-2007 Physical Restoration** that is now incorporated in Chapter 3 under **SECTION 3-6 Determination of Impairments**.

Reference: Section 3-6-3 Eligibility for VR Services Based Upon A Physical Disability
Effective Date: February 15, 2011
New/Revised: New
Table of Contents Change: Yes
Comments: This is existing material from **Policy Directive 04-2007 Physical Restoration** that is now incorporated in Chapter 3 under **SECTION 3-6 Determination of Impairments**.

Reference: Section 3-6-4 Sponsorship of Medical Diagnostic Services for Purposes of Determining Eligibility for VR Services
Effective Date: February 15, 2011
New/Revised: New
Table of Contents Change: Yes
Comments: This is existing material from **Policy Directive 04-2007 Physical Restoration** that is now incorporated in Chapter 3 under **SECTION 3-6 Determination of Impairments**.
MEMORANDUM

To: All Staff Assigned Volume I

From: Neil Mac Britt – Chief of Policy

Date: September 19, 2011

Re: Volume I – Chapter 2 Revisions

TRANSMITTAL #03-2011

<table>
<thead>
<tr>
<th>Section or Subsection</th>
<th>Comments On Revisions To Be Effective 10-01-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2-3-3: On Campus Advisor</strong></td>
<td>This section is obsolete and is removed.</td>
</tr>
<tr>
<td>Remove from Table of Contents and Index</td>
<td></td>
</tr>
<tr>
<td><strong>2-5-2: Computers</strong></td>
<td>- This section replaces Policy Directive #04-08 Revised Equipment Purchase for Postsecondary Training and the contents therein.</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td>- No changes to the actual policy itself</td>
</tr>
<tr>
<td>Index Change: Yes</td>
<td>- Form DVR-0309 – Computer Purchase Request is relocated to the Volume I Appendix</td>
</tr>
<tr>
<td><strong>2-5-3: Durable Medical Equipment</strong></td>
<td>Section is revised to include a new definition of durable medical equipment.</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Index Change: Yes</td>
<td></td>
</tr>
</tbody>
</table>
### 2-5-4: Procedures to Purchase Durable Medical Equipment

Table of Contents Change: Yes  
Index Change: Yes

- Brings the Division’s purchase procedure for durable medical into line with current practice as it relates to use of State Term Contracts and current Medicaid fee structure.
- For purchase of durable medical equipment that is on State Term Contract, the Counselor must purchase the equipment using the established rate, or in the absence of such, the Medicaid rate.
- The normal bidding process does not apply since the Division is limited to paying a fixed rate.
- Approval by the Chief of Policy is not required when purchasing durable medical equipment costing $2501.00 or greater on State Term Contract or when using an established Medicaid rate.
- Procedures are provided regarding purchase of durable medical equipment that does not have an established Medicaid rate or State Term Contract rate.
- A supplemental flowchart of the process for purchasing durable medical equipment is in the Volume I appendix.

### 2-13-1: Psychotherapy

Table of Contents Change: Yes  
Index Change: Yes

The number of psychotherapy sessions that Counselors may authorize without management approval is increased from 12 sessions to 24.

### Section 2-16: Physical Restoration

Table of Contents Change: Yes  
Index Change: Yes

- Is revised to replace the portions of Policy Directive #04-2007 Physical Restoration that address physical restoration as a “substantial” vocational rehabilitation service, and guidelines regarding anticipated duration of medical treatment.
- The information contained in Policy Directive - #05-2007 Secondary Restoration Issues Accompanying a Chronic Impairment is moved to this section.
- There are no changes to the actual physical restoration or secondary restoration policies themselves.

### 2-16-1 Morbid Obesity – Medically Managed Weight Loss Programs and Surgical Intervention

Table of Contents Change: Yes  
Index Change: Yes

- **Policy Directive #03-2007 Morbid Obesity/Clinically Severe Obesity/Surgery for Clinically Severe Obesity** is replaced by this section.
- The specific Medicaid approved CPT codes are removed from the policy because these are subject to change.
- The Division may sponsor surgical procedures that are Medicaid approved.
- Situations regarding surgical procedures that are not Medicaid approved must be staffed with the Chief of Policy for a decision on approval or disapproval.

### 2-16-9: Drugs and Medical Supplies

Table of Contents Change: Yes

- The policy material covered by **Policy Directive #02-2007 VR Sponsorship of Prescription Pain Medications** is moved to this section and there is a change to reflect that
<table>
<thead>
<tr>
<th>Section</th>
<th>Change Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-16-15: Physical Capacity Assessment (PCA)/Functional Capacity Evaluation (FCE)</td>
<td>This is a new subsection under <strong>SECTION 2-16 Physical Restoration</strong>.</td>
</tr>
<tr>
<td>Table of Contents Change: Yes Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td><strong>Section 2-18: Modifications</strong></td>
<td>All topics related to modifications are brought under this new <strong>SECTION</strong> in the following manner: <strong>2-18-1: Residence Modifications, 2-18-2: Vehicle Modifications and 2-18-3: Worksite Modifications</strong>. The definitions that apply to all modification projects as a whole are covered in the introductory part of <strong>SECTION 2-18</strong>.</td>
</tr>
<tr>
<td>Table of Contents Change: Yes Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td><strong>2-19-7: Work Hardening</strong></td>
<td>This overall policy is obsolete and is removed, except for the <strong>Physical Capacity Assessment PCA/Function Capacity Evaluation FCE</strong> that will be covered in a new subsection.</td>
</tr>
<tr>
<td>Removed from Table of Contents and Index</td>
<td></td>
</tr>
</tbody>
</table>
| **2-20-9: On-The-Job Training (OJT)** | Section is revised, following closeout of ARRA funding with major points of change as follows:  
- Service is not subject to financial need.  
- Requires Unit Manager / Facility Director’s Approval  
- Employer to contribute a minimum of 25% of total wage plus all applicable employer taxes  
- No advancing of funding to employers, only reimbursement of share of employer’s documented expenditures  
- Statewide budget established for OJT & Internships  
- Corresponding forms DVR-7010, 7012, and 7014 revised  
- CRPs will no longer receive reimbursement for coordinating OJTs |
| Table of Contents Change: Yes Index Change: No |
| **2-20-10: Internships** | This is a new section as it is a new service, following closeout of ARRA funding with major points of change as follows:  
- Service is not subject to financial need.  
- Internships shall not exceed 4 months.  
- Requires Unit Manager / Facility Director’s Approval  
- Internship site to be reimbursed 100% of wage and |
| Table of Contents Change: Yes Index Change: Yes |
employment taxes.

- Advancement of funds an exception for extenuating circumstances of employer to be approved by Chief of Policy in advance.
- Statewide budget established for Internships & OJT
- As a piloted service effective 10-1-11 through 9-30-2012, Internships for High School students will be offered under appropriate circumstances.
- Corresponding forms DVR-7003, 7004, 7006, and 7016 revised.

<table>
<thead>
<tr>
<th>2-20-11: Work Adjustment Training</th>
<th>Service is no longer subject to financial needs; however is subject to comparable benefits.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2-20-12: Work Adjustment Job Coaching</th>
<th>Service is no longer subject to financial needs or comparable benefits.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
</tbody>
</table>

| Section 2-21: Transportation, 2-21-2: Private Conveyance, and 2-22-3: Repairs | - The contents of *Policy Directive #01-2008 Transportation – Revision to Rate for Sponsorship of Private Mileage* (revising the rate of payment for private conveyance to the current IRS mileage rate, and increasing the maximum program rate for Transportation to $12,000) is now covered under **SECTION 2-12 TRANSPORTATION**, and **2-21-2 Private Conveyance**.
| Table of Contents Change: Yes        | - The policy on vehicle repairs is revised with the provision that “At the discretion of the counselor, request may be made to the policy office to conduct a DMV background check before agreeing to sponsorship of repairs.|
| Index Change: Yes                    |                                                                         |

<table>
<thead>
<tr>
<th>NC DVR Prescription Narcotic Pain Medication Contract</th>
<th>Is now an entry in the Volume I Appendix as a supplement to <strong>2-16-9 Drugs and Medical Supplies</strong> (filed alphabetically)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Index Change: Yes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form DVR-0309 – Computer Purchase Request</th>
<th>Is now an entry in the Volume I Appendix as a supplement to <strong>2-5-2 Computers</strong> (filed alphabetically)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td><strong>Durable Medical Equipment: Purchase Procedures – Chart A, and Durable Medical Equipment: Purchase Procedures – Chart B</strong></td>
<td>These two charts, also found in <em>Independent Living Volume VIII</em> are new entries in the Volume I Appendix (filed alphabetically)</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Index Change: Yes</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I

From: Neil Mac Britt – Chief of Policy

Date: September 19, 2011

Re: Volume I – Chapters 1, 3 and 4 Revisions; Deletion of Chapter 9

TRANSMITTAL #04-2011

<table>
<thead>
<tr>
<th>Section or Subsection</th>
<th>Comments on Revisions to be Effective 10-01-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10: Unused Equipment</td>
<td>This policy is deleted. The information and procedures are obselete. It is to be deleted from the Table of Contents and Index as well.</td>
</tr>
</tbody>
</table>
| Table of Contents Change: Yes  
Index Change: Yes | |
| Section 1-10: Repossession, Storage and Disposal of Equipment | This new section replaces 1-10 Unused Equipment. |
| Table of Contents Change: Yes  
Index Change: Yes | |
| 3-6-1: Physical Conditions | The following provision related to eligibility for services from Policy Directive #04-07 Physical Restoration and Physical Conditions is relocated to this section: |
| Table of Contents Change: No  
Index Change: No | If all that an individual requires is payment/sponsorship of a medical service, then the individual is not eligible for VR |
services. The counselor must always question whether the individual meets VR eligibility in requiring a program of VR services (meaning, are the skills, resources, and supportive counseling provided by a qualified VR counselor needed?). This does not apply to individuals who because of the nature of their disabilities require permanent assistive devices, rehabilitation technology, or ongoing on-the-job supports (examples – hearing aid, wheelchair, home or worksite modifications, etc.).

| 3-11-1: Financial Statement | This section is revised with the addition of two new worksheets to be used in documenting the income of all applicable family members.  
Financial Needs Worksheet A should be completed and document the income of all applicable family members. Income documented on Financial Needs Worksheet A can include: wages, SSI/SSDI (for other family members), pensions, commodities sold and other type's income including interest, stock, inheritances, etc. Worksheet B should be completed if tax returns are used to document income.  
Additionally, under the subheading (A2) ALLOWED DEDUCTIONS – Medical Expenses, the following statement is added:  
Vision and Dental insurance premiums are allowed; however, do not deduct optional health insurance premiums including flexible spending accounts, disability, cancer or long term care. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapter 4 – VR Comprehensive Assessment</strong></td>
<td>The title of <strong>CHAPTER 4</strong> is changed from REHABILITATION NEEDS ASSESSMENT to VR COMPREHENSIVE ASSESSMENT. Additionally, a brief introduction to the Chapter is included.</td>
</tr>
<tr>
<td><strong>Section 4-1: Timeliness of the Comprehensive Assessment</strong></td>
<td>The material covered by Policy Directive #1-05 – Status 10 (Timeliness of the Comprehensive Assessment) is moved to this section which replaces <strong>SECTION 4-1: IL NEEDS ASSESSMENT</strong>.</td>
</tr>
<tr>
<td><strong>Section 4-2: Comprehensive Assessment – General Guidelines</strong></td>
<td>The title of this section is revised to address general guidelines of the comprehensive assessment.</td>
</tr>
<tr>
<td><strong>4-2-1: Comprehensive</strong></td>
<td>This is a new subsection to cover the comprehensive</td>
</tr>
<tr>
<td>Assessment and Presumption of Eligibility</td>
<td>assessment specifically as it relates to presumption of eligibility.</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>4-2-2: Types of Assessment Information and Methods for Determining Rehabilitation Needs</td>
<td>This subsection is added to better organize the components of the comprehensive assessment. There are no changes in the content or policy.</td>
</tr>
<tr>
<td>4-2-3: Record of Service Documentation</td>
<td>This section is simply renumbered from 4-2-1 to 4-2-3.</td>
</tr>
<tr>
<td>Chapter 9 – Centers for Independent Living (CIL)</td>
<td>Chapter 9 and its contents are deleted from Volume I. This topic is covered in Chapter 8 of Volume VIII – Casework and Service Delivery Policy for the Independent Living Program.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I

From: Neil Mac Britt, Chief of Policy

Date: September 19, 2011

Re: Volume I – Appendix Revisions and Deletions

TRANSMITTAL #05-2011

<table>
<thead>
<tr>
<th>Appendix Item</th>
<th>Revisions – Effective 10-01-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Durable Medical Equipment: Purchase Procedures – Chart A, and Durable Medical Equipment: Purchase Procedures – Chart B</td>
<td>These two charts, also found in <em>Independent Living Volume VIII</em>, are new entries in the Volume I Appendix (filed alphabetically)</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td>Index Change: No</td>
</tr>
</tbody>
</table>

| Form DVR-0309 – Computer Purchase Request | Is now an entry in the Volume I Appendix as a supplement to *2-5-2 Computers* (filed alphabetically) |
| Table of Contents Change: Yes | Index Change: No |

<p>| Mental Retardation | All references of ‘Mental Retardation’ have been changed to ‘Intellectual Disability’ in accordance with Rosa’s Law |
| Table of Contents Change: Yes | Index Change: Yes |</p>
<table>
<thead>
<tr>
<th><strong>NC DVR Prescription Narcotic Pain Medication Contract</strong></th>
<th>Is now an entry in the Volume I Appendix as a supplement to <strong>2-16-9 Drugs and Medical Supplies</strong> (filed alphabetically)</th>
</tr>
</thead>
</table>
| Table of Contents Change: Yes  
Index Change: Yes |                                                                                                  |
| **Memorandum – Revised Rehabilitation Counselor II Process – Removal of the Written/Oral Examination from the RC II Process** | Deleted from appendix. The contents of this memorandum are now a part of the Rehabilitation Counselor II policy. |
| Table of Contents Change: Yes  
Index Change: No |                                                                                                  |
| **Rehabilitation Counselor II Process** | As an additional reference for Volume I, the **Rehabilitation Counselor II Policy** in its entirety is added to the appendix. This policy is also found on the Human Resources Webpage. |
| Table of Contents Change: Yes  
Index Change: No |                                                                                                  |
| **St. Andrews Presbyterian College** | Deleted from appendix |
| Table of Contents Change: Yes  
Index Change: Yes |                                                                                                  |
| **Supplements to PAS Policy** | Deleted from appendix |
| Table of Contents Change: Yes  
Index Change: Yes |                                                                                                  |
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt, Chief of Policy
Date: September 19, 2011
Re: TRANSMITTAL #06-2011 Volume I – Revisions to Policy Directives Section

<table>
<thead>
<tr>
<th>Policy Directives That Are Obsolete</th>
<th>Effective 10/01/2011 Policy Material Has Been Moved To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>#02-2004 – Durable Medical Equipment</td>
<td>2-5-3: Durable Medical Equipment</td>
</tr>
<tr>
<td>#03-2006 Expansion of Types of Psychotherapy Providers</td>
<td>2-13-1: Psychotherapy</td>
</tr>
</tbody>
</table>
| #02-2007 VR Sponsorship of Prescription Pain Medications | 2-16-9: Drugs and Medical Supplies  
Additionally, there is a change in the policy to reflect that it addresses prescription “narcotic” pain medications instead of simply “pain” medications.  
Is now found in the appendix. |
| NC DVR Presciption Narcotic Pain Medication Contract | |
| #01-2005 Status 10 | Section 4-1: Timeliness of the Comprehensive Assessment |
| #01-08 Transportation – Revision to Rate for Sponsorship of Private Mileage | SECTION 2-21: Transportation, and 2-21-2: Private Conveyance |
| #03-2007 Morbid Obesity/Clinically Severe Obesity/Surgery for Clinically Severe Obesity | 2-16-1: Morbid Obesity – Medically Managed Weight Loss Programs and Surgical Intervention |
| #04-2007 Physical Restoration | The following portions of this directive are now found under **SECTION 2-16: PHYSICAL RESTORATION**: 1) physical restoration as a “substantial” vocational rehabilitation service, and 2) guidelines regarding anticipated duration of medical treatment. Additionally, the last paragraph under the subheading “Physical Restoration as a Substantial Vocational Rehabilitation Service” (in the directive) is now found under 3-6-1: Physical Conditions. |
| #05-2007 Secondary Restoration Issues Accompanying a Chronic Impairment | 2-16: Physical Restoration |
| #03-2004 Psychotherapy Sessions | 2-13-1: Psychotherapy Additionally, the number of psychotherapy sessions that Counselors may approve (without approval) has been increased from 12 to 24 sessions. |
| #04-2008 Revisions to Equipment Purchases for Postsecondary Training and Placement | 2-5-2: Computers |
MEMORANDUM

To: All Staff Assigned Volume I

From: Neil Mac Britt – Chief of Policy

Date: February 1, 2012

Re: Volume I – Appendix Revisions/Additions

TRANSMITTAL #01-2012

The following appendix items are new and will be effective February 15, 2012.

