



Louisiana Rehabilitation Services Fee Schedule

Updated June 3, 2024

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Introduction

The mission of Louisiana Rehabilitation Services is to assist persons with disabilities in their desire to obtain, maintain, or advance in competitive integrated employment and achieve independence in their communities by providing rehabilitation services and working cooperatively with business and other community resources.

Community Rehabilitation Programs (CRP) provide directly or facilitate the provision of one or more vocational rehabilitation (VR) services to individuals with disabilities to enable those individuals to maximize their opportunities for employment, including career advancement. Allowable services that a CRP provides are defined in 34 CFR part 361.5(c)(7)(A- R) and include assessments, supported employment services, rehabilitation technology, personal assistance services, etc. Uniform Guidance 2 CFR Part 200.404 requires cost for services to be reasonable, which means it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to purchase the service. 34 CFR 361.50(a) requires written policies and 34 CFR 361.50 (c) requires the state to establish and maintain written policies to govern the rates of payment for all purchased VR services. Approved CRPs are included in Louisiana Rehabilitation Services' (LRS) Technical Assistance and Guidance manuals under Chapter 5, Vendor Information.

Goods and services shall be purchased based on the individual services necessary to complete an assessment for the determination of eligibility or as specified in an Individualized Plan for Employment (IPE) in accordance with the fees included in this manual determined through the rate setting procedures. Goods and services may be purchased for Potentially Eligible students in the five required categories of Pre-Employment Transition Services. Prior to approving provider invoices for payment, counseling staff shall ensure that reports have been received identifying the nature of the service, including units, cost per unit and dates of services, and when appropriate, the impact of service.

The reason for the service must be documented in the case record. Most services are based on a fee for service. The service must be agreed to, approved, and authorized in advance by the participant and the District Supervisor/Counselor before the delivery of any service. Nothing in this section should be construed as paying for services retroactively.

The rates included in this manual are to be used for the service categories as defined in DCL 23-04 issued September 28, 2023. Services that are provided by internal staff must be documented in the AWARE case management system appropriately so that they may be reported on quarterly 911 reports by either actual services or other methods described below.

Section 1: Training Services

Training services are defined in the Workforce Innovation and Opportunity Act (WIOA) Sec 134(c)(3). For VR purposes, these training services are designed to help the individual improve educationally or vocationally or to adjust to the functional limitations of his or her impairment. If the individual receives more than one type of training, each type should be coded appropriately. For individuals not seeking a degree or certificate and attending a course in a college or university, code this type of training under Miscellaneous Training. The costs associated with training are for tuition, fees, books and supplies only. Costs associated with housing or meals during periods of training are to be coded under Maintenance.

A. College or University Training

Types of Training:

Graduate College or University

Full-time or part-time academic training leading to a degree recognized as beyond a Baccalaureate Degree, such as a Master of Science, Arts (M.S. or M.A.) or Doctor of Philosophy (Ph.D.) or Doctor of Jurisprudence (J.D.). Such training would be provided by a college or university.

AWARE Coding –

Category: Graduate College or University Training

Subcategory: Tuition for Graduate College

Four-Year College or University Training

Full-time or part-time academic training leading to a baccalaureate degree, a certificate, or other recognized educational credential. Such training may be provided by a four-year college or university or technical college.

AWARE Coding –

Category: Four Year College or University Training

Subcategory: Tuition for Four Year College

Junior or Community College Training

Full-time or part-time academic training above the secondary school level leading to an Associate's Degree, a certificate, or other recognized educational credential. Such training may be provided by a community college, junior college, or technical college.

AWARE Coding –

Category: Junior or Community College Training

Subcategory: Tuition for JC or Community College

Occupational or Vocational Training

Occupational, vocational, or job skill training provided by a community college and/or business, vocational/trade or technical school to prepare students for gainful employment in a recognized occupation, not leading to an academic degree. This would include selected courses or programs of study at a community college, four-year college, university, technical college or proprietary school or program. Comprehensive Transition Programs are considered as Occupational or Vocational Training.

AWARE Coding –

Category: Occupational/Vocational Training

Subcategories available:

Comprehensive Transition Program

Proprietary School

Vocational/Technical School

Miscellaneous Training

Any training not recorded in one of the other categories listed above, including Hi-SET, GED or secondary school training leading to a diploma, or courses taken at four-year, junior or community colleges not leading to a certificate or diploma.

AWARE Coding –

Category: Training Misc.

Subcategories available:

Computer Equipment Training

Other Training

Approved Rates for Training Services listed above:

Tuition

In-State Public Colleges / Universities – current rates set by the College / University (refer to each college web-sites for current rates). State-Operated Community and Technical School Training – current rates set by the Louisiana Community and Technical College System (LCTCS) (refer to web-site for current rates)

In-State Private Colleges / Universities **or** Out-of-State Programs – cost cannot exceed Louisiana State University - Baton Rouge's current rate.

Proprietary Schools provide occupational training services. These proprietary schools include training services, which may include classes for truck driving, beauty school, and real estate. Each school publishes their rates online at their web sites. Counselors must consider the cost-effective provision of post-secondary school training. 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/participant are planning services on the IPE. If the training is available within this time frame at a publicly supported vocational-technical school or technical college and the participant chooses to attend a private proprietary school, LRS shall limit assistance with tuition to the actual cost of tuition at the publicly supported school.

Other Approved Training Costs

VR may provide funding for books, supplies, training tools, and other training materials when they are required for the course or training program. Examples of supplies may include notebooks, school bags, pens, pencils, and flash drives. Computers may be purchased as a training tool which is included in the other services area.

Books, Supplies and Other Training Materials

Colleges, Universities, and associate degree programs at proprietary or state operated technical schools: \$1,200 per semester or \$900 per quarter. VR will purchase all required and recommended books. Certain degree programs such as nursing programs and law degrees require high cost books which may cost greater than the maximum allowed, which in these circumstances the actual cost of the books is allowable with the appropriate supervisory approvals.

Proprietary Training Programs: VR may purchase required textbooks and course-related supplies if they are not already included in the cost of tuition and fees. VR pays the entire amount for required books and supplies.

Training Tools for Occupational Vocational Training programs (examples: mechanic’s tools, welder’s tools needed for training programs)
Actual cost itemized from the school.

AWARE coding for other approved training costs – You must know which type of training that the books, supplies or other training materials are associated.

Service Category

- Four Year College or University Training
- Graduate College or University Training
- Junior or Community College Training
- Occupational/Vocational Training

Service SubCategory

- Books and Supplies for Four Year College
- Books and Supplies for Graduate College
- Books and Supplies for JC or Community College
- Books and Supplies for Occupational/Vocational

B. On The Job Training

Training in specific job skills by a prospective employer. Generally, the trainee is paid during this training and will remain in the same or a similar job upon successful completion.

The training fee paid to the employer by LRS is designed to offset the employer's costs for lost productivity while training the participant to perform job duties satisfactorily. The rate for this service is set at a multiple of the participant's monthly base salary based upon market factors and availability of the service. The rate is paid over 3 months and up to 40 hours a week. The current rate is 150% of the participant's salary which allows a similar salaried employee (which includes 50% fringe which is LRS's approximate fringe cost and also in the range of average fringe costs according to the Bureau of Labor Statistics) to perform the On the Job Training services.

AWARE Coding –
Category: On-the-Job Training
Sub Category: On-the-Job Training

C. Job Readiness Training

Training provided to prepare an individual for work (e.g., work behaviors, getting to work on time, dress and grooming, increasing productivity, etc.).

The participant's attendance and progress will be documented on the Job Readiness and Work Ethics Training form. This form must be completed monthly by the vendor/REDS and submitted to the Counselor.

Rate: Up to 60 hours at \$50.00 per hour (maximum of \$3,000 per participant).

AWARE Coding –
Category: Job Readiness Training
Subcategory: Personal and Vocational Adjustment

Actual services must be entered when this service is provided internally by REDS or counseling staff. The service must also be included on the participant's IPE for internal staff to provide the service.

AWARE Coding –
Category: Job Readiness Training
Subcategory: Personal and Vocational Adjustment

D. Disability Related Augmentative Skills Training

Disability-Related Augmentative Skills Training includes but is not limited to: orientation and mobility; rehabilitation teaching; training in the use of low vision aids; Braille; speech reading; sign language; and cognitive training/retraining.

Blind Participants Prorated Rates

Non-Residential

Days 1-3 days = \$970

4-6 days = \$1,940

7-10 days = \$2,910

11+ days = \$3,880

Residential

1-3 days = \$1,192.50

4-6 days = \$2,385

7-10 days = \$3,577.50

11+ days = \$4,770

Deaf-Blind Clients Prorated Rates

Non-Residential

Days 1-3 days = \$1,455

4-6 days = \$2,910

7-10 days = \$4,365

11+ days = \$5,820

Residential

1-3 days = \$1788.75

4-6 days = \$3,577.50

7-10 days = \$5,366.25

11+ days = \$7,155

AWARE Coding –

Category: Disability Related Augmentative Skills Training

Subcategory: Disability Related Augmentative Skills Training

Orientation and Mobility - Contractual training which occurs in the community or the individual's home. This individualized training is provided to orient the person to his/her community, work, or school environment.

\$25 per hour for travel time will be added to the rate when providing services and training in the home or community to the above rates.

Rate: \$65 per hour for instruction time and \$25 per hour for travel time

AWARE Coding –

Category: Disability Related Augmentative Skills Training

Subcategory: Disability Related Augmentative Skills Training

Adjustment to Blindness – Training to enhance one’s ability in the activities of self-care and the process of self-determination, despite severely limiting disability, in the least restrictive circumstances and setting of choice. Independent living skills training provides the participant training in those areas identified in the assessment as needing improvement to minimize dependence on others. This does not include training in a comprehensive training and adjustment program for the blind.

Rate: \$65 per hour for instruction time - \$25 per hour for travel time

AWARE Coding –

Category: Disability Related Augmentative Skills Training

Subcategory: Disability Related Augmentative Skills Training

Rehabilitation Teaching for the Blind - One-on-one instruction which occurs in the individual’s community or home. This is instruction in Braille communication skills, independent living skills, and alternative techniques.

