


LRS CHAPTER 4, TECHNICAL ASSISTANCE & GUIDANCE MANUAL

 <p>LOUISIANA WORKFORCE COMMISSION The Department of Labor</p>	Part 412.17	Name Proprietary/State Operated Vocational Technical School Training	Effective Date *September 14, 2020**
	Authorization Federal Register, Volume 81, Department of Education, 34 CFR 361, Part VI, State Vocational Rehabilitation Services Program, §361.48, §361.50, §361.52, §361.53 and §361.54.		

NOTE: The Counselor must use Chapter 4, Part 412.16, II. Two-Year College Training (Associate Degree) guidance information if the consumer is pursuing an associate degree at either a proprietary or a state-operated technical school.

I. GUIDELINES

The counselor will use the following guidelines to assess the consumer’s potential for successful completion of training in either a proprietary or a state-operated vocational technical program:

- A. The consumer should meet the Occupational Aptitude Pattern (OAP) structure or correlating requirements for the selected employment goal. The Counselor can document the OAP or correlating requirements using any one or combination of the following:
 - 1. Psychological Testing
 - 2. Vocational Assessment (independent of the proprietary school)
 - 3. Other appropriate indications that show the consumer has the capability for successful completion of proprietary or vocational technical school training.

- B. If the consumer does not meet the requirements listed in I. A. 1. above (example: due to the consumer’s disability), the Counselor should obtain a comprehensive vocational evaluation and any other supporting information and request an exception from the LRS Regional Manager.

The vocational evaluation must document that the individual has the abilities and the capabilities to achieve acceptable academic success in proprietary or vocational technical training. (A “C” average is required by most schools to maintain satisfactory academic standing.)

- C. Training must be required to achieve an agreed upon vocational goal.

II. RESIDENT/NON-RESIDENT

LRS does not impose a residency requirement that excludes from services an otherwise eligible individual who is present in the state. However, LRS shall pay only in-state tuition rates for training programs in Louisiana.

III. ATTENDANCE/GRADES

A. The Counselor must ensure that the consumer is made aware of LRS' expectations for attendance and grades. These expectations include, but are not limited to, the following:

1. Regular attendance that includes no more than three (3) unexcused absences during a grading period; and
2. Attainment of a minimum "C" or "Average" overall score for each grading period; and
3. Any other expectations outlined on the consumer's IPE or Plan.
4. Regional Managers are delegated the authority to make exceptions to numbers 1-3 above when the consumer's disability precludes full-time attendance.

B. The Counselor must:

1. Secure grades, and file a copy in the case record as appropriate; and
2. In AWARE case notes assess the consumer's progress towards completion of the curriculum requirements; and
3. Assess the consumer's feasibility for continued proprietary/vocational-technical training; and
4. Provide guidance and counseling as required.

IV. COST-EFFECTIVE SERVICES

A. Counselors must consider the cost-effective provision of post-secondary school training. Therefore, Counselors must first consider and use training at state-operated vocational-technical schools if the employment outcome can be achieved through attendance at a state operated vocational school or technical college and

the individual can enroll in such training within 6 months from the time the counselor/consumer are planning services on the IPE.

- B If the training is available within this time frame at a publicly supported vocational-technical school or technical college, and the consumer chooses to attend a private proprietary school, LRS shall limit assistance with tuition to the actual cost of tuition at the publicly supported school.
- C. The counselor must apply all agency policy and procedure on consumer participation in cost of services and comparable services/similar benefits.

V. PURCHASING GUIDELINES FOR PROPRIETARY OR STATE-OPERATED VOCATIONAL TECHNICAL SCHOOLS

- A. The Counselor should refer to Chapter 5 of the LRS Technical Assistance and Guidance Manual for a listing of approved proprietary and vocational technical 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. Prior to committing agency funds the Counselor must investigate the use of comparable services and/or similar benefits available under any other program.
 - 1. Tuition, books, supplies, maintenance, transportation and any other such support service are subject to both the consumers' ability to participate in the cost of such services and exploration and use of comparable services and similar benefits. (Refer to Chapter 4, Parts 411 & 410 respectively for further information.)
 - 2. The Counselor must apply any similar cash benefit a consumer receives toward the costs of tuition, books, room, board, supplies, and any other support services before LRS provides any funds for these services.
- C. The Counselor must complete the IPE/Plan. Submit to the District Supervisor for approval unless Counselor is on Independent Status. Upon approval the RCA/Counselor will enter the Authorization(s). See Chapter 4, Part 411.1 for further instructions on Secondary Approval requirements.

If the total of all items/services on any IPE/ Plan is equal to or greater than \$25,000, 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.

D. Counselors should utilize the following schedules when LRS purchases proprietary school training. *The AWARE Authorization is set up and payments are processed according to this schedule:**

1. Payment schedule for Proprietary Vocational Technical School utilizing five-day week training:

If Consumer Attends:	Authorize Payment For:
1-4 days	$\frac{1}{4}$ of the month
5-8 days	$\frac{1}{2}$ of the month
9-12 days	$\frac{3}{4}$ of the month
13+ days	full month

NOTE: Consumer is allowed three (3) excused absences per month.

2. Payment schedule utilizing four-day a week training:

If Consumer Attends:	Authorize Payment For:
1-3 days	$\frac{1}{4}$ of the month
4-6 days	$\frac{1}{2}$ of the month
7-10 days	$\frac{3}{4}$ of the month
11+ days	full month

NOTE: Consumer is allowed three (3) excused absences per month.