<table>
<thead>
<tr>
<th>Appendix Item</th>
<th>Comments - Effective Immediately</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morbid Obesity/Clinically Severe Obesity – Determination of Impairment and Impediments for Eligibility</td>
<td>Is now an entry in the Volume I Appendix (filed alphabetically). It covers the impairment and impediments component for determining eligibility based upon morbid obesity. The physical restoration services related to addressing morbid obesity are now covered in 2-16-1 Morbid Obesity – Medically Managed Weight Loss Programs and Surgical Intervention.</td>
</tr>
<tr>
<td>Residence Modification General Guidelines</td>
<td>Is now an entry in the Volume I Appendix as a supplement to 2-18-1 Residence Modifications (filed alphabetically). The intended purpose of these guidelines is to provide clear direction for staff and help them uniformly apply these standards in the planning and provision of residence modification services, thereby allowing funds to be appropriately used to benefit the greatest number of customers.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I

From: Neil Mac Britt – Chief of Policy

Date: February 1, 2012

Re: Interim Policy and Procedure Directive #01-2012 – Self Employment

TRANSMITTAL #02-2012

Effective 02/15/2012, Interim Policy and Procedure Directive #03-2010 will be marked as obsolete and replaced by Interim Policy and Procedure Directive #01-2012.

Summary of Changes – Effective 02/15/2012:

<table>
<thead>
<tr>
<th>Section</th>
<th>Sub-Section</th>
<th>Brief Description of Change</th>
<th>Specific Language Added or Changed in Policy</th>
</tr>
</thead>
</table>
| Section II – Scope and Conditions of Support | Scope of Support | Don’t Support Network or Pyramid Marketing | Add:  
• is a network or pyramid marketing business in which a portion of the earnings are based on the recruitment of downline representatives |
| Section II – Scope and Conditions of Support | Scope of Allowable Purchases | Try Always to Buy Commercial Grade Equipment | Add:  
- purchase of less than commercial grade equipment when commercial grade alternatives are available |
| Section II – Scope and Conditions of Support | Scope of Allowable Purchases | Don’t Pay for Structural or Utility Upgrades on Leased Properties | Add:  
- costs to correct structural or utility deficiencies on leased properties |
| Section III – Successful Self-Employment Outcomes | Document Goal on IPE and include a Goal for Clients not Receiving SSI/SSDI | | Add:  
- In first sentence add a final clause “…and document the agreement on the IPE.”  
- For clients not receiving SSI/SSDI:  
  3. Goal of self-employment is to achieve employment that is compatible with a client’s impairment and which allows for financial independence. |
| Section III – Successful Self-Employment Outcomes | Measure Owner’s Draw or Salary, not Profits | | Change:  
- The outcome consists of a monthly owner’s draw or salary amount and the length of time this amount will be maintained, which must be for a minimum of 90 consecutive days. |
| Section IV – Roles and Responsibilities | Include Business Relationship Representatives | | Add:  
- Business Relationship Representative:  
  - Provide input as requested into the feasibility of the business  
  - Use contacts in community to support client’s business as needed |
| Section IV – Roles and Responsibilities | Include Assistive Technology and Rehabilitative Engineers | | Add:  
- Program Specialist for Assistive Technology and Rehabilitative Engineer:  
  - Provide input and assistance as required into the feasibility and management of technical equipment and site modification |
| Section V – Self-Employment Evaluation and Direction Setting (SEEDS) | Preliminary Business Assessment | Notify Small Business Specialist Early in SEEDS Process | Add:  
- The Counselor notifies the Small Business Specialist once the client is ready to enter the Fit Evaluation. |
<table>
<thead>
<tr>
<th>Section V – Self-Employment Evaluation and Direction Setting (SEEDS)</th>
<th>The Fit Evaluation</th>
<th>Include a Psychological Referral Form</th>
<th>Add:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>• The Counselor provides the psychologist the Psychological Evaluation for Self-Employment Referral Form included as Attachment D, adding to the standard questions any additional information about the client or the business that would assist in the evaluation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section V – Self-Employment Evaluation and Direction Setting (SEEDS)</th>
<th>The Fit Evaluation</th>
<th>Allow Unit Manager to Waive Psychological Evaluation</th>
<th>Add:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Based on the nature of the client’s disability, and the judgment of the unit manager, the psychological evaluation requirement can be waived.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section V – Self-Employment Evaluation and Direction Setting (SEEDS)</th>
<th>The Fit Evaluation</th>
<th>Remove the Separate Entrepreneurial Traits Evaluation and Tools from the Personality Fit</th>
<th>Remove:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>• The second evaluation of entrepreneurial skills and the selection of evaluation tools.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section V – Self-Employment Evaluation and Direction Setting (SEEDS)</th>
<th>The Fit Evaluation</th>
<th>Include Entrepreneurial Traits in Vocational Evaluation</th>
<th>Change:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>• The business management skills include knowledge of and experience in finance and accounting, marketing and sales, customer service, and planning, <em>along with entrepreneurial traits</em>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section V – Self-Employment Evaluation and Direction Setting (SEEDS)</th>
<th>The Fit Evaluation</th>
<th>Have Clients Request Their Own Credit Report and Score</th>
<th>Add:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>• To meet the first objective, the client will order his/her credit report and score at <a href="https://www.annualcreditreport.com/cra/index">https://www.annualcreditreport.com/cra/index</a>. The credit report is free and there is a minimal cost for the score, and both can be ordered at this web site from any of the three affiliated credit agencies. This provides DVRS with the information to judge whether or not the client has responsibly managed his/her finances in the past.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section V – Self-Employment Evaluation and Direction Setting</th>
<th>The Feasibility Evaluation</th>
<th>Require a Formal Evaluation of the Business</th>
<th>Add:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>• For clients pursuing Supported Self-Employment, the completeness, quality and commitment of the</td>
</tr>
<tr>
<td>(SEEDS)</td>
<td>Support Network for Supported Self-Employment</td>
<td>business support network will be a major focus in the Feasibility Evaluation. The Business Structure and Organization section of the business plan must include a complete analysis of the support needed by the client to successfully operate the business, including the skills and experience of the people, their reliability and commitment, and the ability of the support people to function well as a team.</td>
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<tr>
<td>Add:</td>
<td></td>
<td>The Investment Agreement in Section D includes the Division’s Security Agreement which outlines the client’s obligations to the Division for the items purchased. Section D also requires the Unit Manager to file a UCC-1 for all items over $1,500.</td>
<td></td>
</tr>
<tr>
<td>Attachments</td>
<td>Attachment B SEEDS Rating Process</td>
<td>Use Credit Report and Score to Identify Pattern of Financial Responsibility</td>
<td></td>
</tr>
<tr>
<td>Change:</td>
<td></td>
<td>Remove link between specific credit scores and SEEDS ratings and add: What does the credit report tell us about the client’s history of managing money? Are any delinquent accounts or collection agency contacts part of an overall chronic pattern, or can you explain these in the context of the client’s impairment?</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I

From: Neil Mac Britt – Chief of Policy

Date: June 29, 2012

Re: Interim Policy and Procedure Directive #02-2012 – Self-Employment

REVISIONS

TRANSMITTAL #03-2012

Effective July 15, 2012 Interim Policy and Procedure Directive #01-2012 will be marked as obsolete and replaced by Interim Policy and Procedure Directive #02-2012.

Summary of Changes

Attached is a revised copy of the Self-Employment Directive for your review. The majority of the changes in this revision are minor clarifications and additions to procedures, adjustments to the format and edits of grammar and syntax. The substantive changes are as follows:

- A new Vocational Evaluation Referral Form (see Attachment E)
- Spelling out requirements for brand specific purchases and supplier specific sourcing (see section titled Division Purchasing Packet)
MEMORANDUM

To: All Staff Assigned Volume I

From: Neil Mac Britt – Chief of Policy

Date: September 14, 2012

Re: Interim Policy and Procedure Directive #03-2012: Instructions for handling milestone job development payments for authorization payment CRP programs

TRANSMITTAL #04-2012

The following is a summary of the policy directive which becomes effective October 1, 2012:

- Shift from hourly rate of payment to milestone payment for Job development services provided by authorization payment system CRP programs
- Shift from 85 hours between supplemental evaluation and job development for authorization based CRP services to a limit of 25 hours for supplemental evaluation (exceeding 25 hours requires manager approval). The job development will be paid through the milestone rate.
- 26 closure payment for SE services provided by authorization payment system CRP programs.
- Establishing a milestone rate of payment for the job development phase of work adjustment job coaching (WAJC) services and limiting the amount of time which can be billed for job training
- The addition of a milestone payment request form
- Milestone payments for multiple placements
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: October 18, 2012
Re: Revisions to Volume I – Revised Policies on Internships, Transfer of Cases and Unit Manager/Facility Director Approval

TRANSMITTAL #05-2012

<table>
<thead>
<tr>
<th>Section or Subsection</th>
<th>Comments on Revisions to be Effective 11/01/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsection 1-2-2: Responsibilities of the Transferring Counselor and 1-2-3: Responsibilities of the Receiving Counselor</td>
<td>Clarification of policy</td>
</tr>
<tr>
<td>Table of Contents Change: No Index Change: No</td>
<td></td>
</tr>
<tr>
<td>Section 1-20: Unit Manager/Facility Director Approval</td>
<td>Addition of OJT, Internships, Supported Employment supplemental evaluation exceeding 25 hours, Job Development for Supported Employment and WAJC beyond the third placement.</td>
</tr>
<tr>
<td>Table of Contents Change: No Index Change: No</td>
<td></td>
</tr>
<tr>
<td>Subsection 2-20-10: Internships</td>
<td></td>
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<tr>
<td>-------------------------------</td>
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<tr>
<td>Table of Contents Change: No</td>
<td></td>
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<tr>
<td>Index Change: No</td>
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</tbody>
</table>

**Summary of changes:**

No exceptions for advancement of wages; Reimbursement of wages only, excluding all necessary payroll taxes; Extended the special provisions for Internships for High School Students to 9/30/2013.

Additionally, several forms were eliminated that are no longer required; The policy office stopped granting exceptions for advancement of wages in July. The policy now references internship funds sponsored by the Division as a “stipend”, instead of “wages”.

MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: February 25, 2013
Re: Interim Policy and Procedure Directive #01-2013: Staff Use of Social Media

TRANSMITTAL #01-2013

The purpose of this Directive is to address the use of Social Media and Social Networking Sites by Division staff, specifically communications with active consumers of the Division. This Directive was developed in accordance with the broader DHHS Policy on Social Networking/ Social Media Sites and with the Division’s policy on Confidentiality of Client Information (Volume I and VIII) and is effective immediately.
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: June 13, 2013
Re: Interim Policy and Procedure Directive #02-2013: 1281 Budget Suspension

TRANSMITTAL #02-2013

The purpose of this Directive is to notify staff regarding the suspension of the 1281 budget effective July 1, 2013. Procedures for handing current authorizations and invoices are provided. The Directive also provides guidelines for authorizing future VR/IL Concurrent Cases.

Reference: 1-12 VR/IL Concurrent Records of Service; 2-15-1 Personal Assistance Services
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: June 13, 2013
Re: Revised Sections 1-12: VR/IL Concurrent Records of Service and 2-15: Personal Assistance Services

TRANSMITTAL #03-2013

<table>
<thead>
<tr>
<th>Section or Subsection</th>
<th>Comments on revisions to be effective July 1, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section: 1-12: VR/IL Concurrent Records of Service</strong></td>
<td>Policy is revised to explain in greater detail the responsibilities of the VR and IL counselor in concurrent records of service. Also, the revised policy removes the reference to the 1281 budget since this budget has been suspended.</td>
</tr>
<tr>
<td>Table of contents change: No</td>
<td></td>
</tr>
<tr>
<td>Index change: No</td>
<td></td>
</tr>
<tr>
<td><strong>Section: 2-15: Personal Assistance Services</strong></td>
<td></td>
</tr>
<tr>
<td>Table of contents change: No</td>
<td></td>
</tr>
<tr>
<td>Index change: No</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: July 1, 2013
Re: Revisions to Volume I

TRANSMITTAL #04-2013

<table>
<thead>
<tr>
<th>Section or Subsection</th>
<th>Comments on Revisions (Eff. Immediately)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section: 1-4: Client Assistance Program</strong></td>
<td>Clarification on signed consent</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td><strong>Subsection: 1-8-3: Residence</strong></td>
<td>Clarification of policy regarding services provided by two States</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td><strong>Section: 1-11: Invoice Processing</strong></td>
<td>Deletion of Cancer Control Program (program no longer exists)</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td><strong>Section: 2-18: Modifications</strong></td>
<td>Clarification of policy regarding DMV Reviews (Definitions section)</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td>Section or Subsection</td>
<td>Comments on Revisions (Eff. Immediately)</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td><strong>Subsection: 2-18-1: Residence Modifications</strong></td>
<td>Added cross reference to Appendix Entry: Residence Modification General Guidelines</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td><strong>Subsection: 2-20-11: Work Adjustment Training</strong></td>
<td>Clarification of policy: Added examples of services in support of work adjustment training</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td><strong>Subsection: 3-11-1: Financial Statement</strong></td>
<td>Under Section B. Allowable Net Monthly Income: Removed dollar amount</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: July 1, 2013
Re: Revisions to Volume I Appendix

TRANSMITTAL #05-2013

<table>
<thead>
<tr>
<th>Appendix Entry</th>
<th>Comments on Revisions (Eff. Immediately)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home Based Employment – NTI</strong></td>
<td>New appendix entry regarding information on Home Based Employment</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td><strong>Learning Disability</strong></td>
<td>Clarifies that Broad scores must be used rather than individual subtest scores on achievement tests</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
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</tr>
</tbody>
</table>


MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: July 1, 2013
Re: Interim Policy and Procedure Directive #03-2013:
Discontinuation of Division Contributions Towards Vehicles for Clients

TRANSMITTAL #06-2013

<table>
<thead>
<tr>
<th>Section or Subsection</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsection 2-22-1: Purchases</td>
<td>Effective immediately, the Division will no longer contribute towards the cost of vehicle purchases (the base vehicle chassis) for vehicle modifications. The Division will continue to assist with the costs for required adaptive modifications of client/family owned or client/family leased to purchase vehicles subject to the client meeting the financial needs test</td>
</tr>
</tbody>
</table>

Table of Contents Change: Yes
Index Change: Yes
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: October 3, 2013
Re: Interim Policy and Procedure Directive # 04-2013:
    Measures to Reduce Service Expenditures due to Federal Shutdown

TRANSMITTAL #07-2013

Due to cash flow management concerns related to the recent Federal shutdown of unknown duration, the Division is implementing immediate measures to reduce service expenditures. Procedures for handling invoices for certain services are addressed, and reductions in certain services are outlined.