Rate: \$65 per hour for instruction time and \$25 per hour for travel time

AWARE Coding –

Category: Disability Related Augmentative Skills Training

Subcategory: Disability Related Augmentative Skills Training

E. Randolph-Sheppard Entrepreneurial Training

Training for establishing a small business or individualized training through Randolph-Sheppard program and identified on an IPE.

Randolph-Sheppard Program Training Services - This program is designed to provide assessment and training services to potential managers for the Randolph-Sheppard Vending Facilities program. It will also provide training opportunities for current Randolph- Sheppard licensed managers operating a vending facility to develop skills needed to assist in the training of potential managers.

Initial Assessment – This is a four week assessment program provided on-site at Affiliated Blind of Louisiana--designed to assess an individual's preparedness for entry into the Randolph-Sheppard Training Program.

Rate: \$3,660 per month

Randolph-Sheppard Manager Training Program

This training program is designed to provide an individual with the necessary skills and abilities needed to effectively manage a vending facility location. Program is three months in duration.

Rate: \$3,660 per month. Cost of Certification - \$125.00

Randolph-Sheppard On-the-Job Training

Training will be provided in two phases. The first phase will address vending and pre-package stand operation and the second phase will address food preparations usually in a cafeteria setting. The trainee progress will be monitored weekly and feedback will be provided on their progress to facilitate their success, and their progress will be documented in monthly reports.

Rate: Phase I – 6 weeks - \$550.00 per week

Phase II – 6 weeks - \$550.00 per week

NOTE: If a trainee is housed at the ABL facility during the course of training, the cost would be \$250.00 per week payable to ABL. This includes room and board. Should the trainee be training outside of the Lafayette area, the referring counselor is responsible for making any needed living arrangements for the trainee.

Serve-Safe Certification Fee - A one-time fee payable of \$125.00 to Affiliated Blind to provide Serve- Safe certification to program graduates

AWARE Coding –

Category: Randolph-Sheppard Entrepreneurial Training

Subcategory: Randolph-Sheppard Entrepreneurial Training

F. Work-Based Learning Experiences for Adults

Includes apprenticeships, internships, short-term employment, and other work-based learning experiences not elsewhere classified. These opportunities are provided in an integrated environment in the community to the maximum extent possible and may be paid or unpaid. This is provided to non-students with disabilities as this service would be provided and coded using Pre-Employment Transition Services codes for individuals who meet the definition of a student with a disability under Pre-Employment Transition Services.

Short-Term Employment - Wage Reimbursement Structure and Rate:

1. The rate of reimbursement is equal to the rate of pay plus 9.33% for social security, Medicare, and unemployment taxes.
2. Reimbursement cannot exceed 240 hours per employer for a maximum of three (3) different employer placements for a total 720 hours per participant. Reimbursement is made up to a forty

(40) hour work week. Number of hours worked weekly should be jointly discussed and determined between the employer, Counselor and participant as applicable.

Job Shadowing Structure and Rate

Job Shadowing is a three to five-hour observation of a specific job and its duties at a business in the community. The job shadowing must be located at a business or organization not related/connected to the CRP's own agency. The CRP must accompany the participant to the site(s).

Rates: Maximum payment for each Job Shadowing is \$200 with a maximum of three (3) Job Shadow experiences at three different sites. The Job Shadowing report must be completed and signed by the vendor, participant, and the person who was job shadowed and submitted to the Counselor or Program Coordinator.

Adult WBLE Placement

Vendors will be paid for identifying a maximum of three (3) WBLE opportunities at a rate of \$500 each.

AWARE Coding –

Category: Adult Work Based Learning Experiences

Subcategory: Adult Work Based Learning Experiences

Actual services must be entered when this service is provided internally by REDS or counseling staff. The service must also be included on the client's IPE for internal staff to provide the service.

AWARE Coding –

Category: Adult Work Based Learning Experiences

Subcategory: Adult Work Based Learning Experiences

Section 2: Career Services

A. Assessments

Assessment means services provided and activities performed to determine an individual's eligibility for VR services, to assign an individual to a priority category of a VR program that operates under an order of selection, and/or to determine the nature and scope of VR services to be included in the IPE. It also includes trial work experiences.

Various Assessments and Rates:

Complete Vocational Assessment Battery - Include at least one standardized test/instrument from every attribute area.

Rate: \$750 per assessment

AWARE Coding –

Category: Assessment

Sub Category: Vocational Evaluation Comprehensive

Assistive Technology Assessment - To assess the needs of an individual with a disability in the selection and acquisition of an assistive technology device. An assistive technology device is any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of an individual with a disability. Examples include: assessments for computer access, home modifications, environmental controls, job site accommodations, educational technology etc.

Rate: \$450 per assessment - \$25 per hour travel time

AWARE Coding –

Category: Assessment

Subcategory: Assistive Technology Evaluation

Seating And Positioning Assessment - To assess for a proper wheelchair and/or seating system which promotes correct body alignment, decreases seating pressure points, normalizes muscle tone, increases respiratory ability, inhibits abnormal reflexes and facilitates normal function. The goals of corrective seating and positioning also include inhibiting further spinal deformity and increasing functional use of upper extremities.

Rate: \$450 per assessment - \$25 per hour travel time

AWARE Coding –

Category: Assessment

Subcategory: Assistive Technology Evaluation

Driver Assessment - To assess driving capacity and adaptation. A driving assessment consists of a clinical evaluation and an in-car evaluation. The clinical evaluation consists of vision screening; depth perception; glare vision; night vision; glare recovery; traffic color recognition; reaction time; visual perception and processing; traffic sign recognition; hazard perception, avoidance, and decision making; active range of motion; and manual muscle test. The in-car evaluation consists of an on-road evaluation, recommendation of vehicle modification, and fitting of adaptive equipment.

Rate: Sedans \$600 per assessment
Vans \$800 per assessment
\$25 per hour travel time

AWARE Coding –
Category: Assessment
Subcategory: Assistive Technology Evaluation

Augmentative Communication Assessment- To assess persons who are unable to use speech or writing to fully meet their communication needs. Augmentative communication systems often enable individuals to more readily attain their potential in the home, school or work environment.

Rate: \$650 per assessment - \$25 per hour travel time

AWARE Coding –
Category: Assessment
Subcategory: Assistive Technology Evaluation

Low -Vision Assessment - To assess and evaluate low vision and the need for low vision aids or devices.

Rate: \$150 per assessment - \$25 per hour travel time

AWARE Coding –
Category: Assessment
Subcategory: Low Vision Evaluation

Blind Orientation And Mobility Assessment - To assess the ability of the blind and visually impaired to travel independently in their homes and communities. At the conclusion of the assessment, a plan is developed to meet the orientation and mobility training needs.

Rate: \$325 per assessment

AWARE Coding –
Category: Assessment
Subcategory: Orientation & Mobility Assessment

Deaf/Blind Comprehensive Assessment

Referrals for this service should be accompanied by the following:

1. A summary of available background information and any professional recommendations indicated in previous evaluation/assessments.
2. Evaluation questions identified by the counselor and/or client to be answered by the vocational evaluation.

The average time period of an evaluation is 2 weeks. An exceptional situation may shorten or lengthen the time period.

Comprehensive assessments will include the following:

1. Daily Living Skills Assessment - Examines the ability to function independently in community settings, the ability to travel independently and assesses independent living skills related to employment.
2. Community Based Vocational Assessment - Vocational skills will be observed at an actual job site(s) to ascertain the client's current aptitudes and vocational interests.
3. Communication Skills Assessment - The communication assessment will assess the following: language level, communication mode, ability to make use of interpreting services independently, familiarity with adaptive equipment and self-advocacy skills.
4. Orientation and Mobility Assessment
5. As applicable and appropriate, other assessment instruments and planning tools.

Rate: \$1,560 per assessment (no charge if part of a comprehensive training and adjustment program.)

AWARE Coding –
Category: Assessment
Subcategory: Assessment/Evaluation

Independent Living Assessment For Vocational Rehabilitation Cases - (No charge if part of a comprehensive training and adjustment program.) To assess the level of functioning in the following areas: self-care; sexuality; clothing; social skills; home maintenance; home management; food preparation and planning; transportation skills; advocacy skills; economic skills; functional academic skills; mobility; health; safety; communication; and interpersonal skills.

Rate: \$350 per assessment

AWARE Coding –
Category: Assessment
Subcategory: Independent Living Assessment

Comprehensive Vocational Evaluation System (CVES) For The Visually Impaired – The CVES battery identifies relative strengths and weaknesses in the areas of Learning, Problem Solving & Achievement, Sensory & Motor Abilities, and Emotional – Coping & Adaptive Behaviors. The evaluation estimates appropriate vocational and residential placement levels and generates a highly individualized evaluation report to assist the individual in deciding on an appropriate vocational goal relative to all factors as part of career counseling.

Time Frame: One week on average, additional time may be needed relative to the individuals needs

Rate: \$1523

AWARE Coding –
Category: Assessment
Subcategory: Vocational Evaluation Comprehensive

Community Based Assessment – Supported Employment

The assessment will assist the individual in determining employment options that will identify a “good job match,” the types of support needed to obtain and maintain employment and other appropriate services that may be required for the individual to maintain an employment outcome.

Rate: \$750

AWARE Coding –
Category: Assessment
Subcategory: SE Community Based Assess. & Report

Speech Easy Assessment – Assessment provided on the Speak Easy device.

Rate: \$450

AWARE Coding –
Category: Assessment
Subcategory: Assistive Technology Evaluation

Biopic Assessment: Assessment provided on the Biopic Telescope.

Rate: \$315

AWARE Coding –
Category: Assessment
Subcategory: Assistive Technology Evaluation

Trial Work Experience - Must be used in instances to obtain clear and convincing evidence regarding the most significantly disabled client's eligibility/ineligibility for VR services (prior to closing a case as too severely disabled). The trial work experience component occurs at job sites in the community. The assessments include observations of the applicant's work performance in a competitive environment.

