


# LRS CHAPTER 4, TECHNICAL ASSISTANCE & GUIDANCE MANUAL

 LOUISIANA <b>WORKFORCE</b> COMMISSION The Department of Labor	<b>Part</b> 412.23	<b>Name</b> Books, Supplies, Training Tools, and Incidentals	<b>Effective Date</b> *June 29, 2020**
	<b>Authorization</b> 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.		

## I. BOOKS, SUPPLIES, AND/OR TRAINING TOOLS

- A. A Counselor can purchase books, supplies, and/or training tools when a consumer's IPE/Plan includes entry into a training program.
- B. The Counselor must:
  - 1. Ensure the books, supplies, and/or training tools are required for the specific course/training.
  - 2. Determine that the books, supplies, and/or training tools are being purchased for the sole use of the consumer.
  - 3. Determine that the books, supplies, and/or training tools are essential to the consumer's successful vocational rehabilitation.

## II. INCIDENTALS (PERSONAL CARE ITEMS, ETC.)

Incidentals are a supportive vocational rehabilitation service that is provided to eligible consumers to enable their participation in other substantial/primary vocational rehabilitation services, but only in very extenuating circumstances. The Counselor should not use an incidental allowance for recurring payments. This is used for a one-time purchase.

### **III. PURCHASING GUIDELINES FOR BOOKS, SUPPLIES, TRAINING TOOLS, AND INCIDENTALS**

- A. The Counselor must use form RS-14 to determine the consumer's ability to participate in the cost of books, supplies, training tools, and incidentals. (Refer to Chapter 4, Part 411.)
- B. The Counselor must apply all Agency policy and guidelines relative to use of comparable services and similar benefits. (Refer to Chapter 4, Part 410.)
- C. The Counselor must discuss with the consumer the available vendors and the different methods listed below to purchase books and offer the consumer choice. The Counselor should encourage the consumer to purchase used books whenever possible.

#### **1. Direct Billing from Bookstore**

The Counselor will inform the consumer of the available approved bookstore vendors. Then the Counselor will complete the AWARE authorization and give it to the consumer to take to the selected bookstore or the Counselor will mail the authorization directly to the bookstore. When the consumer goes to the bookstore to purchase the books, the bookstore's invoice/receipt must be itemized to include the name and costs of each book purchased and must have the consumer's signature on the invoice/receipt. Upon receiving the itemized invoice, the Counselor will process payment to the bookstore vendor using the AWARE authorization. The Counselor cannot process payment unless the invoice/receipt is itemized with the names and costs of books and has the consumer's signature.

#### **2. Reimbursing Consumer**

The consumer purchases the books upfront and then submits the itemized receipt(s) to the Counselor. The itemized receipt(s) must include the name and costs of each book and must be signed by the consumer. The Counselor will complete the necessary AWARE documents for reimbursement of books to the consumer.

#### **3. Purchasing Books in Advance**

Prior to the start of classes, if the consumer is unable to afford the purchase of books upfront or the bookstore is not a vendor for LRS, LRS will pay the consumer in advance using the following guidelines: The Counselor will provide the consumer with an LRS invoice (RS-22) to take to the bookstore. The bookstore must complete the invoice with an itemized list of books and cost for each book. The consumer returns the invoice to the Counselor, signs it, and the Counselor will use the invoice to complete the necessary AWARE documents to issue payment to the consumer for the purchase of books. After the purchase of books, the consumer must provide the Counselor the signed itemized receipt that includes the names and costs of books.

D. Rates - the Regional Manager must approve any exceptions to the rates listed below.

1. Books

a. Colleges and Universities and associate degree programs at proprietary or state operated technical schools:

\$1,000 per semester

\$750 per quarter semesters

b. State-Operated Vocational Technical Schools Certificate Programs:

\$1,500 per 12-month period (4 quarter semesters)

c. Proprietary Training Programs:

\$650 per 12-month period (4 quarter semesters)

2. Supplies (examples: notebooks, pens, pencils)

\$100.00 per semester

\$70.00 per quarter

3. Training Tools (examples: mechanic's tools, welder's tools)

Actual cost itemized from the school.

4. Incidental allowances (example: toiletries)

\$100 one time allowance

E. 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.