I. HOME MODIFICATION SERVICES

Home modification services for accessibility can be provided when such services are necessary to enable an eligible consumer to attain or maintain gainful employment. Accessibility refers to the design of an environment to ensure "direct access" (i.e. unassisted).

A. Home modification services can be provided only when a specific employment goal has been identified on an active IPE/Plan and can include the following:

1. External modifications - accessible parking area and accessible path to accessible entrance; one ramp or wheelchair lift at one entrance, and/or one widened door at one entrance.

2. Internal modifications - widened doors within the areas of the home used by the Consumer; one accessible bathroom; one ceiling mounted lift; and/or basic kitchen modifications required for accessibility. LRS will not remodel, renovate, or provide significant additions to kitchen modifications, such as replacing appliances, cabinets, etc.

B. Each consumer who requests home accessibility modification services shall be required to undergo an evaluation by an LRS approved Rehabilitation Engineer or other person(s) trained and qualified to make such assessments.

1. This assessment will assist the Counselor to determine modifications necessary for the consumer to participate in a plan of vocational rehabilitation services and subsequently attain or maintain gainful employment. The person(s) completing the assessment must submit specifications for the recommended modifications to the Counselor.

2. A copy of the specifications for the recommended modifications will be attached to the AWARE case record to provide a basis for reviewing price quotes submitted to the Counselor.
C. Limitations

1. The home to be modified for accessibility must be owned by the consumer, the consumer's parent, or the consumer's spouse. Non-structural, removable modifications, such as bathroom rails, etc., may be provided to consumers residing in rental property.

2. The home to be modified for accessibility must be structurally sound (determined by the contractor submitting the price quote. A statement noting that home is structurally sound and will support the modification should be included on the price quote.)

LRS will not remodel, renovate, or provide significant additions to an existing structure. For example:

   a. A wheelchair ramp may be constructed and attached to an existing home; this is not considered a significant addition.

   b. Extending an existing house by building a new room, such as a bedroom or bathroom, is considered a significant addition and is not permitted.

   c. Enclosing and renovating an existing open structure, such as a carport, is considered a significant addition and is not permitted.

3. The Counselor must obtain approval from the Regional Manager or designee to modify any dwelling previously modified by LRS.
II. PURCHASING GUIDELINES FOR HOME ACCESSIBILITY MODIFICATIONS

A. The Counselor will review the evaluation/assessment report’s recommendations and determine what portion LRS can provide to assist the consumer in reaching their agreed upon competitive integrated employment goal.

B. The Counselor must allow the consumer informed choice.
   1. The Counselor must meet with the consumer to review the specifications the vendor must comply with to meet the needs and choices of the consumer.
   2. The Counselor/RCA will:
      a. Request price quotes from at least three vendors if the single home modification or total of all the home’s modifications exceeds $5,000.00 (if fewer than three vendors are available, obtain quotes from only available vendors.)
         (1) Telephone quotes are not acceptable.
         (2) The request for the price quote may be faxed to the vendor and the vendor may fax back the quote.
         (3) The price quote must include the following:
            a.) Any features, drawings, and performance specifications.
            b.) Indicate the award as “all or none” or “as a package” if multiple items are involved.
            c.) Request for warranty information.
            d.) Date by which item(s) must be delivered.
            e.) A request to include delivery and set-up (if applicable) in the price quote.
            f.) Any particular specifications.

For example: The vendor will be responsible for the cost of pick-up and delivery, cost of adjustments, cost of repairs, etc. that could be required after delivery.
(4) Quotes cannot be split to circumvent state purchasing regulations.

b. If the consumer expresses a choice of vendors, the Counselor should obtain the quotes from those vendors.

c. If the Consumer chooses to use the Vendor submitting the lowest price quote, then the Consumer need not participate in the cost of services for the purchase of home modifications.

d. If the Consumer chooses to use a Vendor other than the one submitting the lowest quote, then the Consumer must pay the difference in cost between the lowest quote and the quote submitted by the chosen vendor.

e. Price quotes will be requested from approved vendors in Chapter 5, Part 511.

C. The Counselor must obtain at least the following from the vendor and obtain the necessary approvals before the vendor begins work for all purchases of home accessibility modifications.

Documentation will be attached to the AWARE case record.

1. Outline of the work to be done. This could include any features, drawings, and/or performance specifications. (This information is currently provided to the Counselor by the Rehabilitation Engineer or Technology Specialist in the report, detailing the accessibility needs.)