Rate: \$317 per site, 3 to 5 hours per site, maximum of 3 sites

AWARE Coding –

Category: Assessment

Subcategory: Trial Work Experience

B. Diagnosis and Treatment of Impairments

Diagnosis and Treatment of Impairments includes corrective surgery or therapeutic treatment, diagnosis and treatment of mental and emotional disorders, dentistry, nursing services, necessary hospitalization, drugs and supplies, eye glasses, podiatry, physical therapy, occupation therapy, speech or hearing therapy, mental health services, treatment of acute or chronic medical complications, other medical or medically related rehabilitation services.

Restoration Services

Restoration services are those medical and medically related services that are necessary to correct or substantially improve a physical or mental condition that is stable or slowly progressive and results in a substantial impediment to employability. Restoration services should be provided within a finite amount of time in order to assist the participant in reaching the agreed upon competitive integrated employment goal.

The Counselor can provide physical and/or mental restoration services if the service(s) is directly related to the participant's ability to enter or retain employment commensurate with the agreed upon competitive integrated employment goal. Physical and mental restoration services require either a prescription and/or an evaluation/assessment of need from a professional who is licensed to practice the particular area of specialty.

The Counselor must determine the participant's ability to participate in the cost of the restoration services. A financial need analysis will be applied to determine if a participant qualifies for this service. Counselor must use all comparable services/similar benefits. If no comparable benefit is available for the payment of medical restoration services, LRS can purchase the service in accordance with the Medicaid Fee Schedule. For services not included in the Medicaid Fee Schedule, approval must be obtained by State Office.

1. A recommendation from a licensed professional as appropriate for restorative services in the evaluation/assessment report is acceptable.
2. Therapy is limited to 26 sessions. If additional therapy sessions are needed, the Counselor must obtain approval from the Regional Manager.

3. The Counselor should assess and apply the fee(s) in the Medical Fee Schedule (included in the tables of this document).

Purchase of Eyeglasses

If vision, with best correction, does not result in any serious functional limitations (i.e. mobility, communication, etc.), then the purchase of prescribed eyeglasses/contact lenses is regarded as physical restoration and therefore, is subject to financial need under current policy. The purchase of eyeglass frames may not exceed \$125.00. Eyeglass lenses are payable at actual cost.

AWARE Coding –

Service Category	Service SubCategory
Physical Restoration	Glasses (eye/prescription)
Physical Restoration	Hospital – Blood
Physical Restoration	Medications
Physical Restoration	Occupational Therapy
Physical Restoration	Other Physical Restoration
Physical Restoration	Physical Therapy
Physical Restoration	Speech Therapy
Physical Restoration	Surgery – Anesthesia

C. Vocational Rehabilitation Counseling and Guidance

Vocational rehabilitation counseling and guidance includes information and support services to assist an individual in exercising informed choice.

Rate: None

AWARE Coding -

Category on the authorization: None

Sub Categories: None

Actual Services: None

This is coded in AWARE when staff provide the service and enter case notes and check the Counseling and Guidance box in the case note. To receive credit on the RSA 911, the date of the case note with this box checked must be the same date or after the initial IPE. Any counseling and guidance captured before the initial plan date is not reported.

3. Activities Provided Options

Counseling and Guidance

Save and New

D. Job Search Assistance

Job search activities support and assist an individual in searching for an appropriate job. Job search assistance may include help in resume preparation, identifying appropriate job opportunities, developing interview skills, and making contacts with companies on behalf of the participant.

Rate:

\$50 per hour up to 20 hours per participant (up to \$1,000)

AWARE Coding -

Category on the authorization – Job Search Assistance

Sub Categories: Job Search Assistance

AWARE Coding – Actual Services must be entered when this service is provided internally by REDS or counseling staff. The service must also be included on the client’s IPE for internal staff to provide the service.

Service Category: Job Search Assistance

Sub Categories: Job Search Assistance

E. Job Placement Assistance

Job placement assistance is a referral to a specific job resulting in an interview. LRS will pay when the participant received the job using the structure below.

Rate:

Milestone System – Job Placement

Payable after 7 days of employment - \$1,000

Payable after 90 days of employment after stabilization - \$1,500

Total of all payments - \$2,500

AWARE Coding –

Category on the authorization: Job Placement Assistance

Sub Categories:

Job Dev/Placement High Quality Indicator

Job Placement Assistance

AWARE Coding – Actual Services must be entered when this service is provided internally by REDS or counseling staff. The service must also be included on the client’s IPE for internal staff to provide the service.

Service Category: Job Placement Assistance

Sub Categories: Job Placement Assistance

For High Quality Indicators, please see the High Quality Indicator Section after J. Customized Employment.

F. Short Term Job Supports

Support services provided to an individual who has been placed in employment in order to stabilize the placement and enhance job retention. Such services include short-term job coaching for persons who do not have a supported employment goal consistent with the employment goal on the IPE.

Rate:

\$40 per hour up to 75 hours per participant (up to \$3,000)

AWARE Coding –

Service Category: Short Term Job Supports

Sub Categories: Short Term Job Supports

G. Supported Employment Services

Supported employment services are ongoing support services, and other appropriate services needed to support an individual with a most significant disability in maintaining supported employment.

Rate:

SE MS 1 - Job Preparation and Development - \$1,000

SE MS 2 - Job Placement - \$1,500

SE MS 3 - One Month Job Retention - \$2,250

SE MS 4 - Two Month Job Retention - \$1,750

SE MS 5 - Three Month Job Retention - \$1,250

SE MS 6 - SE Job Stabilization - \$1,000

SE MS 7 - Transition 60 Days Post Stable Emp - \$500

SE MS 8 - Employed 90 days Post Stabilization - \$500

Total - \$9,750

AWARE Coding –

Category on the authorization – Supported Employment

Sub Categories:

SE MS 1 - Job Preparation and Development 05/2023

SE MS 2 - Job Placement 05/2023

SE MS 3 - One Month Job Retention 05/2023

SE MS 4 - Two Month Job Retention 05/2023

SE MS 5 - Three Month Job Retention 05/2023

SE MS 6 - SE Job Stabilization 05/2023

SE MS 7 - Transition 60 Days Post Stable Emp 5/23

SE MS 8 - Employed 90 days Post Stabilization 5/23

Flexible Supported Employment Milestones

Flexible milestones are now available as an optional service which allows the provider to maintain a high level of support if needed after three months of job retention. This monthly milestone can be provided until job stabilization or for a maximum of 21 additional months (after milestone 5 but prior to achieving milestone 6).

Rate: \$800 per month

AWARE Coding –

Category on the authorization – Supported Employment

Sub Categories: SE MS Flexible

For the community-based assessment, please see the assessment category.

For extended services for youth, please see (K) Extended Services.

For High Quality Indicators, please see the High Quality Indicator Section after J. Customized Employment.

H. Information and Referral Services

Information and referral services are provided to individuals who need services from other agencies (e.g., cooperative agreements). When an individual with a disability who makes an informed choice not to pursue an employment outcome under the vocational rehabilitation program, the individual must be referred to appropriate programs and service providers best suited to address the specific rehabilitation, independent living and employment needs of the individual.” Services provided are reported through actual services entry.

AWARE Coding -

Category on the authorization – None

Sub Categories: None

AWARE Coding – Actual Services must be entered when this service is provided internally by counseling staff. The service does not need to be included on a client’s IPE as it may be common for individuals with disabilities to decide that an employment option is not in their best interest after receiving benefits counseling in application or eligible status.

Service Category: Information and Referral Services
Sub Categories: Information and Referral Services

I. Benefits Counseling

Assistance provided to an individual who is interested in becoming employed, but is uncertain of the impact work income may have on any disability benefits and entitlements being received, and/or is not aware of benefits, such as access to healthcare, that might be available to support employment efforts.

This typically involves an analysis of an individual’s current benefits, such as SSDI and SSI, the individual’s financial situation, and the effect different income levels from work will have on the individual’s future financial situation. This assistance is intended to provide the individual an opportunity to make an informed choice regarding the pursuit of employment.

Ongoing assistance may also be provided as the individual decides on employment goals, searches for jobs, and becomes employed.

Rate: None

This service is provided in house or by outside sources.
AWARE Coding – No Authorizations are completed for this service.

AWARE Coding – Actual Services

Actual services must be entered when this service is provided internally by counseling staff or the certified Community Partner Work Incentive Counselor at State Office. This service can be provided without an individualized plan for employment.

AWARE Coding –

Service Category – Benefits Counseling
Sub Categories: Benefits Counseling

J. Customized Employment Services

Customized employment means competitive integrated employment for an individual with a significant disability that is based on an individualized determination of the unique strengths, needs, and interests of the individual with a significant disability; designed to meet the specific abilities of the individual with a significant disability and the business needs of the employer; and carried out through flexible strategies.

Rate:

Milestone System – Customized Employment

Discovery - \$2,100
Customized Employment Plan - \$750
Payable after 7 days of employment – \$2,000
Payable after 30 days of employment – \$1,000
Payable at Stabilization after 30 days - \$1,000
Payable after 90 days of employment after stabilization - \$2,250
Total - \$9,100

AWARE Coding –

Category on the authorization – Customized Employment

Sub Categories:

Service SubCategory

CE: MS1-Discovery/Discovery Profile
CE: MS2-Customized Employment Plan
CE: MS3-Customized Job Placement
CE: MS4-One Month Job Retention
CE: MS5-Job Stabilization
CE: MS6-Successful Closure

High Quality Indicators

High Quality Indicators for Participants at successful employment outcome for those that received Job Placement Assistance, Supported Employment, or Customized Employment:

Indicator 1 - Hourly Wage	Payment
Over \$10 per hour	\$250
Over \$15 per hour	\$500
Indicator 2 - Hours Worked per week	
Over 25 hours per week	\$250
Over 30 hours per week	\$500
Indicator 3 -High Demand Jobs	
Any job included in the LWC high demand chart ranked as a 3, 4 or 5 star.	\$500
Indicator 4 - Health Insurance is made available	
Health insurance benefits are made available to the participant through the employer.	\$500
If the participant achieves all four of the above indicators, the maximum high	\$1,000

quality indicator payment is limited to \$1,000.

Indicator 5 - Deaf and/or Blind

Premium payment for successful employment outcome with these disabilities. **\$500**

Note : Legally Blind and Hearing loss of at least 70 decibels

The maximum high quality indicator payment for a Deaf and/or Blind participant is \$1,500. The expenditure must be coded on an authorization with the service that was provided that generated the high quality indicator.

