# Vocational Rehabilitation Services Manual C-400: Training Services

Revised July 1, 2022

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## C-406: Purchasing Training Services

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### C-406-2: Supplemental Security Income and Social Security Disability Income Recipients

Customers who are eligible for Supplemental Security Income (SSI) or Social Security Disability Income (SSDI) because of a disability are exempt from required participation in the cost of training services that are:

* associated with basic living requirements (BLR) calculations; and

associated with payment limitations for universities, colleges, or technical institutions for tuition, fees, and other training-related expensesExceeding the maximum tuition and fees amounts set by policy does not require VR management approval if the customer is a SSI or SSDI recipient.

SSI and SSDI recipients are not exempt from the requirement to use comparable services and benefits for all services, such as tuition exemptions, federal financial aid that does not require repayment, or other free or low-cost services that are readily available to the customer. Refer to [VRSM D-203: Purchasing Decisions](https://twc.texas.gov/vr-services-manual/vrsm-d-200#d203) for more information.

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## C-408: Training at a College or University

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### C-408-1: Assessment for Training at a College or University

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#### Private or Out-of-State Colleges or Universities

Training must be provided through public colleges and universities in Texas unless:

* a specific curriculum related to the customer's course of study is not available at a Texas public institution;
* academic training elsewhere is determined to be more economical, after all costs are considered; or
* academic training elsewhere provides specialized services needed by the customer that are not available at a Texas public institution.

When a customer chooses to attend a private (independent) or an out-of-state college, technical or state college, university, or health-related institution, even though a comparable public training institution is available in Texas, tuition and fees paid by VR cannot exceed in-state tuition and fees. Exceptions to the limitations for tuition and fees require justification and approval by the VR Supervisor.

Customers that are SSI/SSDI recipients are exempt from limitations and required participation in the cost of training services. Refer to C-406-2: Supplemental Security Income and Social Security Disability Income Recipients.

For more information refer to [C-409: Maximum Payment for a Training at a College or University](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c409).

For approval requirements, see [VRSM D-206-3: Out-of-State Purchases](https://twc.texas.gov/vr-services-manual/vrsm-d-200#d206-3) and [C-409-5: Private or Out-of-State Training at a College or University](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c409-5).

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## C-409: Maximum Payment for Training at a College or University

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### C-409-1: Public Training Institutions: Two-Year Community College

Verify that the institution is a public community college by finding where it is classified on the [College for all Texans—Institutions of Higher Education](http://www.collegeforalltexans.com/apps/degreeprograms/) website.

Exceptions to the limitations for tuition and fees require justification and approval by the VR Supervisor. For additional information, refer to [D-200: Purchasing Goods and Services](https://twc.texas.gov/vr-services-manual/vrsm-d-200). For customers who are eligible for SSI/SSDI because of a disability, refer to [C-406-2: Supplemental Security Income and Social Security Disability Income Recipients](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c406-2).

As of July 2022, VR pays the maximum rate of $127 per semester hour. This amount is all inclusive of tuition and fees combined at a public community college.

VR pays a maximum of $3,810 per year for certificate training at a two-year community college that is not on a semester hour schedule. (The maximum amount for certificate programs through a college or university is based on established tuition and fee rates for enrollment in 15 credit hours for both the fall and spring semesters.)

These rates are based on one standard deviation above the averages from [College for All Texans](http://www.collegeforalltexans.com/index.cfm?objectid=63188B97-0C47-0020-6DBBBAD96A7DFB83) (college cost 2022-2023) average of tuition and fees. VR reviews these rates annually in July.

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### C-409-2: Public Training Institutions: Four-Year College or University

VR staff verifies that the institution is a public university by finding how it is classified on the [College for all Texans— Institutions of Higher Education](http://www.collegeforalltexans.com/apps/degreeprograms/) website.

As of July 2022, VR pays the maximum amount of $392 per semester hour. This amount is all inclusive of tuition and fees combined at a public university.

Exceptions to the limitations for tuition and fees require justification and approval by the VR Supervisor. For additional information refer to [D-200: Purchasing Goods and Services](https://twc.texas.gov/vr-services-manual/vrsm-d-200). For customers who are eligible for SSI/SSDI because of a disability refer to [C-406-2: Supplemental Security Income and Social Security Disability Income Recipients](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c406-2).

VR pays a maximum of $11,760 per year for certificate training at a four-year college or university that is not on a semester hour schedule. (The maximum amount for certificate programs through a college or university is based on established tuition and fee rates for enrollment in 15 credit hours for both the fall and spring semesters.)

These rates are based on one standard deviation above the averages from [College for All Texans](http://www.collegeforalltexans.com/index.cfm?objectid=63188B97-0C47-0020-6DBBBAD96A7DFB83) (college cost 2022-2023) average of tuition and fees. VR reviews these rates annually in July.

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### C-409-3: Public Training Institutions: Technical and State College

Verify that the institution is a public technical or state college by finding where it is classified on the [College for all Texans— Institutions of Higher Education](http://www.collegeforalltexans.com/apps/degreeprograms/) website.

Exceptions to the limitations for tuition and fees require justification and approval by the VR Supervisor. For additional information, refer to [D-200: Purchasing Goods and Services](https://twc.texas.gov/vr-services-manual/vrsm-d-200). For customers who are eligible for SSI/SSDI because of a disability refer to [C-406-2: Supplemental Security Income and Social Security Disability Income Recipients](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c406-2).

