GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

POLICY	
Department on Disability Services	Subject: Maintenance Policy
Responsible Program or Office: Rehabilitation Services Administration	Policy Number: 2015-RSA-MAINT-POL01
Date of Approval by the Director: June 1, 2015	Number of Pages: 4
Effective Date: *June 1, 2015*	Expiration Date, if Any: N/A
Supersedes Policy Dated: Section VI DCRSA Policy Manual (2010) – Policy on Maintenance	
Cross References, Related Policies and Procedures, and Related Documents: Postsecondary Education and Training Procedure, Section 3F (2015) Maintenance Procedure or SOP (2015)	

1. PURPOSE

The purpose of this policy is to provide Vocational Rehabilitation (VR) Specialists, supervisors, people served by DC Rehabilitation Services Administration (DCRSA) and other stakeholders guidance and clarification in the use of Maintenance payments as a supporting rehabilitation service to help in the determination of rehabilitation needs and to help the person achieve an employment goal.

2. APPLICABILITY

This policy applies to all VR Specialists, supervisors, administrators, people served by DCRSA and their families and advocates, and stakeholders of the DCRSA.

3. AUTHORITY

The authority for this policy is established in the Department on Disability Services as set forth in D.C. Law 16-264, the "Department on Disability Services Establishment Act of 2006," effective March 14, 2007 (D.C. Official Code § 7-761.01, *et seq.)*; 34 CFR §361.48(g) Maintenance.

4. POLICY

A. It is the policy of DCRSA to provide maintenance services consistent with the definition in 34 CFR § 361.5(b)(35), which reads as follows:

"**Maintenance** means monetary support provided to an individual 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 vocational rehabilitation needs or the individual's receipt of vocational rehabilitation services under an individualized plan for employment."

B. DCRSA shall first determine whether comparable services and benefits exist under any other program and whether those services and benefits are available to the person prior to providing maintenance services. Such determination, however, shall not be required:
   1. If it would delay provision of such services to any person at extreme medical risk; or
   2. An immediate job placement would be lost due to a delay in the provision of such comparable benefits.

C. DCRSA shall also determine if the service or good to be covered by the maintenance is subject to financial participation before provision is approved, except when it is being provided during assessment.

5. RESPONSIBILITY

The responsibility for this policy is vested in the Deputy Director, DC Rehabilitation Services Administration. Implementation of this policy is the responsibility of the DCRSA's Client Services Division.

6. STANDARDS

A. Maintenance is not a standalone service. It shall be provided to help determine the individual's rehabilitation needs and in support of an objective that will aid in the achievement of the employment goal. Maintenance payments shall be promptly terminated when the primary service for which it is supporting is terminated.

B. Maintenance is NOT for living expenses that a person would normally incur if s/he were not involved in the VR program. Maintenance shall be provided if an ***additional cost will be incurred*** by participating in a VR program and:

1. No other comparable benefit can cover it or a comparable benefit may cause undue delay in the provision of service and/or good/s; or
2. It cannot be provided through purchase agreements by the agency; or
3. As a form of reimbursement to a person who has paid for a prior approved service and/or good/s that is integral to the achievement of the employment goal for

which the delivery by the agency would have otherwise delayed provision of such service or good/s.

C. Public benefits such as Social Security Disability Insurance (SSDI), Supplemental Security Income (SSI), and Temporary Aid to Needy Families (TANF) exist to assure that funds for food and shelter are available for certain people who need them; provision of maintenance via VR funds is not intended to duplicate the intent of public benefits and is only for costs in excess of the normal expenses of the person that are necessitated by the person's participation in a program of VR services. The case record must show how the provision of maintenance is related to the person's participation in his/her program of VR services.

D. Maintenance can only be provided during the first 30 days upon job placement (Status 22) if deemed necessary. Maintenance shall not continue for more than 30 days after placement.

E. Maintenance payments shall not exceed the estimated costs of additional normal living expenses that are incurred for the individual as a result of his/her participation in the assessments for determining eligibility and VR needs and/or planned goods and services under the IPE. The following fee schedule serves as spending guidelines in maintenance payment:

GOODS/ SERVICE	NOT TO EXCEED
Clothing	$200
Childcare	Prevailing Rate of a public day care
Special licenses	Prevailing rate and related fees
Meals (if engaged in activity lasting 6 hours or more per day OR other considerations for exception see Section F.2)	$5.00/ day as supplement

F. Standards for Exceptions to Spending Guidelines

1. Rooms if:

a. The person's disability mandates a special housing consideration; and

b. No other less expensive and reasonable alternatives exist in the locality.

2. Meals if:

a. A special diet is required as documented or supported by a medical or nutritional report;

3. Clothing if:

a. Out-of-ordinary clothing is required by the disability or physical size; or

b. Out-of-ordinary clothing is required by the employer or program (e.g., tuxedo which the rest of the waiters in a restaurant are also required to wear); and

c. The person does not already possess a basic wardrobe suitable to complete the VR objective.

4. Spending and duration guidelines for other goods/service not listed above in this policy if:

a. VR objectives could not otherwise be accomplished; and
b. The person's resources have been used to the maximum extent possible.

G. Maintenance examples

The following are examples of expenses that would meet the definition of maintenance. The examples are illustrative from the federal regulation, do not address all possible circumstances, and are not intended to substitute for individual counselor judgment.

1. The cost of a uniform or other suitable clothing that is required for an person's placement or job seeking activities;
2. The cost of short-term shelter that is required in order for a person to participate in assessment activities or vocational training at a site that is not within commuting distance of a person's home and the training is not available locally;
3. The initial one-time costs, such as a security deposit or charges for the initiation of utilities, that are required in order for a person to relocate for a job placement;

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6/01/2015
Approval Date

Andrew P. Reese, Deputy Director
Rehabilitation Services Administration

6/8/2015
Approval Date