AWARE Coding -

Service Category	Service SubCategory
Supported Employment	SE High Quality Indicator
Customized Employment	CE High Quality Indicator
Job Placement Assistance	Job Placement Assistance - High Quality Indicator

K. Extended Services

Extended services are ongoing support services and other appropriate services that are needed to support and maintain an individual with a most significant disability including a youth with a most significant disability, in supported employment. Agencies are to only report data for youth who have achieved a supported employment outcome and are receiving extended services provided with VR and/or SE funds for a period not to **exceed four years**. The service records for these individuals remain open until these services are terminated. VR agencies are not to report data for individuals, including youth, who have achieved a supported employment outcome and are receiving extended services provided through other sources following record closure. This data element tracks extended services provided only by the VR agency or through VR agency purchase; therefore, the comparable services and benefits data elements are not included. This service is for youth with a significant disability who require extended services after achievement of Job Stabilization when other public/private funding is unavailable. This service can be provided up to 48 months or until the youth reaches age 25.

Rate:

\$40.00 per hour up to 2 hours per month

AWARE Coding –

Category on the authorization – Extended Services for SE Youth
Sub Category – Job Coaching for Youth

Section 3: Other Service Data Elements

A. Transportation

Transportation means travel and related expenses that are necessary to enable an applicant or eligible individual to participate in a VR service, including expenses for training in the use of public transportation vehicles and systems. Examples of transportation services include, but are not limited to:

- a) travel and related expenses for a personal care attendant or aide if the services of that person are necessary to enable the applicant or eligible individual to travel to participate in any vocational rehabilitation service;
- b) relocation expenses incurred by an eligible individual in connection with a job placement that is a significant distance from the eligible individual's current residence; or
- c) purchase of a bus pass for an individual to get to training or work.
- d) travel related to training services to enable the participant to participate at the school or training center.

Public carrier which is a vehicle or set of vehicles in the business of transporting the public, such as city bus service, ambulance company, airline, bus company, taxi, and "private" non-profit organizations that offer transportation for a fee.

Rate is actual cost

Private carrier which is a vehicle owned by a person or family, and not customarily for hire. Example: A participant's neighbor can be paid to transport a participant who has no car and no access to other less expensive transportation.

Rate:

Mode of Transportation	Rate per mile
Automobile	\$0.67
Motorcycle	\$0.65

AWARE Coding –

Category: Transportation
Sub Category: Transportation

B. Maintenance

Maintenance means monetary support provided for expenses such as food, shelter and clothing that are in excess of the normal expenses of the individual, and that are necessitated by the individual's participation in an assessment for determining eligibility and VR needs or while receiving services under an IPE. Examples of maintenance expenses include, but are not limited to:

- a) cost of uniforms or other suitable clothing required for an individual's job placement or job seeking activities;
- b) cost of short-term expenses, such as food and shelter, that is required in order for an individual to participate in assessment or vocational training at a site that is not within commuting distance of an individual's home;
- c) cost of food and lodging expenses while an individual is participating in four-year or graduate college or university;
- d) initial one-time costs, such as security deposits or charges for the initiation of utilities, that are required in order for an individual to relocate for a job placement; and
- e) cost of an individual's participation in enrichment activities related to that individual's training program.

Rate:

Housing and Meals (Room and Board)

Maintenance payments for housing and meals to participate in college/vocational training, or other training services shall not exceed an on-campus dining meal plan option (which must be purchased through the school), and a double-occupancy room when room and board is available through the school. If a participant chooses to live in a private room, the participant will be eligible only for the standard double-occupancy room rate and a meal plan option offered through the school.

If on-campus housing is not available through the school, or if a participant chooses to live off campus rather than in on-campus housing available through the school, LRS may provide assistance for housing maintenance in an amount not to exceed the rate table below, and for an on-campus dining meal plan option (which must be purchased through the school).

College/Training Attendance	Maximum Allowed
Fall or Spring semester	\$5,385
Summer semester	\$2,692
Fall, Winter, Spring, or Summer quarter	\$3,365

If the participant requires assistance with purchasing suitable clothing to participate in job seeking activities, or is required to purchase uniforms for employment, a maintenance payment may be issued for an amount not to exceed \$200.00. If the participant's employer provides documentation itemizing clothing requirements for employment that exceeds \$200.00, a maintenance payment may be issued for the total actual cost. The participant must provide LRS with a receipt to confirm proof of purchases made pertaining to this service.

If overnight stay is required then GSA rates will be used. Lodging rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates> .

AWARE Coding –

Service Category – Maintenance

Service Subcategory - Maintenance

C. Rehabilitation Technology

Systematic application of technologies, engineering methodologies, or scientific principles to meet the needs of, and address the barriers confronted by, individuals with disabilities.

Rehabilitation Technology Services

Rehabilitation Technology services are purchased depending on either Medicare L codes, Manufacturers Suggested Retail Prices, or other factors depending on the item or service being purchased. The following is a more detailed process for various rehabilitation technology services:

Orthotics and Prosthetics

The current method used to pay for these services is to follow the current Medicare allowable rates (“L” codes). The current link to these rates is at <https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/DMEPOSFeeSched/DMEPOS-Fee-Schedule>.

Wheelchairs, Cushions, Scooters, and other Seating and Positioning Equipment

LRS approved vendors must provide seating and positioning assistive technology devices at a discount of fifteen percent (15%) below each manufacturer's suggested retail price (MSRP). Vendors must provide a copy of the related MSRP list(s) with each price quote.

Rehabilitation Technology Devices/Services

State contracts through the Division of Administration can be used to purchase equipment at https://wwwcfprd.doa.louisiana.gov/osp/lapac/ecat/dsp_ecatsearchlagov.cfm . If the item being purchased is not on state contract, then price quotes will be requested from at least three vendors for items exceeding \$5,000. The price quotes must include any features, drawings, and performance specifications; indicate the award as “all or none” or “as a package” if multiple

items are involved; request for warranty information; date by which item(s) must be delivered; a request to include delivery and set-up costs (if applicable) in the price quote; any particular specification relative to participant choice:

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 require after delivery; and the closing date and time for receipt of the quote. Rate paid will be the lowest available usual and customary rates.

Vehicle Modifications

Price quotes will be requested from at least three vendors if the modification exceeds \$5,000. The price quote must include any features, drawings, and performance specifications; indicate the award as “all or none” or “as a package” if multiple items are involved; request for warranty information; request estimated timeline for completion of modifications; a request to include delivery and set-up costs (if applicable) in the price quote; any particular specification. Rate paid will be the lowest available usual and customary rates.

Purchase of Eyeglasses

The purchase of eyeglass frames may not exceed \$125.00. Eyeglass lenses are payable at actual cost.

Bioptic Driver Training: \$125 per hour for the mandatory 30 hours of behind-the-wheel training. Vehicle rental fees associated with the provision of the 30 hours of behind-the-wheel training will not be authorized. Maximum of 30 hours can be provided at \$125 per hour (\$3,750).

Assistive Technology Training

Provision of Assistive Technology training at a job site or other on site location relative to the client’s needs.

Payment: \$75 per hour for instruction time and \$25 per hour for travel time

Hearing Aids

Hearing aid services can be provided if directly related to the participant’s ability to enter gainful employment or maintain gainful employment commensurate with the agreed upon competitive integrated employment goal. Hearing Aids are subject to both participants’ ability to participate in the cost of such services and exploration and use of comparable services and similar benefits.

Rate:

Hearing Aids Fee Schedule –	
Manufacturer’s invoice cost	\$1,200
Additional allowable options	(per hearing aid)
Warranty, as applicable	

Extended Warranty <i>(Note: Cost is dependent on hearing aid features. Average cost is approximately \$40-\$50 per aid.)</i>	\$75 per aid
Standard Ear Mold (if provided)	\$50 (per ear mold)
Encased Ear Molds with Absolute Power (AP) Receivers (aka Custom Cased Ear Molds or Custom Cased Receivers) <i>Note: These will have a serial number and warranty.</i> <i>Note: Vendor cannot charge \$50 per ear mold plus \$170 per custom receiver.</i>	\$170 (per custom ear mold with receiver)
Shipping and Handling of hearing aid(s)	Actual Cost
Fitting Fee (per Participant) <i>Note: Vendor cannot charge \$550 fitting fee per aid.</i>	\$550 (1 aid – monaural) \$900 (2 aids-binaural)

The hearing aid price quote from the vendor MUST adhere to the following:

1. An itemization to include the manufacturer’s invoice cost of the hearing aid(s); any additional allowable options added; LRS pre-set fitting fee; ear mold(s), if applicable, and extended warranty (if applicable).

The cost of the extended warranty should not exceed a maximum of \$75.00 per aid.

- a. The average cost is approximately \$40.00 to \$50.00 per aid.
- b. The cost is dependent on the features of the hearing aid.

2. Counselor Responsibilities

a. Counselor is to ensure the following in regards to the LRS pre-set fitting fee. *The fitting fee is calculated per participant at \$550.00 if the participant needs one aid (monaural) or \$900.00 if the participant needs two aids (binaural).** Refer to Vendor Requirements for Dispensing Hearing Aids (RS-8C) for services that are included in this cost.

b. *Under no circumstances can the vendor charge \$550.00 fitting fee per aid (total cost of \$1,100.00) to fit two aids (binaural) on one individual participant.**

AWARE Coding for Rehabilitation Technology Services:

Service Category	Service SubCategory
Rehabilitation Technology	Assistive Technology Services
Rehabilitation Technology	Computer Equipment Assistive Technology Device
Rehabilitation Technology	Glasses, Assistive Technology
Rehabilitation Technology	Hearing Aids
Rehabilitation Technology	Job Site Modifications
Rehabilitation Technology	Low Vision Aids/AE, Assistive Technology Device
Rehabilitation Technology	Orthotics/Prosthetics
Rehabilitation Technology	Other Assistive Devices
Rehabilitation Technology	Other Rehabilitation Technology
Rehabilitation Technology	Rehabilitation Engineering
Rehabilitation Technology	Repairs, Assistive Technology Device
Rehabilitation Technology	Vehicle Modifications
Rehabilitation Technology	Wheelchair

D. Home Modification

Includes necessary home modification services that address appropriate accommodations to, and modifications of, any living space occupied by a VR program participant. These may include additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life.