It is imperative that the changes outlined in this directive are implemented immediately. These changes apply to all current and future cases.
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: October 17, 2013
Re: Interim Policy and Procedure Directive #05-2013:


TRANSMITTAL #08-2013

The Policy Directive issued October 08, Interim Policy and Procedure Directive #04-2013 Measures to Reduce Service Expenditures due to Federal Shutdown, is cancelled effective today. The Division will return to its normal business operations immediately.
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: November 15, 2013
Re: Revisions to Volume I

TRANSMITTAL #09-2013

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 1-16: Medical Consultation</strong></td>
<td>Removes references to Unit Medical consultant</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td><strong>2-5-5: Telecommunicative Devices</strong></td>
<td>Explains that EDS is not a comparable benefit for Telecommunicative devices</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td><strong>2-16-2: Hearing Aids</strong></td>
<td>Explains that EDS is not a comparable benefit for hearing aids</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td><strong>2-20-10: Internships – (pilot project)</strong></td>
<td>Removes language regarding pilot for students</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td>Section/Subsection or Appendix Item</td>
<td>Comments on Revisions</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td><strong>Appendix Item: Learning Disability</strong></td>
<td>Clarifies “Broad Written Language” used as part of eligibility decisions</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
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<tr>
<td>Index Change: No</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I  
From: Neil Mac Britt – Chief of Policy  
Date: April 24, 2014  
Re: Interim Policy and Procedure Directive #01-2014: Durable Medical Equipment and Supplies

TRANSMITTAL #01-2014

This directive describes new procedures for the purchase of durable medical equipment and replaces material currently found under 2-5-4: Procedures to Purchase Durable Medical Equipment. At BEAM go-live, this directive will be replaced by permanent policy on purchase of DME that will contain guidance and procedures that are specific to the BEAM RFQ process. This directive is effective immediately.
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: April 24, 2014
Re: Revisions to Volume I

TRANSMITTAL #02-2014

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 2-20-10: Internships</td>
<td>The policy is revised to address the new form “Internship Unemployment Insurance Tax Exemption”. This form must be completed and signed by the counselor, client and Internship Supervisor. It clarifies that employers who accept individuals for internship work experiences should not report these individuals as employees, or report these individuals on the quarterly NC Unemployment Insurance 101 report. Clients are not eligible for unemployment insurance coverage for wages funded through the Division’s internship service.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td>Index Change: Yes</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: June 16, 2014
Re: Revisions to Volume I

TRANSMITTAL #03-2014

Effective: July 1, 2014

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 1-11 Invoice Processing</strong></td>
<td>Explains that overpayments are now called authorization adjustments. Supervisor approval is needed when the amount billed is 10% or more of the initially authorized amount.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td><strong>Section 1-12 VR/IL Concurrent Records of Service</strong></td>
<td>Policy is revised to correspond with changes in form names and to identify “Information &amp; Referral” as the planned service to be selected in concurrent records of service.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td><strong>Section 1-13 Client Signatures</strong></td>
<td>Explains the use of electronic signatures.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td><strong>Section 1-14 Imprest Cash</strong></td>
<td>Clarifies procedures for utilizing imprest cash.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td>Section 1-17 Case Service Authorizations</td>
<td>Defines pre-planned, planned and authorizations to client.</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>----------------------------------------------------------------</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td>Section 1-20 Supervisor Approval</td>
<td>Explains that all supervisors have the same role in the Electronic Case Management system. Clarifies services requiring Supervisor approval and where the approval must occur (plan vs. authorization).</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Section 2-2-2 Policy Exceptions</td>
<td>Clarifies role of Supervisors.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td>Section 2-5 Equipment</td>
<td>Numerous updates including the addition of definitions, procedural changes to the purchase of DME, the bidding/RFQ process and approvals required.</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Section 2-16-9 Drugs and Medical Supplies (Prescription and Non-Prescription)</td>
<td>Clarifies that approval is required to purchase narcotics in excess of three prescriptions.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
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</tr>
<tr>
<td>Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Section 3-1 Timelines for Eligibility</td>
<td>Eligibility Extensions cannot exceed 60 days.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td>Section 3-3 Trial Work and Extended Evaluation</td>
<td>Clarifies language specific to BEAM.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td>Section 3-4 Case Status Codes</td>
<td>Updates new status codes including 06, 18, 20, 22.</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td>Index Change: No</td>
</tr>
<tr>
<td>Section 3-5-2 Referrals</td>
<td>Clarifies policy regarding criminal background checks and how they are processed in Beam.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td>Index Change: No</td>
</tr>
<tr>
<td>Section 3-5-3 Timeliness of the Application Process</td>
<td>Includes procedures for parental/guardian consent in the application process.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td>Index Change: No</td>
</tr>
<tr>
<td>Section 3-5-4 Procedures to Enter Applicant Status</td>
<td>Includes procedures for parental/guardian consent in the application process.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td>Index Change: No</td>
</tr>
<tr>
<td>Section 3-6 Eligibility for VR</td>
<td>Combines the eligibility and SD process. Updates definitions for functional capacity limitations for SD/MSD determination.</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td>Index Change: Yes</td>
</tr>
<tr>
<td>Section 3-7 Order of Selection for Services for the VR Program</td>
<td>Eliminates Category 6; section number change</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td>Index Change: No</td>
</tr>
<tr>
<td>Section 3-8 Eligibility for IL</td>
<td>Section number change</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td>Index Change: No</td>
</tr>
<tr>
<td>Section 3-9 Priority of Services for the IL Program</td>
<td>Section number change</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
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</tr>
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<td>Table of Contents Change: Yes</td>
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<table>
<thead>
<tr>
<th>Section 3-10 Financial Needs Survey</th>
<th>Clarifications in language specific to BEAM; section number change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 4-2-3 Record of Service Documentation</th>
<th>Explains that impediments populate from eligibility to the rehab needs section of the WRAP. The individual rehab needs should be explained relative to the impediments.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
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<tr>
<td>Index Change: No</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 5-1 IPE General Information</th>
<th>Clarifies when amendments and revisions to the IPE are required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 5-2 Development of the IPE</th>
<th>Explains different types of IPE’s; clarifies different sections of the IPE.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 8-3 Supported Employment Programs</th>
<th>Revised to reflect the new Milestone policy and procedures in Beam.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Section 8-4 Work Adjustment Services</th>
<th>Revised to reflect the new Milestone policy and procedures in Beam.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents Change: Yes</td>
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<td>Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Section 8-5 CRP Fee-for-Service Services</td>
<td>Revised to reflect the new Milestone policy and procedures in Beam.</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
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<td>Index Change: Yes</td>
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</table>

<table>
<thead>
<tr>
<th>Section 8-6 Liaison Counselor Responsibilities</th>
<th>Revised to reflect the new Milestone policy and procedures in Beam.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents Change: Yes</td>
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</table>

<table>
<thead>
<tr>
<th>Section 8-7 CRP Documentation in BEAM Case Management System</th>
<th>Revised to reflect the new Milestone policy and procedures in Beam.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents Change: Yes</td>
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<td>Index Change: Yes</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Appendix – DSM-5</th>
<th>Highlights of changes from DSM-IV-TR to DSM-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
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<tr>
<td>Index Change: No</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Appendix – Durable Medical Equipment Purchase Procedures – Charts A &amp; B</th>
<th>Revised to show process in Beam.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents Change: No</td>
<td>Revised to show process in Beam.</td>
</tr>
<tr>
<td>Index Change: No</td>
<td>Revised to show process in Beam.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Appendix – NC DVR Prescription Narcotic Pain Medication Contract</th>
<th>Clarifies that approval is required to purchase narcotics in excess of three prescriptions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents Change: No</td>
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<tr>
<td>Index Change: No</td>
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<table>
<thead>
<tr>
<th>Appendix – PUR</th>
<th>Obsolete/Deleted</th>
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<td>Obsolete/Deleted</td>
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<tr>
<td>Index Change: Yes</td>
<td>Obsolete/Deleted</td>
</tr>
<tr>
<td><strong>Appendix – SUR</strong></td>
<td>Obsolete/Deleted</td>
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<tr>
<td>Table of Contents Change: Yes</td>
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<tr>
<td>Index Change: Yes</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Appendix – VR Closure Process Guide</strong></th>
<th>Details procedures to follow to close cases.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Index Change: Yes</td>
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</tr>
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</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: June 16, 2014
Re: Interim Policy and Procedure Directive #02-2014:
Excess Income “Workaround” in BEAM

TRANSMITTAL: #04-2014

Effective: July 1, 2014

This directive explains procedures needed in order to authorize above the amount listed in estimated Agency expenditures when there is excess income.
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: June 16, 2014
Re: Interim Policy and Procedure Directive #03-2014:
BEAM Service Structure and Service Selection

TRANSMITTAL: #05-2014

Effective: July 1, 2014

This directive explains how services are set up in BEAM.
MEMORANDUM

To:        All Staff Assigned Volume I
From:      Neil Mac Britt – Chief of Policy
Date:      June 26, 2014
Re:        Interim Policy and Procedure Directive #04-2014:
           Workaround Procedure for Classifying a Client as Non-SD Category 5 – Order of Selection

TRANSMITTAL: #06-2014

Effective: July 1, 2014

This Directive describes a temporary workaround procedure that is required for the processing of cases that are non-SD (Order of Selection Category 5).
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: June 30, 2014
Re: Revisions to Volume I: Comparable Benefits

TRANSMITTAL: #07-2014

Effective: July 1, 2014

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 3-10-3: Comparable Benefits</td>
<td>Revised to show process in BEAM.</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
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</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: July 2, 2014
Re: Interim Policy and Procedure Directive #05-2014:
Services Converted from CATS to BEAM

TRANSMITTAL: #08-2014

Effective: Immediately

This directive describes conversion issues from CATS to BEAM and explains the appropriate procedure to follow in such cases.
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: August 1, 2014
Re: Revisions to Volume 1: Section 2-5 - Equipment

TRANSMITTAL: #09-2014

Effective: Immediately

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 2-5: Equipment</strong></td>
<td>Clarifies RFQ process for DME and Non-Medical Equipment purchases</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td><strong>Appendix Items</strong></td>
<td></td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td>• Revisions to flow charts: Durable Medical Equipment Purchase Procedures - Chart A and Durable Medical Equipment Purchase Procedures - Chart B</td>
</tr>
<tr>
<td>Index Change: Yes</td>
<td>• New flow charts for Non-Medical Equipment: Purchase Procedures – Chart A and Non-Medical Equipment: Purchase Procedures – Chart B</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: October 1, 2014
Re: Interim Policy and Procedure Directive #06-2014:
Waiver of Client Signature for SSI/SSDI “Work-Around”

TRANSMITTAL: #10-2014

Effective: Immediately

This policy directive provides guidance on waiving the client signature on the Financial Needs Survey for cases in which SSI/SSDI information was not entered in BEAM during 8/14/2014 and 9/12/2014 for the Financial Category “SSI/SSDI with Comparable Benefits”.

North Carolina Department of Health and Human Services
Division of Vocational Rehabilitation Services

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS

Elizabeth W. Bishop
Division Director

www.ncdhhs.gov • www.ncdhhs.gov/dvrs
Voice 919- 855-3500 • Fax 919-733-7968 • TDD 919-855-3579 • Toll Free 800-689-9090
Location: Haywood Building • 805 Ruggles Drive • Raleigh, NC
Mailing Address: 2801 Mail Service Center • Raleigh, NC 27699-2801
An Equal Opportunity/Affirmative Action Employer
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: October 15, 2014
Re: Revisions to Volume I

TRANSMITTAL: #11-2014

Effective: Immediately

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 1-11: Invoice Processing</strong></td>
<td>• Pharmacy Invoices: the prescription drug dispensing fee is automatic and the form is not in Beam but on the DVRS Intranet site</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td>• Invoice Numbering Convention: new system established to identify invoices that have no invoice number</td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td><strong>Section 1-20: Supervisor Approval and Subsection 2-16-9: Drugs and Medical Supplies (Prescription and Non-Prescription)</strong></td>
<td>Exceptions to sponsor more than three prescriptions requires supervisor approval and not Chief of Policy (revised based on service set-up in Beam)</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td>Section/Subsection or Appendix Item</td>
<td>Comments on Revisions</td>
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</tr>
</tbody>
</table>
| **Section 2-5: Equipment**        | • Purchase of equipment (including DME) under $500: Just need one quote (no RFQ)  
                                  | • Changes to Flow Charts (Appendix Entries): DME: Purchase Procedures – Chart B; and Non-Medical Equipment: Purchase Procedures – Chart B  
                                  | • New form was created that is attached to invoices for equipment – this goes to our fiscal services section first for review prior to going to the Controller’s Office for payment  
                                  | • New subsection 2-5-5: Procedures to Purchase Durable Medical Supplies |
| **Subsection 2-16-1: Morbid Obesity – Medically Managed Weight Loss Programs and Surgical Intervention** | Medicaid no longer covers gastric bypass surgery so there is no need to contact Fiscal Services accounting technicians regarding Medicaid status |
| **Section 2-22-2: Repairs**      | Policy on vehicle repairs is revised so that only “one” quote is required for vehicle repairs costing $750 or less. Greater than $750 still requires three quotes. Repairs exceeding $2500 require Chief of Policy approval. |
| Table of Contents Change: Yes    | Index Change: No       |
| Index Change: No                 |                       |
| Table of Contents Change: No     | Index Change: No       |
| Index Change: No                 |                       |
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: October 15, 2014
Re: Interim Policy and Procedure Directive #07-2014: Documents to be Signed and Retained in the Case Record

TRANSMITTAL: #12-2014

Effective: Immediately

This policy directive identifies specific documents that must be printed and maintained in the hard copy case record. All documents that require a client/guardian signature must be printed in their entirety, signed by the client/guardian, and retained in the case record. There are other documents that must be printed and given to the client. For auditing purposes and consistency, these documents should also be copied for the case record.
MEMORANDUM

To: All Staff Assigned Volume I  
From: Neil Mac Britt – Chief of Policy  
Date: December 12, 2014  
Re: Revisions to Volume 1: Community Based Assessment (CBA)

TRANSMITTAL: #13-2014

Effective date: December 12, 2014

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsection 2-23-3: Community Based Assessment (CBA); Subsection 2-23-4: CBA Procedures; Subsection 2-23-5 CBA for Transition Services</td>
<td>The Community Based Assessment policy has been revised to clarify when a CBA can be performed. To summarize, a CBA can be performed as follows:</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td>- Any client can receive job exploration in any status.</td>
</tr>
<tr>
<td>Index Change: No</td>
<td>- Transition-aged youth with an IEP can do job sampling in 02, 06, 10, or 12 if they meet all of the DOL exemptions.</td>
</tr>
<tr>
<td></td>
<td>- Adults with an IPE or a Trial Work Plan (status 06 or 12) can do job sampling with a CRP as long as they meet the DOL exemption standards.</td>
</tr>
</tbody>
</table>
- **Adults in status 10** can do job sampling with a Vocational Evaluator because VR will coordinate wage reimbursement through WorkSource East (so we have essentially made the client an employee).