2. Warranty information.

   a. Product warranty (lift, shower wheelchair or other AT) should be given to the consumer. (The LRS Counselor may want a copy for the case record).

   b. A written warranty of the work performed and of workmanship or quality of work should be provided by the vendor to the consumer and a copy for the Counselor (to retain in the case record).

3. Date by which the work is expected to be completed.

4. The cost should be an itemized break down, including both material and labor costs.

5. Verification of the vendor’s license and insurance. A “certificate of insurance” should be attached to the AWARE case record that covers complete residential construction including excavation, if needed.
6. A copy of the local building permits (if required).

D. *A Prior Approval request is submitted to State Office via the Exception Request form and once approval is received form RSA, State Office will notify the Regional Manager and Counselor to proceed with completing the IPE/Plan. The completed IPE/Plan should be submitted to the District Supervisor for approval unless Counselor is on Independent Status. Upon approval of the IPE and, if required, any Prior Approval needed, the RCA/Counselor will enter the Authorization(s). See VI.E. below for further instruction on Prior Approval.*

1. If the total of all items/services on any IPE/Plan is equal to or greater than $20,000, it shall be considered “high cost.” In these instances, all Counselors must have the IPE/Plan approved by both the District Supervisor and the Regional Manager.

2. If the cost of any single IPE plan item exceeds the fee schedule as listed below, the Counselor must provide a written rationale in AWARE Case Notes for the excess costs, and obtain approval of the District Supervisor, the Regional Manager, and the LRS Director as an exception.

3. *LRS will assist the consumer with either external and/or internal modification, to increase accessibility up to $12,500.* (Examples: ramp, door widening or other ADA/ABA modifications.)

4. Counselor will ensure that consumer understands their responsibility to maintain any modifications and/or equipment provided by LRS as part of the home modification. This would include general maintenance and any upkeep required.

*E. Prior Approval

Per federal regulations 2 CFR 200.47, Prior Approval must be obtained from the Rehabilitation Services Administration (RSA) prior to purchasing certain goods and services. This includes rearrangement and reconversion cost of any amount such as the construction or modification of client homes or offices required as an accommodation to their disability. Assessments needed to determine the necessary home modifications required DO NOT require prior approval.

A Prior Approval request must be made to State Office to the Bureau Administrator of the CRP and Employment Services Bureau prior to an IPE being completed and any home modifications being authorized/purchased. Upon review and approval by LRS and RSA, the Regional Manager will be notified of approval/disapproval of the prior approval request and can proceed accordingly.*
Home Modifications are limited to the following items. LRS will not remodel, renovate, or provide significant additions to kitchen modifications, such as replacing appliances, cabinets, etc.

<table>
<thead>
<tr>
<th>HOME MODIFICATIONS</th>
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<tbody>
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<td><strong>External Modifications:</strong></td>
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<td>• One ramp or wheelchair lift at one entrance</td>
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<td><strong>Internal Modifications:</strong></td>
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<tr>
<td>• One (1) accessible bathroom</td>
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<tr>
<td>• One ceiling mounted lift;</td>
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<tr>
<td>• The following kitchen modifications only:</td>
</tr>
<tr>
<td>➢ 40 inch clearances between base cabinets, walls, and protrusions</td>
</tr>
<tr>
<td>➢ 30 x 48 inch clear floor space for forward or parallel approach to appliances</td>
</tr>
<tr>
<td>➢ Accessible controls (no grasping or twisting needed - example: lever handles on faucets)</td>
</tr>
<tr>
<td>➢ 30 inch section of counter 34 inches high</td>
</tr>
<tr>
<td>➢ Knee clearance underneath sink/range/cooktop/oven for forward approach</td>
</tr>
<tr>
<td>➢ Pantry shelves between 48 and 15 inches high (modifications will not be used to refurbish the kitchen with all new furnishings)</td>
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III. METHOD OF PAYMENT

Prior to the Counselor/RCA authorizing payment to the vendor/provider after actual delivery of item(s)/services the following must be met:

A. The provider must provide an invoice in order to receive payment. If the provider/vendor does not have a billing invoice, the provider may use LRS’ form RS-22 Standard Invoice.

B. The Consumer must verify that services were secured as outlined on the invoice. The Consumer can either write anywhere on the invoice that the goods and/or services have been received or submit in writing (e-mail is acceptable), a note to the Counselor indicating that the goods/services have been received. By doing so the Consumer is requesting LRS to make payments to the provider.

C. Vendor/Provider submits invoice to LRS for payment as outlined in A-B above.

D. Counselors are authorized to withhold payment for services until A-C above are received. If there are disagreements or evidence of significant departures from the original agreements then an administrative review of the case will be conducted to determine the appropriate, legal resolution.