Price quotes will be requested from at least three vendors. The price quote must include any features, drawings, and performance specifications; indicate the award as “all or none” or “as a package” if multiple items are involved; request for warranty information; date by which item(s) must be delivered; a request to include delivery and set-up (if applicable) in the price quote; any particular specifications. Rate paid will be the lowest available usual and customary rates. Home Modifications are limited to \$30,000 per participant.

AWARE Coding –

Service Category – Home Modification
Service Subcategory – Home Modification

E. Personal Assistance Services

Personal assistance services means a range of services, including, among other things, training in managing, supervising, and directing personal assistance services, provided by one or more persons, that are –

(i) Designed to assist an individual with a disability to perform daily living activities on or off the job that the individual would typically perform without assistance if the individual did not have a disability;

(ii) Designed to increase the individual's control in life and ability to perform everyday activities on or off the job;

(iii) Necessary to the achievement of an employment outcome; and

(iv) Provided only while the individual is receiving other vocational rehabilitation services. The services may include training in managing, supervising, and directing personal assistance services.

Rate:

LRS will reimburse the participant for the PAS's hourly wage of up to \$14.00 per hour, plus 9.33% (for social security, Medicare, and unemployment taxes).

AWARE Coding –

Service Category – Personal Assistance Services

Service Subcategory – PAS to assist with ADLs

F. Small Business (Technical Assistance Services Inc. Self-Employment)

Technical assistance includes consultation and other services provided to conduct market analyses, to develop business plans, and to provide resources to individuals in the pursuit of self-employment, telecommuting and small business operation outcomes.

Rate: LRS can contribute reasonable start-up costs, not to exceed \$20,000, for a small business establishment. The cost of any training/workshops relative to establishing the participant in a small business and/or disability-related assistive technology devices is not included in the \$20,000 limit. Commitment by the participant to make a minimum cash capital contribution of 20 percent of the total transaction (excluding SSI/SSDI recipients which are exempt from the 20% cash contribution). In-kind contributions will not be counted as part of the cash capital contribution. Such funds can be from the participant's personal resources, loans, etc.

If utilizing the Wolf Creek Business Growth Institute to assist the participant in developing their business plan, and provide other counseling services and workshops related to the participant's self-employment venture, then the following rate would be used:

10 week/60-hour course - \$2,500 per person (6 hours/week at \$250/week).

Mentoring - can be provided for up to 5 hours at a rate of \$50 per hour.

AWARE Coding –

Service Category – Small Business Enterprise

Service Subcategory – Small Business Enterprise

G. Reader Services

Reader services are for individuals who cannot read print because of blindness or other disabilities. Reader services include, in addition to reading aloud, transcription of printed information into Braille or sound recordings if the individual requests such transcription. Reader services are generally for individuals who are blind or deaf-blind, but may also include individuals unable to read because of serious neurological disorders, specific learning disabilities, or other physical or mental impairments.

Rate:

\$11.64/hr

AWARE Coding –

Service Category – Readers

Service Subcategories –

Reader Post Secondary in Class

Readers

H. Interpreter Services

Interpreter services are sign language or oral interpretation services for individuals who are deaf or hard of hearing and tactile interpretation services for individuals who are deaf-blind. Specially trained individuals perform sign language or oral interpretation. Interpreter services also include real-time captioning services for persons who are deaf or hard of hearing. Do not include language interpretation in this category, but in Other Services

Rates:

Certified Interpreter and/or Transliterators \$55.00/hr.

Certified Interpreter and/or Transliterators – After-hours/emergency situations as defined in note below. \$65.00/hr.

Travel for Certified Interpreter and/or Transliterators \$55.00/hr.

Qualified but uncertified Interpreter and/or Transliterators \$35.00/hr.

Qualified but uncertified Interpreter and/or Transliterators – After hours/emergency situations as defined in note below. \$45.00/hr.

Travel for Qualified but uncertified Interpreter and/or Transliterators \$35.00/hr.

NOTE: After-Hours/Emergency Interpreting - Interpreter and/or Transliterators services provided after-hours or in emergency situations are those LRS approved assignments occurring between the hours of 5:00 p.m. – 8:00 a.m., weekends, and state approved holidays and may be billed as a three-hour minimum.

Communication Access Real-Time Translation (CART)

Rate: \$100/hr

AWARE Coding for interpreting services as Communication Access Real-Time Translation:

Service Category – Interpreter Services

Service Subcategories –

Interpreter Services

Interpreter Services Post Secondary In Class

I. Other Services

Include in this category such services as the provision of funds for occupational licenses, tools and equipment, initial stocks and supplies.

Occupational Tools and Equipment

Counselor can purchase a maximum of \$4,000 of occupational tools and/or equipment for a participant to enter into or maintain employment.

AWARE Coding –

Service Category – Occupational Tools/Equipment/Licensing/Computer

Service Subcategories – Occupational Tools/Equipment/Licensing

Occupational Licensing

An occupational license is any license, permit, or other written authority from a state, city, or other government unit that must be obtained in order to practice an occupation.

Rate:

Actual Cost of preparatory courses and/or materials needed to prepare for any examination required for licensure. Actual Cost of examination(s) or registry(ies) required to obtain licensure and Actual Cost of professional licenses required to practice the participant's profession.

AWARE Coding –

Service Category – Occupational Tools/Equipment/Licensing/Computer

Service Subcategories – Occupational Tools/Equipment/Licensing

Computers and Tablets

A Counselor can purchase a maximum of \$2,000 for computers or tablets required for a participant to participate in training, enter into, advance in, or maintain employment.

AWARE Coding –

Service Category – Occupational Tools/Equipment/Licensing/Computer

Service Subcategories – Personal Computer/Tablet

Note Taker, Scribes, Tutor

Rate: \$11.64/hr

AWARE Coding –

Service Category – Other

Service Subcategories – Other – Tutor, etc.

Child Care

The purpose of providing assistance to LRS participants for child care is to help the participant to pay for the child care he/she needs in order to complete other primary, substantial services outlined on the participant's Individualized Plan for Employment (IPE/Plan) and/or to participate in required diagnostic evaluations and/or assessments.

Rate: Payment maximums are as follows:

- a. Type III Early Learning Center: \$53.00/day maximum
- b. All other providers: \$36.00/day maximum

AWARE Coding –

Service Category – Child Care

Service Subcategories – Child Care

Section 4: Pre-Employment Transition Services

Pre-Employment Transition Services (Pre-ETS) are coordinated activities for a student with a disability designed within an outcome-oriented process that promotes movement from school to post-school activities leading to competitive integrated employment. Counselors must make these services available to students with disabilities receiving services under an Individualized Education Plan (IEP) or is an individual with a disability for purposes of Section 504 of the Rehabilitation Act (IAP).

A maximum amount of 96 sessions per year for 2 years, without any unused session carrying over to the next year, can be provided at the rate of \$50 per session and is not to exceed \$4,800 per student per year. A session is comprised of no less than 45 minutes of instructional time. Only one activity can be provided per session. If multiple sessions are provided on the same day, each session must be separated by a break in time of no less than 15 minutes.

Authorizations should be issued for 64 sessions at the beginning of the academic year using the subcategory of “Pre-ETS Classroom”. Authorizations for the additional sessions can be generated through an authorization amendment. Unused sessions cannot be carried over to the next school year. The maximum amount of Pre-ETS Classroom sessions per year is 96. The sessions include:

- Job Exploration Counseling – 24 sessions
- Self-Advocacy – 24 sessions
- Counseling on Enrollment in Post-Secondary Education or other Comprehensive Transition Program – 24 sessions
- Workplace Readiness Training 24 sessions

A. Job Exploration Counseling

This is defined as counseling, guidance, and training provided to students with disabilities designed to assist them in identifying and learning about job opportunities in particular occupations and industry sectors. These services may be provided in a classroom setting and/or one-on-one.

Rate: \$50 per session

AWARE Coding –

Vocational Rehabilitation Cases:

Service Category – Pre-Employment Transition Services

Service Subcategory – PETS–Classroom

Potential Eligible Cases:

Service Category – Pre-Employment Transition Services-PET Case Type

Service Subcategory- PETS: Classroom

Actual services must be entered when this service is provided internally by counseling staff, through a Third Party Cooperative Arrangement, or when paid under the “Classroom” subcategory.

AWARE Coding –

Vocational Rehabilitation Cases:

Service Category – Pre-Employment Transition Services

Service Subcategory – PETS–Job Exploration Counseling

Potential Eligible Cases:

Service Category – Pre-Employment Transition Services-PET Case Type

Service Subcategory- PETS: Job Exploration Counseling

B. Counseling on Enrollment In Post-Secondary Education or Other Comprehensive Transition Training Programs

Assistance and support provided to students with disabilities regarding various opportunities for enrollment in comprehensive transition or post-secondary educational programs at institutions of higher education based on their goals and needs.

Rate: \$50 per session

AWARE Coding –

Vocational Rehabilitation Cases:

Service Category – Pre-Employment Transition Services

Service Subcategory – PETS–Classroom

Potential Eligible Cases:

Service Category – Pre-Employment Transition Services-PET Case Type

Service Subcategory- PETS: Classroom

Actual services must be entered when this service is provided internally by counseling staff, through a Third Party Cooperative Arrangement, or when paid under the “Classroom” subcategory.

Vocational Rehabilitation Cases:

Service Category – Pre-Employment Transition Services

Service Subcategory – PETS–Counseling on Enrollment Opportunities

Potential Eligible Cases:

Service Category – Pre-Employment Transition Services-PET Case Type

Service Subcategory- PETS: Counseling on Enrollment Opportunities

C. Workplace Readiness Training

Workplace readiness training is provided to students with disabilities and is designed to assist them in preparing for employment through soft-skills training, job search training, and other related training.

Rate: \$50 per session

AWARE Coding –

Vocational Rehabilitation Cases:

Service Category – Pre-Employment Transition Services

Service Subcategory – PETS–Classroom

Potential Eligible Cases:

Service Category – Pre-Employment Transition Services-PET Case Type

Service Subcategory- PETS: Classroom

Actual services must be entered when this service is provided internally by counseling staff, through a Third Party Cooperative Arrangement, or when paid under the “Classroom” subcategory.