- **The only unresolved category is the adult in status 10 who needs a CBA conducted by a CRP**. Until we have the capability in BEAM to incorporate an additional pricing tier to channel the client’s wages through the CRP, we have no way of meeting the DOL exemption from the Fair Labor Standards Act which states that the client has to be under a Trial Work Plan, IPE, or IEP when job sampling is conducted without pay.
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: January 7, 2015
Re: Revisions to Volume 1: Orthotics: Subsection 2-16-3; Prosthetics: Subsection 2-16-4; Financial Needs Survey: Subsection 3-10-1

TRANSMITTAL: #01-2015

Effective date: January 7, 2015

<table>
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<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
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</thead>
<tbody>
<tr>
<td><strong>Subsection 2-16-3: Orthotics</strong></td>
<td>• Clarifies that rates are subject to the fee schedule (DMA link) in Volume V.</td>
</tr>
<tr>
<td>Table of Contents Change: <strong>No</strong></td>
<td>• Purchasing procedures and staff responsible (field vs. state office staff) are explained based on the cost of the item.</td>
</tr>
<tr>
<td>Index Change: <strong>No</strong></td>
<td>• There is a new requirement to document the following statement in Counselor Comments on the plan: “Sole source of the vendor is warranted in accordance with Waiver section 01 NCAC 05b.1401 because a particular orthotic appliance is needed”</td>
</tr>
</tbody>
</table>
| Subsection 2-16-4: Prosthetics | • Clarifies that rates are subject to the fee schedule (DMA link) in Volume V.  
• Purchasing procedures and staff responsible (field vs. state office staff) are explained based on the cost of the item.  
• There is a new requirement to document the following statement in Counselor Comments on the plan: "Sole source of the vendor is warranted in accordance with Waiver section 01 NCAC 05b.1401 because a particular prosthetic appliance is needed" |
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<tr>
<td>Table of Contents Change: No</td>
<td>Index Change: No</td>
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</table>

| Subsection 3-10-1: Financial Needs Survey | Policy is revised to require that: Copies of bank account statements (checking and savings), a minimum of 3 months, must be obtained from all applicable family members. The amount in the account must be considered as an asset and recorded in Section D – Available Assets.  
This is part of the Divisions corrective action to the 2013-14 State Audit. |
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<tr>
<td>Table of Contents Change: No</td>
<td>Index Change: No</td>
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</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: January 30, 2015
Re: Interim Policy and Procedure Directive #01-2015: IPS SE Model

TRANSMITTAL: #02-2015

Effective date: February 1, 2015

The purpose of this directive is to provide guidance and procedures regarding the Individual Placement and Support (IPS) Supported Employment (SE) model. Definitions for the various components and milestones are provided, along with specific procedures and documentation requirements.

This model is not currently available statewide. This policy directive only applies to the vendors and coverage areas as follows:

- UNC Center for Excellence in Community Mental Health – Chapel Hill and Alamance
- Easter Seals – Raleigh and Smithfield
- Meridian - Sylva
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: January 30, 2015
Re: Revisions to Volume 1

TRANSMITTAL: #03-2015

Effective date: February 1, 2015

<table>
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<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsection 1-20-1: Rehabilitation Counselor I and Rehabilitation Counselor Trainee</td>
<td>This policy revision allows a Supervisor to enable a counselor with a minimum of six months of employment the discretion to authorize services and authorization revisions up to and including $500 without supervisory approval.</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
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<tr>
<td>Index Change: No</td>
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</tr>
<tr>
<td>Section 3-10-1: Financial Needs Survey</td>
<td>This policy revision allows a Supervisor to add additional line items to Section G of a previously completed FNS in order to increase the overall Estimated Agency Expenditure, increasing the total for which the counselor may authorize. The circumstances must be explained in Extenuating Circumstances section.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
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<td>Index Change: No</td>
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</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: April 1, 2015
Re: Revisions to Volume 1

TRANSMITTAL: #04-2015

Effective Immediately

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<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
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<tbody>
<tr>
<td><strong>Section 1-11: Invoice Processing</strong></td>
<td>• Vendor Signatures: Medical Invoices&lt;br&gt;• Comparable Benefits&lt;br&gt;• Methodology for Paying Medical/Pharmacy Claims&lt;br&gt;• Personal Needs&lt;br&gt;• Pharmacy Invoices&lt;br&gt;• Invoice Numbering Convention&lt;br&gt;• Prior Approval of Unusual Charges</td>
</tr>
<tr>
<td><strong>Table of Contents Change: No&lt;br&gt;Index Change: Yes</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Sub-Section: 2-5-6: Equipment Repairs</strong></td>
<td><strong>Table of Contents Change: Yes&lt;br&gt;Index Change: Yes</strong></td>
</tr>
<tr>
<td><strong>Table of Contents Change: No</strong></td>
<td>Describes purchasing procedures, monetary thresholds and when approval is required</td>
</tr>
<tr>
<td><strong>Index Change: Yes</strong></td>
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</tr>
<tr>
<td>Sub-Section 2-12-1: Personal Needs</td>
<td>Defines services that may be purchased as personal needs and describes purchasing limits for this service.</td>
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<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Table of Contents Change:</strong> Yes</td>
<td><strong>Index Change:</strong> Yes</td>
</tr>
<tr>
<td>Sub-Section 3-10-3: Comparable Benefits</td>
<td>Comparable benefits do not need to be utilized for diagnostic services if required for eligibility or rehab needs planning. COP approval is NOT required for this waiver. Cross reference 1-11 for procedures to document this waiver on authorizations</td>
</tr>
<tr>
<td><strong>Table of Contents Change:</strong> No</td>
<td><strong>Index Change:</strong> No</td>
</tr>
</tbody>
</table>
MEMORANDUM

To:         All Staff Assigned Volume I
From:       Neil Mac Britt – Chief of Policy
Date:       April 1, 2015
Re:         Interim Policy and Procedure Directive #02-2015:
             Changes to Paper-Based Financial Needs Survey (FNS) and
             Completion of the Electronic FNS

TRANSMITTAL: #05-2015

Effective Immediately

Due to revisions to the 1040 tax form by the IRS and changes to North Carolina income
tax withholding percentages, the paper version of the Financial Needs Survey
worksheet, accessible via the agency intranet, has been updated. See directive for
details.
## MEMORANDUM

To: All Staff Assigned Volume I  
From: Neil Mac Britt – Chief of Policy  
Date: April 15, 2015  
Re: Revisions to Volume I

**TRANSMITTAL: #06-2015**

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
</table>
| **Sub-Section 2-5-1: Equipment Purchases for Post-Secondary Training** | **Effective: April 15, 2015**  
Table of Contents Change: No  
Index Change: No  
Updates purchasing procedures, monetary thresholds and when approval is required |
| **Sub-Section 2-5-2: Equipment Purchases for Job Placement** | **Effective: April 15, 2015**  
Table of Contents Change: No  
Index Change: No  
Updates purchasing procedures, monetary thresholds and when approval is required |
| **Sub-Section 2-23-3: Community Based Assessment (CBA)** | **Effective: May 1, 2015**  
Table of Contents Change: No  
Index Change: No  
Clarifies when paid CBAs can be done in status 10 through CRPs. Excluded are secondary students for whom the school has |
coordinated a job sampling site as a part of the student’s Individualized Education Plan (IEP).

<table>
<thead>
<tr>
<th>Sub-Section 2-23-4: Community Based Assessment (CBA) Procedures</th>
<th>Effective: May 1, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Table of Contents Change:</strong> No</td>
<td>Clarifies procedures for completed paid CBAs. Forms have been updated to reflect current policy.</td>
</tr>
<tr>
<td><strong>Index Change:</strong> No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub-Section 8-4-2: Work Adjustment (WA) Performance-Based Funded Program</th>
<th>Effective: May 1, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Table of Contents Change:</strong> No</td>
<td><strong>Vocational Evaluation section:</strong> all vocational evaluations completed by Performance Based Funded CRPs will be paid through an authorization with specific rates.</td>
</tr>
<tr>
<td><strong>Index Change:</strong> No</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: May 15, 2015

TRANSMITTAL: #07-2015

This directive establishes policy around Division sponsorship for students enrolled in post-secondary education programs for students with intellectual or developmental disabilities. This policy directive replaces the Division’s involvement in the Western Carolina University Participant (UP) program, which was a demonstration project that the Division entered into in 2010. This policy should be applied to new students admitted to Western Carolina’s UP program as well as any other non-matriculating programs targeting students with I/DD.

VR Counselors who have clients already enrolled in the WCU UP program, prior to today’s date, and who have not yet completed the program, will receive instructions on how to “grandfather” these students in under the terms agreed upon under the prior demonstration project with WCU UP program.
MEMORANDUM

To: All Staff Assigned Volume I
From: Neil Mac Britt – Chief of Policy
Date: June 17, 2015
Re: Revisions to Volume I

TRANSMITTAL: #08-2015

Effective: July 1, 2015

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1-9: Identification and Verification</td>
<td>Verification of identity and employment eligibility is required prior to developing an IPE. The Identity and Employment Eligibility Verification form must be completed to indicate which documents were used for verification.</td>
</tr>
<tr>
<td>Table of Contents Change: No Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Subsection 3-10-1: Financial Needs Survey</td>
<td>If a client and all applicable family members do not have a bank account, the Bank Account Non-Existence Contract (BANC) form must be completed and signed by the client and VR representative.</td>
</tr>
<tr>
<td>Table of Contents Change: No Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Interim Policy and Procedure Directive #01-2014: Durable Medical Equipment and Supplies</td>
<td>Marked obsolete</td>
</tr>
<tr>
<td>Section/Subsection or Appendix Item</td>
<td>Comments on Revisions</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Interim Policy and Procedure Directive #06-2014: Waiver of Client Signature for SSI/SSDI “Workaround”</td>
<td>Marked obsolete</td>
</tr>
</tbody>
</table>
# Revisions to Self-Employment Directive – Effective July 1, 2015

<table>
<thead>
<tr>
<th>Section</th>
<th>Sub-Title</th>
<th>Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Introduction</td>
<td>Application of the Policy: Unit and State Approvals</td>
<td>Proposals under $2,500 to be reviewed by Small Business Specialist who will assist with a streamlined profitability analysis &amp; other activities as agreed to</td>
</tr>
<tr>
<td>II. Scope and Conditions of Division Support</td>
<td>Scope of Support</td>
<td>Support will be allowed for Single Member Limited Liability Companies, but not for other corporate structures</td>
</tr>
<tr>
<td></td>
<td>Scope of Allowable Purchases</td>
<td>Vehicles no longer included in allowable purchases</td>
</tr>
</tbody>
</table>
| III. Successful Self-Employment Outcomes | Closure Requirements | - Two options given for determining closure based on meeting minimum wage requirement  
| | | - A remedial process added when goal has not been met after 9 months  
| | | - Discussion of closure elsewhere in document consolidated in this section |
| | The SEEDS Ratings | SEEDS ratings reduced from 5 categories to 4, with revised definitions of each numeric rating shown in Tables 2 & 3 |
| | The Self-Employment Corrective Action Plan | - Process added to correct any deficiencies in a SEEDS rating of 3 prior to a final approval of a self-employment application  
| | | - A new “Attachment C” included to document the Corrective Action Plan |
| | The Preliminary Business Assessment | Language added to emphasize brainstorming opportunities when self-employment appears to be best outcome for consumer |
| | Fit Evaluation (Financial Fit) | Use of PASS plan highlighted |
| | Use of Status Codes in the SEEDS Process | Final paragraph added on amending existing plans from traditional employment to self-employment |
| | Site Visits and Vehicle/Trailer Inspections | Final paragraph added to include Rehabilitation Engineer’s inspection of vehicles/trailers |
| V. Self-Employment Evaluation and Direction Setting (SEEDS) | Division Purchasing Information | Instructions added for brand specific and vendor specific requests |
| | The Self-Employment Agreement | Transfers the responsibility for filing UCCs from the unit to the State Office |
| | Business Performance Reports | - Change in frequency of reports from a minimum of one year to 6 months  
| | | - Small Business Specialist rather than Chief of Policy to receive reports |
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: August 21, 2015
Re: Revisions to Volume I

TRANSMITTAL: #09-2015

Effective: September 1, 2015

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsection 1-3-4: Release of Confidential Information Without the Consent of the Client</td>
<td>Revised as a result of a new data sharing agreement with the State Office of Information Technology Services (OITS).</td>
</tr>
<tr>
<td>Table of Contents Change: No Index Change: No</td>
<td></td>
</tr>
<tr>
<td>Subsection 2-20-16: In-School Work Adjustment (ISWA)</td>
<td>Revisions to the max rate, length of time the service can be provided and the development of a rating system for evaluating performance. Forms have also been revised including the Student Agreement and the Student Evaluation Form.</td>
</tr>
<tr>
<td>Table of Contents Change: Yes Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Section/Subsection or Appendix Item</td>
<td>Comments on Revisions</td>
</tr>
<tr>
<td>------------------------------------</td>
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</tr>
<tr>
<td>Subsection 2-20-17: Special Programs for Students with Hearing Loss</td>
<td>Subsection number change only</td>
</tr>
<tr>
<td>Table of Contents Change: Yes Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Subsection 3-5-2: Referrals</td>
<td>Revised as a result of a new data sharing agreement with the State Office of Information Technology Services (OITS).</td>
</tr>
<tr>
<td>Table of Contents Change: No Index Change: No</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: September 18, 2015
Re: Revisions to Volume I

