

LRS CHAPTER 4, TECHNICAL ASSISTANCE & GUIDANCE MANUAL



Part	Name	Effective Date
412.15.1	Comprehensive Transition Programs	*March 8, 2021**
Authorization Federal Register, Volume 81, Department of Education, 34 CFR 361, Part VI, State Vocational Rehabilitation Services Program, PL 110-315 §361.48, §361.50, §361.52, §361.53 and §361.54.		

I. DEFINITION

- A. Comprehensive Transition Program (CTP)¹ means “a degree, certificate, nondegree, or noncertificate program that--
1. Is offered by a college or career school and approved by the U.S. Department of Education;
 2. *Is delivered to students attending the institution;**
 3. Is designed to support students with intellectual disabilities and autism who want to continue academic, career, and independent living instruction to prepare for gainful employment; education in order to prepare for gainful employment;
 4. Offers academic advising and a structured curriculum; and
 5. For at least half of the program, requires students with intellectual disabilities and autism to participate in:
 - a. Non-credit-bearing, integrated courses including students with and without disabilities (regular enrollment),
 - b. Integrated courses including students with and without disabilities for which the student does not receive regular academic credit (audit or other participation),
 - c. Non-credit-bearing, non-degree integrated courses including students with and without disabilities, or
 - d. Integrated internships or work-based training including participants with and without disabilities.
- B. The comprehensive transition program components must be directly related to the individual’s employment goal, and this type of training must be necessary to reach the IPE goal.

¹ According to 34 CFR 668.231 (a) [Title 34 – Education; Subtitle B -- Regulations of the Offices of the Department of Education; Chapter VI -- Office of Postsecondary Education, Department of Education; Part 668 -- Student Assistance General Provisions; Subpart O--Financial Assistance for Students with Intellectual Disabilities (Effective July 1, 2010.)]

C. Comparable resources and other public educational/training institutions within the individual's community must be considered prior to paying for the comprehensive transition training program.

D. *There are currently five (5) CTP programs in Louisiana, at the following schools:

- Nicholls State University (Bridge To Independence)
- Southeastern Louisiana University (Lions Connected)
- University of Louisiana at Lafayette (UL LIFE)
- Bossier Parish Community College (Program for Successful Employment – PSE)
- Baton Rouge Community College (Program for Successful Employment – PSE)

See Chapter 5 for specific details on each program.**

II. PROGRESSION

A. The Counselor must ensure that the consumer is informed of LRS' expectations/requirements for an individual to continue receiving assistance for the CTP. These expectations include, but are not limited to, the following:

1. Satisfactory academic and CTP progress each semester;
2. Once the consumer has been accepted into the degree seeking program, the consumer must meet all the requirements under the Technical Assistance and Guidance Manual, Part 412.16, unless an exception has been completed and approved by the Director; and

B. The Counselor must:

1. Secure grades (credit and non-credit bearing) each semester and file a copy in the case record (complete Measurable Skills Gains as required);
2. Secure documentation as evidence that the consumer actively participated and attended in the CTP;
3. Access the consumer's progress towards completion of degree requirements; and the consumer's feasibility for continued college/university training; and
4. Continuing providing guidance and counseling.

III. PURCHASING GUIDELINES FOR COMPREHENSIVE TRANSITION PROGRAMS

- A. The Counselor should refer to Chapter 5 of the LRS Technical Assistance and Guidance Manual for a listing of approved college/university training programs.
1. Chapter 5 contains the approved costs, length of training/service, estimated cost of books, etc. for each program.
 2. If the program is not listed in Chapter 5, the Counselor must follow guidelines outlined in Chapter 5 to obtain approval from the Regional Manager to use the program.
- B. Training costs (tuition, books, supplies, maintenance, transportation, and any other such support service) are subject to both consumers' ability to participate in the cost of such services and exploration and use of comparable services and similar benefits. (Refer to appropriate Chapter 4, Parts of 410, 411 & 412 for further guidance/information.)
1. The Counselor must apply any similar cash benefit a consumer receives towards the cost of tuition, books, room, board, supplies, and any other support service, before LRS provides any funds for these services.
 2. In all instances, tuition and/or fee payments must be authorized and paid directly to the school.
 - a. In special circumstances, the consumer can be reimbursed for tuition/fees. The Regional Manager is authorized to grant exceptions for special circumstances, but the consumer must provide the agency with a "fee bill" or other such invoice from the school indicating that the tuition/fees have been paid.
 - b. The Counselor must document in the AWARE case notes "why" the payment is being made to the consumer. This fee bill must be placed in the consumer's case record.
 - c. ***The Counselor must complete the IPE/Plan. The IPE/Plan must include the Service Category of Occupational Training.**** Also, note in the description Comprehensive Training Program (CTP) or the name of the program. Submit to the District Supervisor for approval unless Counselor is on Independent Status. Upon approval the RCA/Counselor will enter the Authorization(s).