AWARE Coding –

Vocational Rehabilitation Cases:

Service Category – Pre-Employment Transition Services

Service Subcategory – PETS–Work Readiness

Potential Eligible Cases:

Service Category – Pre-Employment Transition Services-PET Case Type

Service Subcategory- PETS: Work Readiness

D. Instruction in Self Advocacy

Services provided to students with disabilities to promote self-advocacy and leadership skills.

Rate: \$50 per session

AWARE Coding –

Vocational Rehabilitation Cases:

Service Category – Pre-Employment Transition Services

Service Subcategory – PETS–Classroom

Potential Eligible Cases:

Service Category – Pre-Employment Transition Services-PET Case Type

Service Subcategory- PETS: Classroom

Actual services must be entered when this service is provided internally by counseling staff, through a Third Party Cooperative Arrangement, or when paid under the “Classroom” subcategory.

AWARE Coding –

Vocational Rehabilitation Cases:

Service Category – Pre-Employment Transition Services

Service Subcategory – PETS– Instruction in Self-Advocacy

Potential Eligible Cases:

Service Category – Pre-Employment Transition Services-PET Case Type

Service Subcategory- PETS: Instruction in Self-Advocacy

E. Work Based Learning Experiences

The Work-Based Learning Experience is the centerpiece of Pre-ETS services. This work-based experience is intended to assist students with disabilities in developing necessary skills and abilities to effectively place them into employment. Project Search internships for students with disabilities are coded here.

Examples of services provided under this component include, but are not limited to:

- Short term employment
- Paid internships
- Employer site visits
- Job shadowing

Rates for Short Term employment and paid internships:

Actual pay plus 9.33% for social security, Medicare, and unemployment taxes. Reimbursement cannot exceed 240 hours per employer for a maximum of three (3) different employer placements for a total 720 hours per student. Reimbursement is made up to a forty (40) hour work week. Number of hours worked weekly should be jointly discussed and determined between the employer, Counselor and student as applicable.

Vendors will be paid for identifying a maximum of three (3) WBLE opportunities at a rate of \$500 each.

The employer may also be paid for an employee teaching job task to the student at a rate of \$25 per hour for up to 20 hours, for a maximum of \$500 per WBLE. The employer must submit an invoice documenting the dates and hours the job-duty mentoring was provided to the student.

Rates for Employer Site Visits (Group Service)

Maximum payment for each student for each Employer Site Visit is \$75, with a maximum of three Employer Site Visits at three different sites.

Rates for Job Shadowing

Maximum payment for each Job Shadowing is \$200 with a maximum of three (3) Job Shadow experiences at three different sites.

AWARE Coding –

Vocational Rehabilitation Cases:

Service Category – Pre-Employment Transition Services

Service Subcategory – PETS– Work Based Learning Experience

Potential Eligible Cases:

Service Category – Pre-Employment Transition Services-PET Case Type

Service Subcategory- PETS: Work Based Learning Experience

Actual services must be entered when this service is provided internally by counseling staff.

AWARE Coding -

Vocational Rehabilitation Cases:

Service Category – Pre-Employment Transition Services

Service Subcategory – PETS– Work Based Learning Experience

Potential Eligible Cases:

Service Category – Pre-Employment Transition Services-PET Case Type

Service Subcategory- PETS: Work Based Learning Experience

Short Term Job Supports for Work Based Learning Experiences

Services to allow a Job Coach on a Work Based Learning Experience under an Individualized Plan for Employment.

Rate:

\$40 per hour

AWARE Coding –

Vocational Rehabilitation Cases:

Service Category – Pre-Employment Transition Services

Service Subcategory – PETS–Coaching Services

Potential Eligible Cases:

Not Applicable as this is not allowed for this case type

Other Services allowed for Pre-Employment Transition Services potentially eligible cases that are required to help the student participate in services:

Auxiliary Aids and Services, as follows:

- Certified interpreter services on-site or through video remote interpreting services to ensure access to information when participating in job exploration counseling or other pre-employment transition services
- Certified readers, taped text, or audio recordings
- Note takers, real-time computer aided transcription, written materials, exchange of written notes
- Telephone handset amplifiers, assistive listening devices or systems, telephones compatible with hearing aids
- Closed caption decoders, open & closed captioning, real time captioning
- Voice text or video based telecommunications products and systems
- Brailled materials and displays, screen reader software, magnification software
- Screen reading software necessary to enable an individual who is blind to access information on a computer (not the computer on which it is installed)

The rate for these services are the same as those that are previously discussed in this manual.

AWARE Coding –

Potential Eligible Cases:

Service Category – Pre-Employment Transition Services-PET Case Type

Service Subcategory- PETS: Reader, Braille, Auxiliary Aids/Services

PETS: Interpreter Services

Other Services allowed for Pre-Employment Transition Services eligible cases with Individualized Plans for Employment that are required to help the student participate in services:

Auxiliary Aids and services listed above

Assessment Services required to determine the VR needs of a student with a disability in order for them to fully benefit/engage in Pre-ETS activities (Except for assessment services to determine eligibility or priority of services), Project Search assessments are included here.

Rehabilitation Technology including Assistive Technology Devices in order for a student to take part in a Pre-ETS activity,

Transportation Services must be provided in combination with a Pre-ETS activity in order for a student to take part in a Pre-ETS activity,

Personal Assistance Services (Personal Care Attendant) which must be provided in combination with a Pre-ETS activity, in order for a student to participate in a Pre-ETS activity (e.g. personal assistance services during a Work-Based Learning Experience),

Rehabilitation Teaching & Orientation and Mobility Services required to benefit from Pre-Employment Transition Services,

Books, tools, or training materials necessary to participate in one of the five required Pre-ETS activities at actual cost,

Maintenance necessary to participate in Pre-Employment Transition Services including:

Uniform/clothing that are necessary for the participation in a required Pre-ETS activity for an amount up to \$200. If the employer provides documentation itemizing clothing requirements for employment that exceeds \$200, a maintenance payment may be issued for the total actual cost.

The rate for these services are the same as those that are previously discussed in this manual.

AWARE Coding –

Vocational Rehabilitation Cases:

Service Category – Pre-Employment Transition Services

Service Subcategories – PETS-Assessments

PETS-Books/Tools/or Materials

PETS-Dis Related Skills Training-Adj to Blindness

PETS-Interpreter Services

PETS-Personal Assistance Services

PETS-Reader, Braille,Auxiliary Aids/Services

PETS-Rehab Teaching/Orientation-Mobility Services

PETS-Room & Board

PETS-Transportation

PETS-Uniform/Clothing

For recurring transportation there is an option to use Category – Pre-Ets Transportaion:
Recurring Auths-VR Case. There is no subcategory to use with this category.

Medical Fee Schedule - State Maximums

Laboratory Procedures and X-Rays, as required are in addition to the following Examination Fee:

General Basic Examination

Including Routine Urinalysis	(99214 & 81000)	\$138.00
------------------------------	-----------------	----------

Allergy

Comprehensive Diagnostic History & Exam	(99245)	\$175.00
Comprehensive Diagnostic History, Physical, Examination, Relevant Laboratory Procedures w/ Patch and/or Intradermal Testing	(95000) (95001) (95002)	\$400.00

Arthritis Survey

Sed. Rate, L.E. Cell, Aso-Titer, Uric Acid Rose & Latex		\$85.00
--	--	---------

Cardiology and Vascular Disorders

EKG	(93000)	\$50.00
Comprehensive Diagnostic History & Exam.	(99245)	\$175.00
EKG Stress	(93015)	\$250.00
ECHO cardiogram w/ Interpretation: ECHO cardiogram	(93307)	\$385.00

Add the following to 93307 as needed:

Dopler Flow Study	(93320)	\$170.00
Color Flow Dopler	(93325)	\$210.00
Holter Monitor	(93262)	\$300.00

Dermatology

Comprehensive Diagnostic History Exam.	(99245)	\$150.00
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Dental

Initial Oral Examination and Treatment Plan (No X-Rays)		\$80.00
Orthodontic Evaluation		\$125.00

Endocrinology

Comprehensive Diagnostic History & Exam.	(99235)	\$175.00
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<u>Gastroenterology</u>		\$230.00
Comprehensive Exam. w/ Report & Recom.		
<u>Gynecology</u>		\$175.00
Comprehensive Diagnostic History & Exam.		
<u>Internal Medicine</u>		\$175.00
Comprehensive Diagnostic History & Exam.	(99245)	
<u>Nephrology</u>		\$175.00
Comprehensive Diagnostic History & Exam.	(99245)	
<u>Neurology</u>		\$300.00
Comprehensive Diagnostic History & Exam.	(99235)	
EEG w/ Interpretation	(95819)	\$200.00
<u>Neuro-Psychological</u>		\$2,200.00
In place of Psychological		
<u>Neuro-Psychiatric</u>		\$375.00
Neurological and Psychiatric w/ Report		
<u>Neurosurgical</u>		\$275.00
Comprehensive Diagnostic History & Exam.	(99235)	
<u>Nose and Throat</u>		\$175.00
Comprehensive Diagnostic History & Exam.	(99245)	
<u>Ophthalmology</u>		\$160.00
Comprehensive Diagnostic History & Exam. w/ Refraction & Glaucoma Test	(99245, 92002, & 92081)	
<u>Optometry</u>		\$160.00
Comprehensive Diagnostic History & Exam. w/ Refraction & Glaucoma Test	(99245, 92002, & 92081)	
<u>Orthopedic</u>		\$210.00
Comprehensive Diagnostic History & Exam.	(99245)	
<u>Otology</u>		\$145.00
Comprehensive Diagnostic History & Exam. w/ Audiogram	(99235 & 92557)	

Personal Attendant Services

PA Regular \$14.00/hr

Physical Medicine

Comprehensive Diagnostic History & Exam. (99245) \$175.00

EMG Testing (add to 99235 as needed):

1 (one) extremity (95860) \$175.00

2 (two) extremities \$250.00

3 (three) extremities \$300.00

4 (four) extremities \$350.00

1 (one) nerve (motor & sensory) \$150.00

1 (one) nerve (95900 & 95907) \$100.00

(motor (95900) or
sensory (95904))

Physical Therapy Evaluation (99245) \$100.00

Occupational Therapy Evaluation (99245) \$100.00

Functional Capacity Evaluation \$800.00

Acute Work Fitness \$600.00

Physical Therapy Sessions (15 min.) \$30.00

Occupational Therapy Sessions (15 min.) \$30.00

Physical Surgery

Plastic Surgery Examination w/ Report (99245) \$175.00

Proctology

Comprehensive Diagnostic History & Exam. (99245) \$175.00

Psychiatry

Comprehensive Diagnostic History & Exam. (90801) \$325.00

Addictionology

\$200.00

Comprehensive evaluation and report, sufficient for diagnosis and prognosis for an individual with a history of alcohol and/or substance abuse, with resultant recommendations.