TRANSMITTAL: #10-2015

Effective: October 1, 2015

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subsection 2-20-13: Brain Injury Support Services (BISS) Milestone Programs</strong></td>
<td>BISS is a 5 step milestone contract providing cognitive rehab, case management and employment services. This service is available in Charlotte, Winston-Salem, Raleigh, Greenville and Wilmington</td>
</tr>
</tbody>
</table>

| **Table of Contents Change: Yes** | **Index Change: Yes** |

| **Subsection 2-20-14: Supported Employment** | Subsection number change only |
| **Table of Contents Change: Yes** | **Index Change: Yes** |

<p>| <strong>Subsection 2-20-15: Employment Marketing Skills (Job Seeking Skills)</strong> | Subsection number change only |
| <strong>Table of Contents Change: Yes</strong> | <strong>Index Change: Yes</strong> |</p>
<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subsection 2-20-16: Transition Services from School to Work</strong></td>
<td>Subsection number change only</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td><strong>Subsection 2-20-17: In-School Work Adjustment (ISWA)</strong></td>
<td>Subsection number change only</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td><strong>Subsection 2-20-18: Special Programs for Students with Hearing Loss</strong></td>
<td>Subsection number change only</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td><strong>Section 4-1: Timeliness of the Comprehensive Assessment</strong></td>
<td>The IPE must be developed within 90 days from the date of eligibility unless circumstances beyond the control of the Division require an extension to the required timeframe.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td><strong>Sections/subsections: 1-20-1; 3-3; 3-4; 5-2-1; 6-3; 8-2; VR Closure Process Guide (Appendix)</strong></td>
<td>Amendments to the Rehabilitation Act eliminates options of conducting extended evaluations; also eliminates successful outcomes for homemaker and unpaid family workers. All references to extended evaluations, homemaker and unpaid family workers have been removed from policy.</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td><strong>Interim Policy and Procedure Directive #06-2015: Transition Plan for Existing Status 10 Cases</strong></td>
<td>Explains the process for handling cases that have been in status 10 for 60 days or more.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I  
From: Vicky Miller – Chief of Policy  
Date: November 9, 2015  
Re: Revisions to Volume I

TRANSMITTAL: #11-2015

Effective: Immediately

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 1-14: Imprest Cash Fund</strong></td>
<td>Clarifies reimbursement process and documentation requirements</td>
</tr>
<tr>
<td><strong>Table of Contents Change: No</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Index Change: No</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Section 2-5: Equipment</strong></td>
<td>Terminology change; reference to Client Data Packet checklist</td>
</tr>
<tr>
<td><strong>Table of Contents Change: No</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Index Change: No</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Subsection 2-18-1: Residence Modifications</strong></td>
<td>Updated to reflect changes in Beam; reference to Client Data Packet checklist</td>
</tr>
<tr>
<td><strong>Table of Contents Change: No</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Index Change: Yes</strong></td>
<td></td>
</tr>
<tr>
<td>Section/Subsection or Appendix Item</td>
<td>Comments on Revisions</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Subsection 2-18-2: Vehicle Modifications</td>
<td>Updated to reflect changes in Beam; reference to Client Data Packet checklist</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Subsection 2-18-3: Worksite Modifications</td>
<td>Updated to reflect changes in Beam; reference to Client Data Packet checklist</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Section 3-10-1: Financial Needs Survey</td>
<td>Updated functionality in BEAM renders PD #02-2014 obsolete. The supervisor can add additional line items to Section G in certain circumstances.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: November 16, 2015
Re: Revisions to Volume I: On-the-Job Training (OJT)

TRANSMITTAL: #12-2015

Effective: December 1, 2015

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 2-20-9: On-The-Job Training (OJT)</td>
<td>Simplifies the procedures for conducting OJT by eliminating the need for the Training Receipt Reimbursement (DVR-7012) and Timesheet (DVR-7014).</td>
</tr>
<tr>
<td>Table of Contents Change: No Index Change: No</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: February 2, 2016
Re: Revisions to Volume I

TRANSMITTAL: #01-2016

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 1-1-3: Immediate Family</strong></td>
<td>Effective Immediately:&lt;br&gt;Allows the Regional Director to appoint a designee to determine eligibility for an employee or employee’s family member.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td>Index Change: No</td>
</tr>
<tr>
<td><strong>Section 1-11: Invoice Processing</strong></td>
<td>Effective: 7/1/2015 (retroactively)&lt;br&gt;Clarifies that hospital invoices are graded at a cost no higher than the Medicaid rate.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td>Index Change: No</td>
</tr>
<tr>
<td><strong>Interim Policy and Procedure Directive #01-2016: FNS Allowable Net Monthly Income Table</strong></td>
<td>Effective: 2/15/2016&lt;br&gt;Updates the allowed net monthly income levels based on 2016 Federal Poverty guidelines.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: February 15, 2016
Re: Revisions to Volume I: Section 2-5: Equipment

TRANSMITTAL: #02-2016

Effective: March 1, 2016

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 2-5: Equipment</strong></td>
<td>Revisions to policy and procedures including approval thresholds for the DME Convenience Contract. The DME Purchasing Flow Charts in the Appendix have been updated to include Convenience Contract language.</td>
</tr>
<tr>
<td><strong>Table of Contents Change:</strong> No</td>
<td></td>
</tr>
<tr>
<td><strong>Index Change:</strong> Yes</td>
<td>Equipment definition updated to include examples of tools and lift chairs.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: March 17, 2016
Re: Interim Policy and Procedure Directive #02-2016: Voter Registration

TRANSMITTAL: #03-2016

Effective: April 1, 2016

This new Policy Directive explains procedures required to comply with the National Voter Registration Act (NVRA), including the requirement to offer voter registration at the application process, change of name or address and implementation of post closure services. Requirements for the reporting of voter registration data and retention of records are also addressed.
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: May 1, 2016
Re: Revisions to Volume I

TRANSMITTAL: #04-2016

Effective: May 1, 2016

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 1-11: Invoice Processing</strong></td>
<td>Revised to provide clarification of invoice types and requirements for information.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td><strong>Interim Policy and Procedure Directive #03-2016: Individual Placement and Support (IPS) Service Policy</strong></td>
<td>This policy directive replaces <em>Interim Policy and Procedure Directive #01-2015: IPS SE Model</em> and provides updated policy and service definitions for this service.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: May 16, 2016
Re: Revisions to Volume I

TRANSMITTAL: #05-2016

Effective: June 1, 2016

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1-11: Invoice Processing</td>
<td>Clarifies that when paying a competitive bid or contract rate price secondary to a comparable benefit, VR will pay the difference between the bid/contract rate and comparable benefit payment amount</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Subsection 3-10-3: Comparable Benefits</td>
<td>Describes when comparable benefits must be verified via NC Tracks</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: Yes</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: September 2, 2016
Re: Revisions to Volume I

TRANSMITTAL: #06-2016

Effective: September 16, 2016

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Policy and Procedure Directive #04-2016: WIOA - Subminimum Wage Requirements</td>
<td>Explains specific policy and procedure requirements for individuals who are currently employed at subminimum wage or who wish to work for subminimum wages</td>
</tr>
<tr>
<td>Interim Policy and Procedure Directive #05-2016: WIOA - Transition and Pre-Employment Transition Services (PETS) Definitions</td>
<td>New section to define various terms covered in transition and PETS</td>
</tr>
<tr>
<td>Interim Policy and Procedure Directive #06-2016: Self-Employment</td>
<td>Clarifies that an exception to the minimum target salary for closure requirements can be requested</td>
</tr>
<tr>
<td>Section 2-20: Training</td>
<td>Focuses on assisting individuals with career advancement and advanced training. Removes policy regarding transferable skills as a determination for providing postsecondary training.</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Section/Subsection or Appendix Item</td>
<td>Comments on Revisions</td>
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<tr>
<td>-----------------------------------</td>
<td>----------------------</td>
</tr>
</tbody>
</table>
| **Subsection 2-20-13: Supported Employment**  
**Table of Contents Change:** Yes  
**Index Change:** Yes | Clarifies that VR funded SE can be provided for 24 months |
| **Section 3-6: Eligibility for Vocational Rehabilitation**  
**Table of Contents Change:** No  
**Index Change:** No | Adds “advance in employment” as a component and clarifies that extensive work or educational history cannot be used as factors for determining ineligibility |
| **Section 4-1: Timeliness of the Comprehensive Assessment**  
**Table of Contents Change:** No  
**Index Change:** No | Specifies that if an IPE cannot be developed in 90 days and the client refuses to extend the timeframe they must be notified about CAP and appeal rights |
| **Subsection 4-2-1: Comprehensive Assessment and Presumption of Eligibility**  
**Table of Contents Change:** No  
**Index Change:** No | Explains the requirement to provide benefits planning information to individuals receiving SSI/SSDI as part of the comprehensive assessment |
| **Subsection 4-2-3: Record of Service Documentation**  
**Table of Contents Change:** No  
**Index Change:** No | Updates documentation requirements on the WRAP to include career advancement |
| **Section 5-1: IPE General Information**  
**Table of Contents Change:** No  
**Index Change:** No | Adds requirement to notify clients of their ability to seek assistance from local advocacy organizations for completing an IPE. |
<p>| <strong>IPE Instructions</strong> | Updated to include current IPE case management requirements and requirement to notify clients of their ability to seek assistance from advocacy organizations for completing an IPE |</p>
<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 6-1: Closure Standards</strong></td>
<td></td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td>Specifies that the employment must be in a competitive integrated setting</td>
</tr>
<tr>
<td><strong>Section 8-2: Adult Developmental Vocational Program (ADVP)</strong></td>
<td></td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Index Change: Yes</td>
<td>Removes this section from policy as these procedures are outdated</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: September 6, 2016
Re: Revisions to Volume I - Internships

TRANSMITTAL: #07-2016

Effective: September 19, 2016

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subsection 2-20-9: Internships</strong></td>
<td>Numerous changes including clarification regarding the purpose of internships for students and adults. Adds procedures and guidelines for sponsoring short term job coaching. Removes the employer from all procedures related to paying the intern.</td>
</tr>
<tr>
<td><strong>Table of Contents Change:</strong> Yes</td>
<td></td>
</tr>
<tr>
<td><strong>Index Change:</strong> Yes</td>
<td></td>
</tr>
<tr>
<td><strong>Subsection 2-20-18: Work Adjustment</strong></td>
<td>Adds procedures and guidelines for sponsoring short term job coaching. This is a new entry for index as well.</td>
</tr>
<tr>
<td><strong>Job Coaching for Internships</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Table of Contents Change:</strong> Yes</td>
<td></td>
</tr>
<tr>
<td><strong>Index Change:</strong> Yes</td>
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</tbody>
</table>
MEMORANDUM
To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: November 7, 2016
Re: Revisions to Volume I

TRANSMITTAL: #08-2016

Effective: November 15, 2016

<table>
<thead>
<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsection 2-18-1: Residence Modifications</td>
<td>Clarifies policy regarding level of approval required when comparable benefits are contributing to the cost of the modification.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
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<tr>
<td>Index Change: No</td>
<td></td>
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<tr>
<td>Subsection 2-18-3: Worksite Modifications</td>
<td>Changes threshold for which Chief of Policy approval is required from $500 to $2500 per project.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
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<td>Index Change: No</td>
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<tr>
<td>Table of Contents Change: No</td>
<td></td>
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<tr>
<td>Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td>Interim Policy and Procedure Directive #04-2016: WIQA – Subminimum Wage Requirements</td>
<td>Clarifies that for individuals earning subminimum wage beginning after July 22, 2016 must receive VR provided Career Counseling/Info and Referral or “opt out” every six months for the first year.</td>
</tr>
<tr>
<td>Section/Subsection or Appendix Item</td>
<td>Comments on Revisions</td>
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<tr>
<td>------------------------------------</td>
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</tr>
<tr>
<td>Interim Policy and Procedure Directive #07-2016: Competitive Integrated Employment</td>
<td>Requires the CRP Specialist to conduct a competitive integrated employment review of all potential employment in businesses owned by CRPs and other kinds of non-traditional work settings. Background information and procedures for conducting these review is included.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: January 3, 2017
Re: Revisions to Volume I

TRANSMITTAL: #09-2016

Effective: January 3, 2017

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<tr>
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<th>Comments on Revisions</th>
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<tbody>
<tr>
<td>Subsection 1-3-5: Subpoenas</td>
<td>Clarifies procedures required when an employee receives a subpoena</td>
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<tr>
<td>Table of Contents Change: No</td>
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<td>Index Change: No</td>
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<tr>
<td>Section 1-11: Invoice Processing</td>
<td>Transportation invoices no longer require the number of trips to be included when submitting for payment. All invoices should reflect the actual dates the travel will or has occurred.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
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<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td>Section 1-20: Supervisor Approval</td>
<td>Removes mopeds from this approval list since mopeds may not be purchased under any circumstances</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
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<tr>
<td><strong>Subsection 2-22-1: Insurance</strong></td>
<td>Prohibits the sponsorship of insurance for mopeds and motorcycles</td>
</tr>
<tr>
<td><strong>Table of Contents Change: No</strong></td>
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<tr>
<td><strong>Index Change: No</strong></td>
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<tr>
<td><strong>Subsection 2-22-2: Repairs</strong></td>
<td>Prohibits the sponsorship of repairs to mopeds and motorcycles</td>
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<tr>
<td><strong>Table of Contents Change: No</strong></td>
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<td><strong>Index Change: No</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Appendix Item: AgrAbility</strong></td>
<td>Provides background information, general guidelines and procedures for handling cases with AgrAbility</td>
</tr>
<tr>
<td><strong>Interim Policy and Procedure Directive #08-2016: WIOA – Transition and Pre-Employment Transition Services (PETS) Definitions</strong></td>
<td>Replaces PD #05-2016. Expands relevant PETS/transition definitions and provides additional information regarding PETS services</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: January 17, 2017
Re: Revisions to Volume I

TRANSMITTAL: #01-2017

Effective: Immediately

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<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
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<tbody>
<tr>
<td><strong>Interim Policy and Procedure Directive #01-2017 – WIOA Subminimum Wage Requirements</strong></td>
<td>Replaces PD #04-2016; Based on guidance from RSA: The subminimum wage employer cannot accept a waiver (refusal to participate) from an employee and continue to pay subminimum wages. Participation in Career Counseling and Information and Referral is required for continued subminimum wage employment for adults with disabilities. Youth with disabilities must complete additional required activities which include participation in a determination of VR eligibility decision and appropriate services as detailed in the policy directive.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: February 1, 2017
Re: Revisions to Volume I

