

CLIENT FINANCIAL PARTICIPATION

I. DEFINITION

The North Dakota Division of Vocational Rehabilitation (NDVR) will consider the financial resources of individuals to determine the extent of their participation in the costs of specific vocational rehabilitation (VR) services delivered under an Individualized Plan for Employment (IPE).

This policy applies uniformly to all individuals, assuring that the level of an individual's participation in the cost of VR services is reasonable so as not to effectively deny the individual a necessary service.

II. PROCESS

The Client Participation Scale (CPS) takes into consideration the size of the family, monthly income, and unearned family income from sources that include:

- Retirement earnings including retirement income from the Social Security Administration, and
- Court payments such as court ordered child support or alimony.

Individuals receiving Social Security SSI or SSDI benefits are exempt from required financial participation, but are encouraged to participate to the extent feasible.

An individual's eligibility for VR services does not depend on the individual's financial status. However, the individual's income will be considered when calculating the percent of their participation in the cost of a single service. VR staff will use the CPS in determining this percentage of client participation in the cost of non-exempt VR services. (For services subject to client participation, see Administrative Code 75-08-01-28.)

If the individual, or the individual's family as appropriate, elects not to complete the Client Financial Participation Worksheet - SFN 877 (CFPW), the individual's participation in the cost of non-exempt services would be 100%.

- If an individual is single, under the age of eighteen years, and unemancipated, the individual's income, and the income of the individual's parents, must be considered in calculating the percentage the individual must contribute toward a VR service.
- If an individual is single, under the age of eighteen years, and living with a guardian, only the individual's income will be considered.

- Financial participation in the cost of VR services for individuals that are single and over eighteen, whether they are living with their parents or not, shall be determined only on the individual's income.
- If an individual is married, the income of an individual's spouse and the earned and unearned income of the client is considered in the determination of the percentage of client financial participation.

The CFPW shall be completed by the VR counselor and the individual at the time the IPE is developed and on an annual basis thereafter. If there is no change in the individual's economic status, the worksheet can be initialed and dated by the counselor and client as well as documenting in a case note. Anytime there is a substantial change in the individual's economic status, a new CFPW shall be completed.

III. DISABILITY RELATED EXPENSES

NDVR allows the individual to reduce their total income available for VR services by considering their annual disability related expenses. These costs, while projected for the upcoming year, must be based upon actual, documented expenditures from the previous year or documented proof of anticipated expenditures.

Examples of medical expenses include, but are not limited to:

- Attendant care services for the individual.
- Durable medical equipment which could include items such as wheelchairs, dialysis equipment, respirators, pacemakers, traction equipment, etc.
- Vehicle modification which is directly related to the impairment. Without the modification the individual would either be unable to drive or would be unable to ride in the vehicle. Do not include the cost of the vehicle.
- Prosthetic devices.
- Drugs and medical services necessary for controlling the disabling condition, thereby enabling the individual to work.

IV. CHILD CARE EXPENSES

Child care expenses for the care of the client's child or children is recorded on the CFPW and will reduce the amount of monthly income the client has to contribute to the cost of service.

V. CHILD SUPPORT/ALIMONY

Child support or alimony received is recorded on the CFPW as monthly income. Conversely, child support or alimony paid is recorded as a monthly expense.

VI. EXCEPTIONS

Income from Veterans' benefits is not to be included as income. Should adherence to the financial participation policy jeopardize an individual's opportunity to meet their rehabilitation needs, the counselor may request an exception to the policy.

The Client Financial Participation Worksheet, CFPW, does not need to be completed by the VR counselor and the individual at the time the Transition Assessment IPE is developed unless it requires the purchase of services other than those services exempt from participation by an individual in the cost of vocational rehabilitation services. (See Administrative Code 75-08-01-27.)

VR regional administrators or the Chief of Field Services may approve exceptions. Requests for exceptions must include an adequate explanation of the individual's situation which will allow the administrator to assess the reasonableness of the exception request.

§ 361.54 Participation of individuals in cost of services based on financial need.
State of North Dakota Administrative Code 75-08-01-26.