Licensed Clinical Social Worker (LCSW)

\$175.00

Comprehensive evaluation and report sufficient for diagnosis, prognosis and recommendations.

Psychological

Complete enough to support an independent, diagnostic, therapeutic and prognostic conclusion and form a clear picture of the individual's functional limitation and capabilities. (90830) \$575.00

Educational Components: (Must be approved by Regional Manager prior to authorization).

Attention Deficit Disorder & Learning Disability \$400.00

Additional component of psycho educational battery such as the Woodcock-Johnson Psycho-Educational Battery or the Wechsler Individual Achievement Test \$250.00

Pulmonary

Evaluation w/ Report (99245) \$175.00

Rheumatology

Comprehensive Diagnostic History & Exam. (99245) \$175.00

Speech and Hearing

Audiological Evaluation (92554) \$65.00

Additional Testing \$32.50

Hearing Aid Evaluation (92590) \$65.00

Hearing Aid Check (92592) \$32.50

Speech & Language Evaluation (92506) \$135.00

Speech Evaluation \$100.00/hr

Language Evaluation \$120.00

Speech Therapy (92507) \$90.00/hr

\$40.00/hr

Educational Assessment \$115.00

Educational and Language Assessment \$128.00

Surgical

Comprehensive Diagnostic History & Exam. (99245) \$175.00

Urology

Comprehensive Diagnostic History & Exam (99245) \$175.00

Medical Reports

Reports from attending physician when requested by counselor (if charge is made by doctor)

Comprehensive written original report		\$75.00
Copy of extensive medical records or report		\$50.00

CAT Scan Computerized Axial Tomography w/ Interpretation:

Brain with and without contrast	(70460)	\$695.00
Abdomen with contrast	(74150)	\$695.00
Abdomen without contrast	(74160)	\$675.00
Chest with and without contrast		\$695.00
Chest without contrast		\$655.00

MRI - Magnetic Resonance Imaging Examination

No increase recommended; request exceptions on a case-by-case basis.

Brain with and without contrast		\$1,210.00
Cervical spine with contrast		\$1,140.00
Cervical spine without contrast		\$980.00
Lumbar spine with contrast		\$1,140.00
Lumbar spine without contrast		\$980.00
Lower extremity		\$980.00
Upper extremity		\$980.00
Abdomen		\$980.00

Psychiatric Treatment

Psychiatrist

Psychiatric Treatment - one hour individual therapy		\$150.00
Psychiatric Treatment - group therapy per hour		\$60.00

Not over 26 treatments or one treatment per week.

This applies to both methods of treatment.

Licensed Clinical Social Worker (LCSW)

Psychiatric Treatment - One-hour individual therapy		\$100.00
Psychiatric Treatment - group therapy per hour		\$40.00

Psychological Therapy

Licensed Psychologist

Individual Treatment - 1 hour	(90844)	\$110.00
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Group Therapy - 1 hour	(90853)	\$55.00
Not over 26 treatments or one treatment per week.		
This applies to all methods of treatment.		

Treatment for Diabetic Retinopathy

Fluorescein Angiogram	(82163)	\$200.00
Laser Treatment (CPT Code 67228)	(67228)	\$1,100.00
Laser Treatment (CPT Code 67210)	(67210)	\$1,275.00
Retrobulbar Injection	(67515)	\$250.00

AWARE Code Book

Service Category

Adult Work Based Learning Experiences

Assessment
Assessment
Assessment
Assessment
Assessment
Assessment
Assessment
Assessment
Assessment
Assessment
Assessment
Assessment
Assessment
Assessment
Assessment

Basic Remedial or Literacy Training

Child Care

Customized Employment
Customized Employment
Customized Employment
Customized Employment
Customized Employment
Customized Employment
Customized Employment

Disability Related Augmentative Skills Training

Extended Services for SE Youth

Four Year College or University Training
Four Year College or University Training

Graduate College or University Training
Graduate College or University Training

Service SubCategory

Adult Work Based Learning Experiences

Assessment/Evaluation
Assistive Technology Evaluation
Dental Exam
General Medical Exam
Independent Living Assessment
Low Vision Evaluation
Medical Records
Orientation & Mobility Assessment
Psychological Evaluation
SE Community Based Assess. & Report
Trial Work Experience
Vocational Evaluation Comprehensive
Travel Time for Assessment/Evaluation
X Rays Dental
X Rays Medical

Basic Remedial or Literacy Training

Child Care

CE: MS1-Discovery/Discovery Profile
CE: MS2-Customized Employment Plan
CE: MS3-Customized Job Placement
CE: MS4-One Month Job Retention
CE: MS5-Job Stabilization
CE: MS6-Successful Closure
CE: High Quality Indicator

Disability Related Augmentative Skills Training

Job Coaching for Youth

Books and Supplies for Four Year College
Tuition for Four Year College

Tuition for Graduate College
Books and Supplies for Graduate College

Home Modification	Home Modification
Information and Referral Services	Information and Referral Services
Interpreter Services	Interpreter Services
Interpreter Services	Interpreter Services Post Secondary In Class
Job Placement Assistance	Job Placement Assistance - High Quality Indicator
Job Placement Assistance	Job Placement Assistance
Job Readiness Training	Personal and Vocational Adjustment
Job Search Assistance	Job Search Assistance
Junior or Community College Training	Tuition for JC or Community College
Junior or Community College Training	Books and Supplies for JC or Community College
Maintenance	Maintenance
Mental Restoration	Psychotherapy
Occupational Tools/Equipment/Licensing/Computer	Occupational Tools/Equipment/Licensing
Occupational Tools/Equipment/Licensing/Computer	Personal Computer/Tablet
Occupational/Vocational Training	Books and Supplies for Occupational/Vocational Comprehensive Transition Program
Occupational/Vocational Training	Proprietary School
Occupational/Vocational Training	Vocational/Technical School
On-the-Job Training	On-the-Job Training
Other Goods and Services	Other - Tutor, etc.
Other Goods and Services	Computer Equipment - Occupational Equipment
Other Goods and Services	Incidentals/Training Tools
Personal Assistance Services	PAS to assist with ADLs
Physical Restoration	Physical Therapy
Physical Restoration	Speech Therapy
Physical Restoration	Surgery - Anesthesia

Physical Restoration
Physical Restoration
Physical Restoration
Physical Restoration
Physical Restoration

Other Physical Restoration
Hospital - Blood
Occupational Therapy
Medications
Glasses (eye/prescription)

Pre-Employment Transition Services
Pre-Employment Transition Services
Pre-Employment Transition Services
Pre-Employment Transition Services
Pre-Employment Transition Services
Pre-Employment Transition Services
Pre-Employment Transition Services
Pre-Employment Transition Services
Pre-Employment Transition Services
Pre-Employment Transition Services
Pre-Employment Transition Services

PETS-Assessments
PETS-Books/Tools/or Materials
PETS-Coaching Services
PETS-Counseling on Enrollment Opportunities
PETS-Dis Related Skills Training-Adj to Blindness
PETS-Instruction in Self-advocacy
PETS-Interpreter Services
PETS-Job Exploration Counseling
PETS-Personal Assistance Services
PETS-Reader, Braille, Auxiliary Aids/Services
PETS-Rehab Teaching/Orientation-Mobility Services
PETS-Rehabilitation Technology
PETS-Room & Board
PETS-Transportation
PETS-Uniforms/Clothing
PETS-Work Based Learning Experience
PETS-Work Readiness
PETS-Classroom

Pre-Employment Transition Services
Pre-Employment Transition Services
Pre-Employment Transition Services
Pre-Employment Transition Services
Pre-Employment Transition Services
Pre-Employment Transition Services
Pre-Employment Transition Services

PETS: Counseling on Enrollment Opportunities

Pre-Employment Transition Services-PET Case Type
Pre-Employment Transition Services-PET Case Type
Pre-Employment Transition Services-PET Case Type
Pre-Employment Transition Services-PET Case Type
Pre-Employment Transition Services-PET Case Type
Pre-Employment Transition Services-PET Case Type
Pre-Employment Transition Services-PET Case Type
Pre-Employment Transition Services-PET Case Type
Pre-Employment Transition Services-PET Case Type

PETS: Instruction in Self-Advocacy

PETS: Interpreter Services

PETS: Job Exploration Counseling

PETS: Reader, Braille, Auxiliary Aids/Services

PETS: Work Based Learning Experience

PETS: Work Readiness

PETS: Classroom

Randolph-Sheppard Entrepreneurial Training

Randolph-Sheppard Entrepreneurial Training

Reader Services
Reader Services

Reader Post Secondary In Class
Readers

Registered Apprenticeship Training

Registered Apprenticeship Training

Rehabilitation Technology
Rehabilitation Technology
Rehabilitation Technology
Rehabilitation Technology
Rehabilitation Technology
Rehabilitation Technology
Rehabilitation Technology
Rehabilitation Technology
Rehabilitation Technology
Rehabilitation Technology
Rehabilitation Technology
Rehabilitation Technology
Rehabilitation Technology

Rehabilitation Engineering
Repairs, Assistive Technology Device
Wheelchair
Vehicle Modifications
Computer Equipment Assistive Technology Device
Glasses, Assistive Technology
Assistive Technology Services
Hearing Aids
Low Vision Aids/AE, Assistive Technology Device
Job Site Modifications
Other Rehabilitation Technology
Other Assistive Devices
Orthotics/Prosthetics

Short Term Job Supports

Short Term Job Supports

Small Business Enterprise

Small Business Enterprise

Supported Employment
Supported Employment

SE High Quality Indicator
SE MS 1 - Job Preparation and Development
05/2023

Supported Employment
Supported Employment
Supported Employment
Supported Employment
Supported Employment
Supported Employment

SE MS 2 - Job Placement 05/2023
SE MS 3 - One Month Job Retention 05/2023
SE MS 4 - Two Month Job Retention 05/2023
SE MS 5 - Three Month Job Retention 05/2023
SE MS 6 - SE Job Stabilization 05/2023
SE MS 7 - Transition 60 Days Post Stable Emp
5/23

Supported Employment

SE MS 8 - Employed 90 days Post Stabilization
5/23

Supported Employment

SE MS Flexible

Training Misc.
Training Misc.