TRANSMITTAL: #02-2017

<table>
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<tr>
<th>Section/Subsection or Appendix Item</th>
<th>Comments on Revisions</th>
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<tr>
<td>Subsection 2-20-10: Internships</td>
<td>EFFECTIVE IMMEDIATELY: Clarifies when paid internships may not be sponsored for clients in postsecondary training. Adds requirement to fax both the Payment Approval Verification form and the Timesheet to Work Source East for payroll processing.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
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<td>Index Change: No</td>
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<tr>
<td>Interim Policy and Procedure Directive #02-2017 – WIOA Services to Transition-Aged Youth and PETS Overview</td>
<td>EFFECTIVE 2/15/2017: Provides information about assessing local needs and providing and documenting PETS.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: February 27, 2017
Re: Revisions to Volume I

TRANSMITTAL: #03-2017

Effective: 3/1/2017

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<th>Section/Subsection/Appendix Item or Policy Directive</th>
<th>Comments on Revisions</th>
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<tr>
<td>Interim Policy and Procedure Directive #03-2017 – Voter Registration</td>
<td>(Replaces Policy Directive #02-2016) Preregistration for individuals age 16 or 17 is required. The Voter Registration Preference form does not need to be signed and kept in the hard copy file, but must be completed in BEAM. Submission is no longer required through the on-line portal.</td>
</tr>
</tbody>
</table>
**MEMORANDUM**

To: All Staff Assigned Volume I  
From: Vicky Miller – Chief of Policy  
Date: March 15, 2017  
Re: Revisions to Volume I

**TRANSMITTAL: #04-2017**

Effective: March 7, 2017

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<tr>
<td><strong>Interim Policy and Procedure Directive #05-2017 – Amendments when Converting ISWA to PETS In-School Work Adjustment Service</strong></td>
<td>Describes instructions for handling client/guardian signatures when changing the ISWA service to the new PETS version.</td>
</tr>
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</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: March 20, 2017
Re: Revisions to Volume I

TRANSMITTAL: #05-2017

Effective: April 1, 2017

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<th>Section/Subsection/Appendix Item or Policy Directive</th>
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<tr>
<td>Section 4-1: Timeliness of the Comprehensive Assessment</td>
<td>This update clarifies and simplifies the process when the client refuses to extend the IPE development process.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
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MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: April 18, 2017
Re: Revisions to Volume I

TRANSMITTAL: #06-2017

Effective: May 1, 2017

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<tr>
<th>Section/Subsection/Appendix Item or Policy</th>
<th>Comments on Revisions</th>
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<tbody>
<tr>
<td><strong>Section 2-12: Maintenance</strong></td>
<td>Clarification of maintenance for postsecondary training to correspond with Volume V rates.</td>
</tr>
<tr>
<td>Table of Contents Change: Yes Index Change: Yes</td>
<td></td>
</tr>
<tr>
<td><strong>Section 3-6-7: Determination of a Psychological/Psychiatric Impairment</strong></td>
<td>Many LME/MCO’s specifically require adaptive testing for individuals to qualify for long term supports. These rate increases include a specific separate rate for adaptive behavior testing. When required, sponsorship of additional testing to access long term supports through LME/MCO’s is permitted.</td>
</tr>
<tr>
<td>Table of Contents Change: No Index Change: No</td>
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<tr>
<td>Section/Subsection/Appendix Item or Policy Directive</td>
<td>Comments on Revisions</td>
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</tr>
<tr>
<td><strong>Section 6-7-1: Retrieval of Status 26 Closures</strong></td>
<td>Procedures for retraction of status 26 closures and other unsuccessful outcomes. These procedures will assist with new reporting requirements required by WIOA in effect July 1.</td>
</tr>
</tbody>
</table>
| **Table of Contents Change:** Yes  
**Index Change:** Yes | |
| **Section 6-7-2: Retrieval of All Other Closures**  | Procedures for retraction of all other closures and other unsuccessful outcomes. These procedures will assist with new reporting requirements required by WIOA in effect July 1. |
| **Table of Contents Change:** Yes  
**Index Change:** Yes | |
| **Appendix Entry: DSM-5** | Updates adaptive behavior functioning definition. |
| **Appendix Entry: Intellectual Disability** | Updates language to comply with DSM-5 criteria. |
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: June 16, 2017
Re: Revisions to Volume I

TRANSMITTAL: #07-2017

Effective: July 1, 2017

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<tr>
<th>Section/Subsection/Appendix Item or Policy</th>
<th>Comments on Revisions</th>
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<tbody>
<tr>
<td><strong>Section 1-14: Imprest Cash Fund</strong></td>
<td>Updates procedures for the use of the imprest cash fund.</td>
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<tr>
<td>Table of Contents Change: No</td>
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<td>Index Change: No</td>
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</tr>
<tr>
<td><strong>SubSection 2-20-16: ISWA</strong></td>
<td>Clarifies that monetary payments are considered countable income for benefits programs</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
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<td>Index Change: No</td>
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<td>Section/Subsection/Appendix Item or Policy Directive</td>
<td>Comments on Revisions</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
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</tr>
<tr>
<td><strong>Appendix Entry: Hepatitis C Virus (HCV): Eligibility and Antiviral Medication Treatment</strong></td>
<td>Provides general information on HCV and required approval procedures for determining eligibility and sponsoring treatment</td>
</tr>
<tr>
<td><strong>Interim Policy and Procedure Directive #07-2017: Functional Electrical Stimulation or Foot Drop Stimulator Systems</strong></td>
<td>Prohibits the sponsorship of Functional Electrical Stimulation and Foot Drop Stimulator Systems</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: September 5, 2017
Re: Revisions to Volume I

TRANSMITTAL: #08-2017

Effective: September 11, 2017

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<tr>
<th>Section/Subsection/Appendix Item or Policy Directive</th>
<th>Comments on Revisions</th>
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<tbody>
<tr>
<td>Subsection 2-20-9: Internships</td>
<td>Clarifies the 4 month allowed timeframe to account for months in which there are more than 4 weeks. Authorizations can now be done for a total of 504 hours – the equivalent of 28 hours per week for 18 weeks.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
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<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td>Section 4-1: Timeliness of the Comprehensive Assessment</td>
<td>This section has been revised to coincide with changes made to the IPE extension form. There are now two separate forms in BEAM in order to better document whether the client has agreed to the extension or refused to the extension. The counselor should select the form that coincides with the client’s agreement or refusal to extend the comprehensive assessment timeframe.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: October 9, 2017
Re: Revisions to Volume I

TRANSMITTAL: #09-2017

Effective: IMMEDIATELY

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<tr>
<th>Section/Subsection/Appendix Item or Policy Directive</th>
<th>Comments on Revisions</th>
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<tbody>
<tr>
<td>Section 1-17: Case Service Authorizations</td>
<td>Revised to explain that claims received after 365 days of the last date of service must be approved by the Unit Manager. Claims received after two years from the last date of service must be approved by Fiscal Services.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
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<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td>Section 1-20: Supervisor Approval</td>
<td>Revised to coincide with policy change in Section 1-17 regarding case service invoices for authorizations exceeding 365 days.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
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# MEMORANDUM

**To:** All Staff Assigned Volume I  
**From:** Vicky Miller – Chief of Policy  
**Date:** October 16, 2017  
**Re:** Revisions to Volume I  

**TRANSMITTAL: #10-2017**

**Effective:** November 1, 2017

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<tr>
<th>Section/Subsection/Appendix Item or Policy Directive</th>
<th>Comments on Revisions</th>
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<tbody>
<tr>
<td><strong>Appendix Entry: AgrAbility</strong></td>
<td>Adds additional information to the Appendix entry to help provide guidance in these cases including potential questions for consideration during the initial interview phase. A checklist has also been created to identify information required for Policy Office review when indicated. The checklist will be posted on the Intranet forms page.</td>
</tr>
<tr>
<td><strong>Interim Policy and Procedure Directive #08-2017: Post-Secondary Training Programs for Persons with Intellectual Disabilities (ID)</strong></td>
<td>Allows pro-rated sponsorship of support services related to approved internship coursework. The support services are subject to financial need and comparable benefits.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: November 13, 2017
Re: Revisions to Volume I

TRANSMITTAL: #11-2017

Effective: Immediately

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<tr>
<th>Section/Subsection/Appendix Item or Policy Directive</th>
<th>Comments on Revisions</th>
</tr>
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<tbody>
<tr>
<td>Sub-Section 3-10-1: Financial Needs Survey</td>
<td>This revision allows for bank statements to be within six (6) months of the completion of the Financial Needs Survey (FNS). The statements must be consecutive.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
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<td>Index Change: No</td>
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MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: January 19, 2018
Re: Revisions to Volume I

TRANSMITTAL: #01-2018

Effective: February 1, 2018

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<tbody>
<tr>
<td>Sub-Section 2-2-3: Timeliness of Services</td>
<td>Clarifies that substantial services should be documented within 90 days of initiation. If service implementation is delayed, an explanation for the delay must be documented on a Progress Review.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
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<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td>Appendix Entry: College Learning Support Programs</td>
<td>This entry replaces the Louisburg Learning College Partners and describes more broadly what College Learning Programs entail. A corresponding rate for these programs has been established and is listed in Volume V.</td>
</tr>
<tr>
<td>Table of Contents Change: Yes</td>
<td></td>
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<tr>
<td>Index Change: Yes</td>
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<tr>
<td>Interim Policy and Procedure Directive</td>
<td></td>
</tr>
<tr>
<td>#01-2018: Individual Placement and Support (IPS) Service Policy</td>
<td>This revision updates terminology, clarifies IPE considerations, and allows IPS providers to enter at IPS Milestone 2. In addition, the IPS questions required at IPE development have been removed.</td>
</tr>
</tbody>
</table>
**MEMORANDUM**

**To:** All Staff Assigned Volume I  
**From:** Vicky Miller – Chief of Policy  
**Date:** February 15, 2018  
**Re:** Revisions to Volume I

**TRANSMITTAL: #02-2018**

**Effective:** March 1, 2018

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<th>Section/Subsection/Appendix Item or Policy Directive</th>
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</table>
Updates the allowed net monthly income levels based on 2018 Federal Poverty guidelines. |
**MEMORANDUM**

To: All Staff Assigned Volume I  
From: Vicky Miller – Chief of Policy  
Date: February 28, 2018  
Re: Revisions to Volume I

**TRANSMITTAL: #03-2018**

Effective: March 9, 2018

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<th>Comments on Revisions</th>
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<tr>
<td>Chapter 9: Pre-Employment Transition Services (PETS)</td>
<td>PETS information has been consolidated into a new Chapter. These updates include clarifications to policy and procedures related to required activities and new content for authorized and coordinated activities as well as how to track services.</td>
</tr>
</tbody>
</table>
| Table of Contents Change: Yes  
Index Change: Yes | |
| Interim Policy and Procedure Directive #08-2016: WIOA – Transition and Pre-Employment Transition Services (PETS) Definitions | Marked obsolete. This policy has been incorporated into Chapter 9. |
| Interim Policy and Procedure Directive #02-2017: WIOA – Services to Transition-Aged Youth and PETS Overview | Marked obsolete. This policy has been incorporated into Chapter 9. |
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: May 15, 2018
Re: Revisions to Volume I

TRANSMITTAL: #04-2018

Effective: June 1, 2018

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<tbody>
<tr>
<td>2-18: Modifications</td>
<td>Updates procedures for the bidding and award process, eliminates the owned mobile home on rented property residence type, adds new forms required for documentation</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
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<td>Index Change: Yes</td>
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</tr>
<tr>
<td>Appendix: Residence Modification General Guidelines</td>
<td>Updates guidelines with clarifications and new additions.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: June 15, 2018
Re: Revisions to Volume I

TRANSMITTAL: #05-2018

Effective: July 1, 2018

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<tr>
<td>Subsection 2-20-13: Supported Employment</td>
<td>Surface level changes made to align definitions with WIOA. No substantive policy or procedure changes in this revision.</td>
</tr>
<tr>
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<td></td>
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<tr>
<td>Section 6-1: Successful Employment</td>
<td>6-1-1: Closure Standards: Lists the closure standards for Supported Employment Cases as referenced in 2-20-13. No substantive policy or procedure changes in this revision.</td>
</tr>
<tr>
<td>Outcome After IPE Completion – Case Status</td>
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<tr>
<td>Code 26</td>
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</tr>
<tr>
<td>Chapter Eight: Community Rehabilitation</td>
<td>Surface level changes made to align definitions with WIOA. No substantive policy or procedure changes in this revision.</td>
</tr>
<tr>
<td>Programs</td>
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MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: July 13, 2018
Re: Revisions to Volume I

TRANSMITTAL: #06-2018

Effective: August 1, 2018

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<tr>
<th>Section/Subsection/Appendix/Policy Directive</th>
<th>Comments on Revisions</th>
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<tbody>
<tr>
<td><strong>Appendix: Hearing Disabilities</strong></td>
<td>Creates a structured form for providing a hearing consultation and requires approval from a supervisor if the DHH counselor providing the consultation is not an independent/proficient counselor.</td>
</tr>
<tr>
<td><strong>Interim Policy and Procedure Directive #03-2018: Documents to be Signed and Retained in the Case Record</strong></td>
<td>Provides updates regarding BEAM forms that need to be maintained in the hard copy case record.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: December 14, 2018
Re: Revisions to Volume I

TRANSMITTAL: #07-2018

Effective: January 1, 2019

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<th>Section/Subsection/Appendix/Policy Directive</th>
<th>Comments on Revisions</th>
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<tbody>
<tr>
<td>Section 1-17: Case Service Authorizations</td>
<td>Defines authorization procedures for when a client has excess income and must pay a vendor for services.</td>
</tr>
<tr>
<td><img src="Image" alt="Table of Contents Change: No" /></td>
<td><img src="Image" alt="Index Change: No" /></td>
</tr>
<tr>
<td>Section 3-10: Financial Need and Client Resources</td>
<td>Defines general procedures for when a client has excess income and must pay a vendor for services.</td>
</tr>
<tr>
<td><img src="Image" alt="Table of Contents Change: No" /></td>
<td><img src="Image" alt="Index Change: No" /></td>
</tr>
<tr>
<td>Appendix: North Carolina Achieving a Better Life Experience (NC ABLE) Program</td>
<td>Provides general guidance on ABLE accounts and specifies that these accounts are not to be considered during the assessment of financial need.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I  
From: Vicky Miller – Chief of Policy  
Date: February 22, 2019  
Re: Revisions to Volume I  

TRANSMITTAL: #01-2019

Effective: March 1, 2019

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Updates the allowed net monthly income levels based on 2019 Federal Poverty guidelines. |
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: March 18, 2019
Re: Revisions to Volume I

TRANSMITTAL: #02-2019

Effective: April 1, 2019

<table>
<thead>
<tr>
<th>Section/Subsection/Appendix/Policy Directive</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 2-20-9: Internships</td>
<td>Updates procedures required for processing payroll for client interns using iLife, the Fiscal Management Company.</td>
</tr>
<tr>
<td>Table of Contents Change: No Index Change: Yes</td>
<td></td>
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</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I  
From: Vicky Miller – Chief of Policy  
Date: April 17, 2019  
Re: Revisions to Volume I

TRANSMITTAL: #03-2019

Effective: May 1, 2019

<table>
<thead>
<tr>
<th>Section/Subsection/Appendix/Policy Directive</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 2-20-10: Work Adjustment Training</td>
<td>This update clarifies the overall definition and purpose of in house WAT and provides guidance regarding suitability for clients, as well as timeframes for receiving the service.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
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<tr>
<td>Index Change: No</td>
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MEMORANDUM

To: All Staff Assigned Volume I  
From: Vicky Miller – Chief of Policy  
Date: May 16, 2019  
Re: Revisions to Volume I  

TRANSMITTAL: #04-2019

Effective: June 1, 2019

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<tr>
<th>Section/Subsection/Appendix/Policy Directive</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Section: 1-3-2: Requests for Client Information</strong> (Disability Determination Section)</td>
<td>This directive outlines procedures to follow for requesting records from DDS. It also clarifies that a signed consent form is required to release or obtain records from DDS.</td>
</tr>
</tbody>
</table>
| **Table of Contents Change: No**  
**Index Change: No** | |

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: July 1, 2019
Re: Revisions to Volume I

TRANSMITTAL: #05-2019

Effective: July 15, 2019

<table>
<thead>
<tr>
<th>Section/Subsection/Appendix/Policy Directive</th>
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<tbody>
<tr>
<td><strong>Section: 2-16-3: Orthotics</strong></td>
<td>Removes the requirement to verify L codes</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
</tr>
<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td><strong>Section: 2-16-4: Prosthetics</strong></td>
<td>Removes the requirement to verify L codes</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
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<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td><strong>Section: 9-5-3: Pre-Employment Transition Services Authorized Activities</strong></td>
<td>Explains that the funding source for Authorized Activities is contingent on the annual fiscal forecast. This does not impact day to day service delivery for field staff providing Pre-ETS Authorized Activities as defined in Chapter 9.</td>
</tr>
<tr>
<td>Table of Contents Change: No</td>
<td></td>
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<tr>
<td>Index Change: No</td>
<td></td>
</tr>
<tr>
<td><strong>Interim Policy and Procedure Directive #02-2019: Direct Express</strong></td>
<td>Due to difficulty obtaining three months of statements from Direct Express and Netspend specific requirements have been changed for clients receiving SSI and SSDI and applicable family members.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: August 1, 2019
Re: Revisions to Volume I

TRANSMITTAL: #06-2019

Effective: August 15, 2019

<table>
<thead>
<tr>
<th>Section/Subsection/Appendix/Policy Directive</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Policy and Procedure Directive #03-2019: Voter Registration</td>
<td>Instructions for complying with the National Voter Registration Act have been updated to include providing Voter Registration information, documentation requirements and procedures for submitting Voter Registration forms to the Board of Elections.</td>
</tr>
<tr>
<td>Interim Policy and Procedure Directive #04-2019: Revised Paper Application</td>
<td>The VR Application for Services has been revised to incorporate the Voter Registration Preference Form. A hard copy must be completed.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I  
From: Vicky Miller – Chief of Policy  
Date: February 21, 2020  
Re: Revisions to Volume I

TRANSMITTAL: #01-2020

Effective: March 1, 2020

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MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: April 1, 2020
Re: Revisions to Volume I

TRANSMITTAL: #02-2020

Effective: Immediately

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<th>Section/Subsection/Appendix/Policy Directive</th>
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<tbody>
<tr>
<td>Interim Policy and Procedure Directive #02-2020: Verbal/Email Agreement for Client Signatures</td>
<td>Provides guidance for obtaining a verbal or email agreement from a client in lieu of a physical signature.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: April 13, 2020
Re: Revisions to Volume I

TRANSMITTAL: #03-2020

Effective: Immediately

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MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: May 1, 2020
Re: Revisions to Volume I

TRANSMITTAL: #04-2020

Effective: May 15, 2020

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<tr>
<th>Section/Subsection/Appendix/Policy Directive</th>
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</thead>
<tbody>
<tr>
<td><strong>Interim Policy and Procedure Directive</strong></td>
<td></td>
</tr>
<tr>
<td>#04-2020: WIOA – Subminimum Wage Requirements</td>
<td>Allows for the determination of ineligibility without receiving the full array of VR services if the applicant does not intend to achieve a competitive integrated employment outcome.</td>
</tr>
<tr>
<td><strong>Interim Policy and Procedure Directive</strong></td>
<td></td>
</tr>
<tr>
<td>#05-2020: Community Inclusion</td>
<td>Community Rehabilitation Programs (CRPs) are in a unique position to provide additional supports to individuals with disabilities during the COVID 19 pandemic to foster continued engagement in employment services and improve community connections. The Division has developed Community Inclusion, an hourly based service, designed for clients who would benefit from extra supports to enhance well-being.</td>
</tr>
<tr>
<td><strong>Subsection 2-5-4: Procedures to Purchase DME</strong></td>
<td>Clarifies terms and procedures when purchasing on or off the DME Convenience Contract.</td>
</tr>
<tr>
<td><strong>Subsection 2-20-9: Internships/Internship Coordination Checklist</strong></td>
<td>Clarifies procedures to align with current process with iLife.</td>
</tr>
<tr>
<td><strong>Section/Subsection/Appendix/Policy Directive</strong></td>
<td><strong>Comments on Revisions</strong></td>
</tr>
<tr>
<td>------------------------------------------------</td>
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</tr>
<tr>
<td><strong>Section 3-6: Eligibility for Vocational Rehabilitation</strong></td>
<td>Allows for the determination of ineligibility if the applicant does not intend to achieve a competitive integrated employment outcome.</td>
</tr>
<tr>
<td><strong>Section 6-2: Outcomes in Case Status Codes 08, 28, 30 and 38</strong></td>
<td>Provides instructions for completing the Certification of Ineligibility when an applicant does not intend to achieve a competitive integrated employment outcome.</td>
</tr>
<tr>
<td><strong>Appendix: Assertive Community Treatment</strong></td>
<td>New Policy guidance and information on serving individuals who receive services from Assertive Community Treatment.</td>
</tr>
<tr>
<td><strong>Appendix: DME Purchase Quick Reference</strong></td>
<td>Reference supplement to the DME policy</td>
</tr>
<tr>
<td><strong>Appendix: Project SEARCH™ Policy</strong></td>
<td>New Policy guidance and information on Project SEARCH™</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: May 8, 2020
Re: Revisions to Volume I

TRANSMITTAL: #05-2020

Effective: Immediately

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<tr>
<th>Section/Subsection/Appendix/Policy Directive</th>
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MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: June 1, 2020
Re: Revisions to Volume I

TRANSMITTAL: #06-2020

Effective: Immediately

<table>
<thead>
<tr>
<th>Section/Subsection/Appendix/Policy Directive</th>
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</thead>
</table>
| **Section 1-11: Invoice Processing**  
  *(Transportation Invoices)* | Clarifies information to include on invoices for transportation |
| **SubSection 1-15-1: [Vendor Review and Certification] General Provisions** | Provides general surface level updates to required forms |
| **Interim Policy and Procedure Directive**  
  #07-2020: Background Checks | Notes requirements to obtain written consent and provide information regarding Fair Credit Reporting Act before sponsorship of a background check |
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: June 3, 2020
Re: Revisions to Volume I

TRANSMITTAL: #07-2020

Effective: June 15, 2020

<table>
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<tr>
<th>Section/Subsection/Appendix/Policy Directive</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Interim Policy and Procedure Directive</td>
<td></td>
</tr>
<tr>
<td>#08-2020: Using Approved Videoconferencing</td>
<td>This new policy details</td>
</tr>
<tr>
<td>Technologies to Provide Services Remotely</td>
<td>requirements for both</td>
</tr>
<tr>
<td></td>
<td>staff and approved</td>
</tr>
<tr>
<td></td>
<td>vendors to provide</td>
</tr>
<tr>
<td></td>
<td>approved services</td>
</tr>
<tr>
<td></td>
<td>remotely to clients.</td>
</tr>
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</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: July 6, 2020
Re: Revisions to Volume I

TRANSMITTAL: #08-2020

Effective: July 15, 2020

<table>
<thead>
<tr>
<th>Section/Subsection/Appendix/Policy Directive</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Policy and Procedure Directive #09-2020: In-Home and In-Person Services Provision During COVID-19 Pandemic</td>
<td>This directive provides necessary requirements and procedures for providing services in home and in person. In person contact should be minimized whenever possible. When in home or in person services are required, the client’s consent must be obtained and the supervisor must approve the service as critical. In addition, self-health assessments are required. These procedures apply to staff and services providers.</td>
</tr>
<tr>
<td>Interim Policy and Procedure Directive #10-2020: Purchasing REUSABLE Face Coverings for Clients</td>
<td>This directive provides instructions for the purchase, distribution and tracking of reusable face coverings to clients. Face coverings should only be provided when clients require them for VR service delivery and have no other means to secure suitable face coverings.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: July 1, 2020
Re: Revisions to Volume I

TRANSMITTAL: #09-2020

Effective: August 1, 2020

<table>
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<tr>
<th>Section/Subsection/Appendix/Policy Directive</th>
<th>Comments on Revisions</th>
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</thead>
<tbody>
<tr>
<td>Chapter Four: VR Comprehensive Assessment</td>
<td>Clarifies components of the comprehensive assessment including analysis of the rehabilitation needs, job choice and required documentation on the WRAP.</td>
</tr>
<tr>
<td>Interim Policy and Procedure Directive #11-2020: Benefits Counseling Services for SSI/SSDI Beneficiaries</td>
<td>Provides information related to the newly created Fee for Service Benefits Counseling service including target population, services provided and rate.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: October 23, 2020
Re: Revisions to Volume I

TRANSMITTAL: #10-2020

Effective: November 1, 2020

<table>
<thead>
<tr>
<th>Section/Subsection/Appendix/Policy Directive</th>
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</thead>
<tbody>
<tr>
<td>Subsections: 2-20-10 (WAT), 2-20-12 (BISS), 2-20-13 (SE), 8-3-2 (WAT – PBF)</td>
<td>This update changes BISS, IPS, SE and WAT status 26 closure payments to 90 day placement payments.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: December 18, 2020
Re: Revisions to Volume I

TRANSMITTAL: #11-2020

Effective: December 18, 2020

<table>
<thead>
<tr>
<th>Section/Subsection/Appendix/Policy Directive</th>
<th>Comments on Revisions</th>
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</thead>
<tbody>
<tr>
<td>Interim Policy and Procedure Directive #12-2020: In-Home and In-Person Services Provision During COVID-19 Pandemic</td>
<td>This directive requires that all services provided in-consumers’ homes or in-person services provided by VR/IL staff in the community and in-agency office services must be assessed and approved as an emergency service by the RD/NCATP Director. Additional details include a definition of emergency services and specific requirements for select services; potential exceptions are also addressed.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: December 22, 2020
Re: Revisions to Volume I

TRANSMITTAL: #01-2021

Effective: January 1, 2021

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<th>Section/Subsection/Appendix/Policy Directive</th>
<th>Comments on Revisions</th>
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<tbody>
<tr>
<td><strong>Section 1-2: Records Management</strong></td>
<td>Clarification is provided regarding case transfers and ensuring that cases always have a caseload assignment. Updated procedures for the hands-on annual verification of cases as well as the Agency’s obligation to conduct and annual review on cases closed due to the significance of disability are also included.</td>
</tr>
<tr>
<td><strong>Section 1-11: Invoice Processing</strong></td>
<td>Clarifies documentation requirements for Case Service Invoices.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: February 23, 2021
Re: Revisions to Volume I

TRANSMITTAL: #02-2021

Effective: March 1, 2021

<table>
<thead>
<tr>
<th>Section/Subsection/Appendix/Policy Directive</th>
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</thead>
<tbody>
<tr>
<td><strong>Interim Policy and Procedure Directive #02-2021: In-Home and In-Person Services Provision During COVID-19 Pandemic</strong></td>
<td><strong>(Replaces Policy Directive #12-2020)</strong> This policy directive changes the level of need from emergency to critical status for the provision of in-person and in-office services. Approval from the RD or AT Director is required.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: February 26, 2021
Re: Revisions to Volume I

TRANSMITTAL: #03-2021

Effective: March 15, 2021

<table>
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<tr>
<th>Section/Subsection/Appendix/Policy Directive</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 1-3-4: Release of Confidential Information without the Consent of the Client</strong></td>
<td>Defines specific guidance and action steps for staff to take when faced with a client who is threatening suicide.</td>
</tr>
<tr>
<td><strong>Section 9-4-3: Arranging for Pre-Employment Transition Services</strong></td>
<td>Clarifies that more complex Pre-ETS services can be reserved for students with disabilities who have an IPE. Identifies which services may be funded out of the 15% pre-ETS set-aside for students with disabilities who have an IPE and those who are potentially eligible or do not yet have an IPE. Revises the policy to allow that other VR services that are necessary, reasonable, and allocable in order for a student with a disability with an IPE to benefit from a Pre-ETS Required Activity can be funded from the Pre-ETS 15% set-aside. Revisions update the policy to be consistent with the Notice of Interpretation Regarding the Use of Federal Vocational Rehabilitation (VR) Funds Reserved for Pre-Employment Transition Services.</td>
</tr>
<tr>
<td>Section/Subsection/Appendix/Policy Directive</td>
<td>Comments on Revisions</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td><strong>Section 9-4-6: Ending Pre-Employment Transition Services</strong></td>
<td>Clarifies that a student with a disability who is receiving IDEA services (served under an IEP) may continue to be classified as a student with a disability for the purposes of Pre-ETS through age 22 until the student exits from secondary education.</td>
</tr>
<tr>
<td><strong>Appendix: Attention-Deficit/Hyperactivity Disorder (ADD/ADHD)</strong></td>
<td>This policy revision adds Family Medical Practitioner as an appropriate specialist for establishing ADHD as an impairment and reinforces that OHI data cannot be used to establish an impairment. Clarification and examples of potential impediments and other VR services to consider are also included.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: April 29, 2021
Re: Revisions to Volume I

TRANSMITTAL: #04-2021

Effective: Immediately

<table>
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<tr>
<th>Section/Subsection/Appendix/Policy Directive</th>
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<tbody>
<tr>
<td>Interim Policy and Procedure Directive #03-2021: In-Person Service Delivery for Transition Services</td>
<td>Effective immediately DVRS transition staff may resume in-person services to transition students and may work on site in schools. Strict adherence to COVID-19 safety protocols must be implemented at all times.</td>
</tr>
</tbody>
</table>
**MEMORANDUM**

To: All Staff Assigned Volume I

From: Vicky Miller – Chief of Policy

Date: June 7, 2021

Re: Revisions to Volume I

**TRANSMITTAL: #05-2021**

Effective: Immediately

<table>
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<tr>
<th>Section/Subsection/Appendix/Policy Directive</th>
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<tbody>
<tr>
<td><em>Interim Policy and Procedure Directive</em></td>
<td></td>
</tr>
<tr>
<td>#04-2021: In-Person Service Delivery</td>
<td></td>
</tr>
<tr>
<td>This directive provides requirements and</td>
<td></td>
</tr>
<tr>
<td>procedures for providing in-person services</td>
<td></td>
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<tr>
<td>based on Governor Cooper's Executive Order</td>
<td>215.</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I

From: Vicky Miller – Chief of Policy

Date: July 15, 2021

Re: Revisions to Volume I

TRANSMITTAL: #06-2021

Effective: August 1, 2021

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<tr>
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<tbody>
<tr>
<td><strong>Interim Policy and Procedure Directive</strong></td>
<td>The revised policies are more narrowly specific to postsecondary programs for individuals with intellectual disabilities that are approved as Comprehensive Transition Programs (CTPs). The rehabilitation focus of the service is to provide job readiness training in a college/university setting. The policy advises on considerations for including this particular job readiness strategy on the IPE. The Division’s support has been expanded to cover tuition and fees, program-specific fees, and required support services up to the full length of a student’s participation in the program.</td>
</tr>
<tr>
<td>#05-2021: Post-Secondary Training Programs for Persons with Intellectual Disabilities (ID)</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: August 6, 2021
Re: Guidance on Face Coverings for Service Delivery

TRANSMITTAL: #07-2021

Effective: August 6, 2021

<table>
<thead>
<tr>
<th>Transmittal</th>
<th>Comments on Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidance on Face Coverings for Service Delivery</td>
<td>VR Policy Directive #04-2021 is obsolete. Staff should follow instructions in the attached Interim Policy on Face Covering Requirements.</td>
</tr>
</tbody>
</table>
Interim Policy on Face Covering Requirements

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   How Agencies Can Elect One of These Options ........................................................................................................... 3
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§ 11. Authorities ......................................................................................................................................................................... 9
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§ 12. History of this Policy .................................................................................................................................................... 9
§ 1. **Introduction**

This Interim Policy is issued under Section 4.2 of Executive Order 224, issued on July 29, 2021. This policy implements only Section 4.2 of the order, which is effective August 2, 2021. A later policy, to be issued by the Office of State Human Resources (“OSHR”) by August 13, 2021, will implement both Sections 4.1 and 4.2 of the executive order. That later policy will replace this Interim Policy effective September 1, 2021.