Other Training
Computer Equipment Training

Transportation

Transportation

Procedures for Actual Services

Actual services entries are required in AWARE for services provided that are not processed and paid for on an authorization in AWARE. All VR services, including services provided by LRS staff or by comparable benefits must be accurately captured and reported. This process allows for transparency, accountability, and accurate reporting of LRS' efforts in providing services.


Not all services require comparable benefits reporting or are required to be on an IPE. Services required for eligibility determination or for the assessment for determining VR needs are not included on an IPE. Additionally, supportive services are included on the IPE if the primary service is included on the IPE. The following table includes each service, if we are required to report the comparable benefit and if the service is required on an IPE for the comparable benefit to be reported:

Services Listing	Is the Service Required on an IPE?	Are Comparable Services Required?
Section 1: Training Services		
Graduate College or University	Yes	Yes
Four-Year College or University Training	Yes	Yes
Junior or Community College Training	Yes	Yes
Occupational or Vocational Training	Yes	Yes
Miscellaneous Training	Yes	Yes
B. On The Job Training	Yes	Yes
C. Job Readiness Training	Yes	Yes
D. Disability Related Augmentative Skills Training	Yes	Yes
E. Randolph-Sheppard Entrepreneurial Training	Yes	Yes
F. Work-Based Learning Experiences For Adults	Yes	Yes
Section 2: Career Services		
A. Assessments	No	Yes
B. Diagnosis and Treatment of Impairments	Yes	Yes
C. Vocational Rehabilitation Counseling and Guidance	Yes	Yes
D. Job Search Assistance	Yes	Yes
E. Job Placement Assistance	Yes	Yes
F. Short Term Job Supports	Yes	Yes
G. Supported Employment Services	Yes	Yes
H. Information and Referral Services	No	Yes
I. Benefits Counseling	No	Yes
J. Customized Employment Services	Yes	Yes
K. Extended Services	Yes	No
Section 3: Other Service Data Elements		

A. Transportation	Maybe	Yes
B. Maintenance	Maybe	Yes
C. Rehabilitation Technology	Maybe	Yes
D. Home Modification	Yes	Yes
E. Personal Assistance Services	Maybe	Yes
F. Small Business (Technical Assistance Services Inc. Self-Employment)	Yes	Yes
G. Reader Services	Maybe	Yes
H. Interpreter Services	Maybe	Yes
I. Other Services	Yes	Yes
Section 4: Pre-Employment Transition Services		
A. Job Exploration Counseling	Maybe	No
B. Counseling on Enrollment In Post-Secondary Education or Other Comprehensive Transition Training Programs	Maybe	No
C. Workplace Readiness Training	Maybe	No
D. Instruction in Self Advocacy	Maybe	No
E. Work Based Learning Experiences	Maybe	No

Actual Services provided by LRS Staff

Once in Actual Services - choose your Service Category and Subcategory

Service Category* 


Service SubCategory

The description box can be completed to document the service in more detail.

Once in Section 2, enter the Vendor as “LRS” and choose the staff member that provided the service.

2. Service Provider


Vendor


Other Vendor 

Service Provider



In Section 3 enter the service start and end date.



3. Service Detail



Units 

Rate 

Calculated Amount

Start Date*  

End Date*  

Payment Date  

Once this info is entered, the system will report that it was provided by LRS staff. The service start date is required, as this will allow the service to be reported in the correct reporting quarter. If the service is provided more than once, multiple actual services must be entered on the same individual to ensure the service is reported during each quarter that the service is provided.

Under Source of Comparable Benefit Options select None and “No” under Service provided solely by Comparable Benefits.

Source of Comparable Benefit Options [?](#)

- | | |
|--|--|
| <input type="checkbox"/> Employer Medical Insurance | <input type="checkbox"/> Family |
| <input type="checkbox"/> Go Grant | <input type="checkbox"/> Medicaid |
| <input type="checkbox"/> Medicare | <input checked="" type="checkbox"/> None |
| <input type="checkbox"/> Other | <input type="checkbox"/> PELL Grant |
| <input type="checkbox"/> Pending Litigation | <input type="checkbox"/> Private Insurance |
| <input type="checkbox"/> SEOG - Supplemental Educational Opportunity Grant | <input type="checkbox"/> TANF |
| <input type="checkbox"/> TOPS - Taylor Opportunity Program for Students | <input type="checkbox"/> VA Grant |
| <input type="checkbox"/> VA Medical | <input type="checkbox"/> WIOA |
| <input type="checkbox"/> Worker's Compensation | |

Service provided solely by Comparable Benefits? [?](#)

In Section 4 “Other Information” no information is required but may be entered.

In Section 5 attachments – Documents such as JSAP-2 form completed by agency staff would be attached and stored.

5. Attachments

Choose File No file chosen

File Name	Date Attached	Attached By	Command
511.25 JSAP-2 Job Search Assistance Plan.pdf - NEW	03/05/2024 12:08 PM	Johnston, Stephen	Rename Delete

Select Finish to save the actual service.

Service Paid Through LaGov Purchase Orders

Some services such as contracts and high cost services over \$25,000 are paid through LaGov purchase orders. These services must be reported as being provided which requires an actual services entry. These entries are primarily completed by State Office staff.

Once in Actual Services - choose the appropriate Service Category and Subcategory

Service Category* 


Service SubCategory

The description box can be completed to document the service in more detail.

Once in Section 2, enter the Vendor name that was paid for the service.

2. Service Provider









Vendor

Other Vendor 

Service Provider

In Section 3 enter the units, rate, service start date, service end date and payment date

3. Service Detail

Units	<input type="text" value="1.00"/>	
Rate	<input type="text" value="\$30,000.00"/>	
Calculated Amount	<input type="text" value="\$30,000.00"/>	
Start Date*	<input type="text" value="03/04/2024"/> 	
End Date*	<input type="text" value="03/04/2024"/> 	
Payment Date	<input type="text" value="03/05/2024"/> 	

Once this info is entered, the system will report that it was provided by the vendor and determine the type of vendor for reporting purposes. The service start date is required as this will allow the service to be reported in the correct reporting quarter.

Under Source of Comparable Benefit Options, select the appropriate category, as it is possible that another funding source paid a portion of the cost.

Source of Comparable Benefit Options [?](#)

- | | |
|--|--|
| <input type="checkbox"/> Employer Medical Insurance | <input type="checkbox"/> Family |
| <input type="checkbox"/> Go Grant | <input type="checkbox"/> Medicaid |
| <input type="checkbox"/> Medicare | <input checked="" type="checkbox"/> None |
| <input type="checkbox"/> Other | <input type="checkbox"/> PELL Grant |
| <input type="checkbox"/> Pending Litigation | <input type="checkbox"/> Private Insurance |
| <input type="checkbox"/> SEOG - Supplemental Educational Opportunity Grant | <input type="checkbox"/> TANF |
| <input type="checkbox"/> TOPS - Taylor Opportunity Program for Students | <input type="checkbox"/> VA Grant |
| <input type="checkbox"/> VA Medical | <input type="checkbox"/> WIOA |
| <input type="checkbox"/> Worker's Compensation | |

Service provided solely by Comparable Benefits? [?](#)

In Section 4 “Other Information” no information is required but may be entered.

Section 5 the invoice must be attached if it is not a contracted service.

Select Finish to save the actual service.

Service paid through Comparable Benefits

Some services may be funded by other funding sources, such as benefits counseling and tuition paid entirely by Pell or TOPS. These services must be reported as being provided which requires an actual services entry.

Once in Actual Services - choose the appropriate Service Category and Subcategory



Service Category* Benefits Counseling  


Service SubCategory Benefits Counseling   



The description box should be completed which includes information documenting the service in more detail.

Once in Section 2, enter the “Other Vendor” that provided the service. This name must be typed.

2. Service Provider


Vendor  


Other Vendor 

Service Provider  



In Section 3 enter the service start date and service end date.



3. Service Detail



Units 

Rate 

Calculated Amount

Start Date*  

End Date*  

Payment Date  

The service start date is required as this will allow the service to be reported in the correct reporting quarter.

Under Source of Comparable Benefit Options select the appropriate category

Source of Comparable Benefit Options [?](#)

- | | |
|--|---|
| <input type="checkbox"/> Employer Medical Insurance | <input type="checkbox"/> Family |
| <input type="checkbox"/> Go Grant | <input type="checkbox"/> Medicaid |
| <input type="checkbox"/> Medicare | <input type="checkbox"/> None |
| <input type="checkbox"/> Other | <input type="checkbox"/> PELL Grant |
| <input type="checkbox"/> Pending Litigation | <input type="checkbox"/> Private Insurance |
| <input type="checkbox"/> SEOG - Supplemental Educational Opportunity Grant | <input checked="" type="checkbox"/> Social Security |
| <input type="checkbox"/> TANF | <input type="checkbox"/> TOPS - Taylor Opportunity Program for Students |
| <input type="checkbox"/> VA Grant | <input type="checkbox"/> VA Medical |
| <input type="checkbox"/> WIOA | <input type="checkbox"/> Worker's Compensation |

Service provided solely by Comparable Benefits? Yes [?](#)

In Section 4 “Other Information” no information is required but may be entered.

Section 5 – Attachments are optional, but if an email is received documenting the service, this may be attached here (in pdf form).

Select Finish to save the actual service.