§ 2. **Scope of This Policy**

**Agencies Covered by This Policy**

Section 4 of Executive Order 224 applies by default only to agencies that are either part of the Governor’s Office or are headed by a member of the Governor’s Cabinet. Other state and local government agencies are strongly encouraged by the Governor to voluntarily adopt the policy. Agencies may adopt this policy by sending a letter or email to Glenda Farrell (glenda.farrell@nc.gov) or Ronnie Condrey (ronnie.condrey@nc.gov) at OSHR.

**Areas Covered by This Policy**

This Interim Policy applies to any indoor space, within a state government office, building, or facility, that is controlled by a Participating Agency. It does not apply to teleworking Workers’ homes.

§ 3. **Policy**

**Options for Participating Agencies Concerning Face Coverings**

Participating Agencies have the flexibility to adopt either:

1. A policy requiring all Workers to wear Face Coverings indoors if they are not Fully Vaccinated;¹ or
2. A policy requiring Face Coverings indoors for all Workers — vaccinated and unvaccinated.²

¹ Exec. Order 224 § 4.2(a)-(b).
² Exec. Order 224 § 4.2(c).
How Agencies Can Elect One of These Options

By sending an email to all employees, posting a notice in the workplace, or any other reasonably effective means, agencies may instruct whether they are adopting option 1 (under which Fully Vaccinated Workers are not required to wear Face Coverings) or option 2 (under which all Workers are required to wear Face Coverings).

§ 4. Requirement to Wear Face Coverings

Covered Workers

Effective August 2, 2021, all Covered Workers must wear Face Coverings in any indoor space, within a state government office, building, or facility, that is controlled by a Participating Agency.

Guests

Each Participating Agency may set its own policy about whether Face Coverings are required for Guests. This policy may be issued by posting a notice at entrances and exits, or by any other reasonably effective means.

Exceptions

The Face Covering requirements in this policy do not apply if the Worker is alone in a room, if a Face Covering Exception applies, or if the Worker is in his or her home.

§ 5. Interim Process for How, Under Option 1, Workers Can Show They Are Fully Vaccinated

Information Provided by Workers to Qualify for Exception

If a Participating Agency elects option 1 (under which Fully Vaccinated Workers are not required to wear Face Coverings), a Worker can show that he or she is Fully Vaccinated and

3 Exec. Order 224 § 4.2(c).
qualify not to wear a Face Covering only by providing information to Human Resources staff under the process listed below. Statements to supervisors or to any other employees do not qualify Workers for the Face Covering exemption; the only method to gain the Face Covering exception is to provide information to Human Resources under the process below.

If a Participating Agency elects option 1 (under which fully vaccinated workers are not required to wear face coverings), a Worker can show that he or she is Fully Vaccinated by providing to Human Resources staff any of the following. A Worker may give this information directly to Human Resources or choose to have a supervisor, manager, or friend provide this.

1. An original or copy of a COVID-19 Vaccination Record Card issued on the form provided by the U.S. Centers for Disease Control and Prevention (“CDC”).

2. A note or receipt signed by a licensed nurse, physician pharmacist, physician’s assistant, or other representative of the place where the vaccine was administered. This note or receipt must show at least:
   a. Your name
   b. The name of the healthcare provider administering the vaccine
   c. Date(s) of vaccination
   d. Place of vaccination
   e. Vaccine product name (i.e., Moderna, Pfizer, or Johnson & Johnson)

3. A printout made by the Worker of the Worker’s record from North Carolina’s COVID-19 Vaccine Management System (“CVMS”). (Note that some people may not have their information available in CVMS.) For information about accessing CVMS and to register, Workers may visit https://covid-vaccine-portal.ncdhhs.gov/s/?language=en_US. ⁴

NOTE: Under the policy effective September 1, this interim verification process will be updated. This verification process only covers requests for Face Covering exemptions during the period from August 2 to August 31. Re-verification may be required for exemptions under the revised process that becomes effective September 1.

⁴ Other vaccine management systems (for example, the systems used in other states or the systems used by pharmacies or other health care providers) may also contain vaccination information. This Interim Policy may be updated in the future to identify additional systems that can have printouts used to show that an employee is Fully Vaccinated.
**What Staff Should Do with Vaccination Information Provided by a Worker**

If staff at a Participating Agency receive any of the vaccination information listed above from a Worker as part of verification under this Interim Policy, they must do the following.

1. Authorized Human Resources staff must review the material provided by the Worker in good faith to determine whether it appears to be valid.
   a. Under this Interim Policy, no additional research is required by the Human Resources staff member to determine whether the information provided by the Worker is truthful and accurate.
   b. However, the Human Resources staff member is authorized to require additional verification if the information provided by the Worker, upon review, shows signs of being inauthentic or fraudulent.

2. Each staff member who receives this information must keep any records resulting from this review only in an agency confidential health information file. This file (including any database containing this information) must be separate from any employees’ general personnel files and must be available only to Human Resources staff within the agency.

3. So that managers and supervisors may implement the policy that Fully Vaccinated Workers are not required to wear Face Coverings:
   a. Human Resources staff members may communicate whether Workers are exempt from the Face Covering policy because they have shown that they are Fully Vaccinated.
   b. Human Resources staff members should tell managers and supervisors which of their employees (if any) are exempt from the Face Covering policy.
   c. If asked, managers and supervisors may tell other workers that a particular worker is exempt from the Face Covering policy.

**Duty to Provide Truthful Information**

Workers violate this Policy if they knowingly provide a false or inauthentic document in an attempt to show that they are Fully Vaccinated and gain an exemption from wearing Face Coverings under this Policy.
§ 6. **Discipline for Violations of this Policy**

Employees may be subject to disciplinary action for violations of this Interim Policy, up to and including dismissal. Each Participating Agency may determine the appropriate level of discipline for violations. This determination may be made by issuing guidelines or policy. Different Participating Agencies need not adopt the same kind of discipline for violations of this Interim Policy, but each Participating Agency must be consistent with respect to the kind of discipline issued by that particular Participating Agency.

§ 7. **Accommodation Requests**

Workers may seek reasonable accommodations from Face Covering requirements on the basis of disabilities that impair or prevent wearing Face Coverings or for any other lawful reason. These workers may request an exception by contacting their agency’s Human Resources office. These requests shall be considered under the agency’s standard reasonable accommodation process.

§ 8. **Definitions**

**Covered Worker** – If an agency chooses to adopt option 1 (under which Fully Vaccinated Workers are not required to wear Face Coverings), “Covered Worker” means any Worker who is not Fully Vaccinated. If an agency chooses to adopt option 2 (under which all Workers are required to wear Face Coverings), “Covered Worker” means all Workers.

**Face Covering** – A covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears and fits snugly against the side of a person’s face. Based on recommendations from the CDC, face shields do not meet the requirements for Face Coverings.

**Face Covering Exception** means any of the following exceptions from a requirement to wear a Face Covering.

1. Children under five (5) years of age need not wear a Face Covering, and children under two (2) years of age should not wear a Face Covering.
2. Face Coverings need not be worn by a child whose parent, guardian, or responsible person has been unable to place the Face Covering safely on the child’s face.

Further, a Face Covering does not need to be worn by a Worker or Guest who:

3. Should not wear a Face Covering due to any medical or behavioral condition or disability (including, but not limited to, any person who has trouble breathing, or is unconscious or incapacitated, or is otherwise unable to put on or remove the Face Covering without assistance);

4. Is actively eating or drinking;

5. Is seeking to communicate with someone who is hearing-impaired in a way that requires the mouth to be visible;

6. Is giving a speech for a broadcast or to an audience;

7. Is working at home or is in a personal vehicle;

8. Is temporarily removing his or her Face Covering to secure government or medical services or for identification purposes;

9. Would be at risk from wearing a Face Covering at work, as determined by local, state, or federal regulations or workplace safety guidelines; or

10. Has found that his or her Face Covering is impeding visibility to operate equipment or a vehicle.

In addition, people need not wear a Face Covering while exercising if:

11. They have symptoms while strenuously exercising, such as trouble breathing, dizziness, or lightheadedness;

12. They are wearing equipment like a mouthguard or helmet and are having trouble breathing;

13. They are doing any activity in which the Face Covering could become entangled and a choking hazard or impair vision in high risk activities such as gymnastics, cheerleading, or tumbling; or

14. They are doing activities that may cause the Face Covering to become wet, like swimming or other activities in a pool, lake, water attraction, or similar body of water.

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5 Exec. Order 224 § 1.2(b); Exec. Order 209 §§ 2.3 and 2.4.

Interim Policy on Face Covering Requirements
Fully Vaccinated means that it has been two weeks after someone has received the second dose in a two-dose COVID-19 vaccine series (Pfizer or Moderna), or that it has been two weeks after someone has received a single-dose COVID-19 vaccine (Johnson & Johnson).

Guest – Any attendee, customer, guest, member, patron, spectator, or other person lawfully on the property of the agency, other than a Worker.

Participating agency – Any agency that either (1) is part of the Governor’s Office or is headed by a member of the Governor’s Cabinet or (2) elects to adopt this policy.

Worker – An employee (full or part-time, permanent, temporary, probationary, or time-limited) or contractor, regardless of whether the employee or contractor is generally working on-site or generally teleworking.

§ 9. Effective Date and Duration

This Interim Policy is effective at the beginning of the day on August 2, 2021. Pursuant to Section 4.2(b) of Executive Order 224, this Interim Policy will be replaced, effective September 1, 2021, by a policy that implements both Sections 4.1 and 4.2 of the order.

§ 10. Miscellaneous Terms

No Private Right of Action

This Interim Policy is not intended to create, and does not create, any individual right, privilege, or benefit, whether substantive or procedural, enforceable at law or in equity by any party against the State of North Carolina, its agencies, departments, political subdivisions, or other entities, or any officers, employees, or agents thereof, or any emergency management worker (as defined in N.C. Gen. Stat. § 166A-19.60), or any other person.

A violation of this Interim Policy is not grievable.
Savings Clause

If any provision of this Interim Policy or its application to any person or circumstances is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or application of this Interim Policy which can be given effect without the invalid provision or application. To achieve this purpose, the provisions of this Interim Policy are declared to be severable.

§ 11. Authorities

Source of Authority

This policy is issued by direction of Section 4 of Executive Order 224 (July 29, 2021). Section 4 of the executive order takes the form of (1) prohibitions and restrictions issued under the Emergency Management Act, as well as (2) a direction to the Office of State Human Resources to issue a policy. Therefore, this policy is issued under the Emergency Management Act (Chapter 166A of the North Carolina General Statutes), the statute empowering the Director of the Office of State Human Resources to issue rules in accordance with the statutory authorities referenced in Executive Order 224, this policy is issued under N.C.G.S. § 143B-10(j)(3), and this policy is also issued under the Communicable Disease Emergency Policy issued by the State Human Resources Commission pursuant to N.C.G.S. § 126-4.

§ 12. History of this Policy

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
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<tbody>
<tr>
<td>July 30, 2021</td>
<td>First version</td>
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MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: September 17, 2021
Re: Revisions to Volume I

TRANSMITTAL: #08-2021

Effective: October 1, 2021

<table>
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<tr>
<th>Section/Subsection/Appendix/Policy Directive</th>
<th>Comments on Revisions</th>
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<tbody>
<tr>
<td>2-18-1: Residence Modifications</td>
<td>The maximum rates for residence modifications based on property type have been increased. Bidding procedures when the estimate exceeds the maximum rate per property type are clarified.</td>
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Section: 2-20: Training:
- 2-20-10: Work Adjustment Services
- 2-20-11: Assessment Services
- 2-20-12: Community Based Work Adjustment (CBWA)
- 2-20-13: Work Adjustment Job Coaching
- 2-20-14: Work Adjustment Job Coaching for Internships

Revisions to these policies are reflective of the termination of in-house work adjustment training. All work adjustment training services will be provided in a community setting. [Note: subsection number changes; updates to TOC]
MEMORANDUM

To: All Staff Assigned Volume I

From: Vicky Miller – Chief of Policy

Date: October 18, 2021

Re: Revisions to Volume I

TRANSMITTAL: #09-2021

Effective: October 18, 2021

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<tr>
<td>Interim Policy and Procedure Directive: #06-2021: Using Approved Videoconferencing Technologies to Provide Services Remotely</td>
<td>This directive ends the use of obtaining verbal/email approval to sign documents for clients and ends the use of remote psychological testing. Also note that zoom.gov is an approved platform for conducting agency business remotely.</td>
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MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: December 6, 2021
Re: Revisions to Volume I

TRANSMITTAL: #10-2021

Effective: January 1, 2022

<table>
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<th>Section/Subsection/Appendix/Policy Directive</th>
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<tr>
<td>Interim Policy and Procedure Directive: #01-2022: Self-Employment Policy</td>
<td>The Policy Directive is revised to streamline the overall process and simplify/clarify various sections. While a LEAN canvas is required for all self-employment plans, a full business plan is not. Resources and guides are added as supplemental aids.</td>
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MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy
Date: January 24, 2022
Re: Revisions to Volume I

TRANSMITTAL: #01-2022

Effective: February 1, 2022

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