As of July 2022, VR pays the maximum amount of $150 per semester hour. This amount is all inclusive of tuition and fees combined at a public technical or state college.

VR pays a maximum of $4,500 per year for certificate training at a technical or state college that is not on a semester hour schedule. (The maximum amount for certificate programs through a college or university is based on established tuition and fee rates for enrollment in 15 credit hours for both the fall and spring semesters.)

These rates are based on one standard deviation above the averages from [College for All Texans](http://www.collegeforalltexans.com/index.cfm?objectid=63188B97-0C47-0020-6DBBBAD96A7DFB83) (college cost 2022-2023) average of tuition and fees. VR reviews these rates annually in July.

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### C-409-4: Public Health-Related Institutions

VR staff verifies that the institution is a public health-related institution by finding how it is classified on the [College for all Texans—Institutions of Higher Education](http://www.collegeforalltexans.com/apps/degreeprograms/) website.

Exceptions to the limitations for tuition and fees require justification and approval by the VR Supervisor. For additional information, refer to [D-200: Purchasing Goods and Services](https://twc.texas.gov/vr-services-manual/vrsm-d-200). For customers who are eligible for SSI/SSDI because of a disability, refer to [C-406-2: Supplemental Security Income and Social Security Disability Income Recipients](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c406-2).

As of July 2022, VR pays the maximum amount of $434 per semester hour. This amount is all inclusive of tuition and fees combined at a public health-related institution.

VR pays a maximum of $13,020 per year for certificate training at a public health-related institution that is not on a semester hour schedule. (The maximum amount for certificate programs through a college or university is based on established tuition and fee rates for enrollment in 15 credit hours for both the fall and spring semesters.)

These rates are based on one standard deviation above the averages from [College for All Texans](http://www.collegeforalltexans.com/index.cfm?objectid=63188B97-0C47-0020-6DBBBAD96A7DFB83) (college cost 2022-2023) average of tuition and fees. VR reviews these rates annually in July.

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### C-409-5: Private or Out-of-State Training at a College or University

When a customer chooses to attend a private (independent) or out-of-state college, technical or state college, university, or health-related institution, even though a comparable public training institution is available in Texas, the VR counselor:

* documents the reason for selecting the public training institution that is being compared to the private or out-of-state training institution in a case note; and
* follows the procedures above for determining the amount that can be paid to the public institution. This is the amount that VR can pay toward the cost of a private institution.

Tuition and fees paid by VR cannot exceed in-state tuition and fees. Exceptions to the limitations for tuition and fees require justification and approval by the VR Supervisor.

For customers who are eligible for SSI/SSDI because of a disability, refer to [C-406-2: Supplemental Security Income and Social Security Disability Income Recipients](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c406-2).

For approval requirements see [C-408-3: Content of an IPE for Training at a College or University](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c408-3) and [D-206-3: Out-of-State Purchases](https://twc.texas.gov/vr-services-manual/vrsm-d-200#d206-3).

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## C-411: Training from Career and Technical or Certified Schools (Proprietary Institutions)

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### C-411-1: Assessment for Training at a Proprietary Institution

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#### Out-of-State Proprietary Institutions

Out-of-state proprietary institutions that provide training to a customer must meet all the following criteria:

* The institution must be legally authorized by the state of its physical location to offer postsecondary education and award degrees.
* The institution must be accredited by a regional or national accrediting organization recognized by the US Secretary of Education under the Higher Education Act of 1965 (20 USC §1001 et seq.).
* The institution must offer in Texas only postsecondary distance or correspondence programs of instruction. (That is, there is no physical location in Texas.)

If the institution meets the criteria listed above, it must take the actions listed on the [TWC Out-of-State Distance Education Institutions](https://twc.texas.gov/partners/out-state-distance-education-institutions) page under the "TWC Requirements You Must Meet" section.

If the institution does not meet all the criteria, an explanation of both TWC's licensing and exemption processes is contained on the [TWC Career Schools and Colleges Resources page](https://twc.texas.gov/partners/career-schools-colleges-resources). Follow the [Apply for a certificate of approval](https://twc.texas.gov/partners/applying-career-school-or-college-license) link for more information.

Tuition and fees rates paid by VR cannot exceed maximum payment rates; when training is obtained in another state, payment is governed by the policies and procedures outlined in [C-412: Maximum Payment for Training at a Propriety Institution](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c412).

Customers that are SSI/SSDI recipients are exempt from limitations and required participation in the cost of training services. Refer to C-406-2: Supplemental Security Income and Social Security Disability Income Recipients.

When a customer chooses to attend a private or an out-of-state proprietary school, even though a comparable training institution is available in Texas, refer to [C-409-5: Private or Out-of-State Training at a College or University](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c409-5) for documentation and payment procedure requirements.

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## C-412: Maximum Payment for Training at a Proprietary Institution

VR staff verifies that the institution is licensed or certified by TWC on the [Licensed Career Schools and Colleges Directory](https://apps.twc.state.tx.us/CSC/directory/search.do) website; the [Eligible Training Provider System](https://apps.twc.state.tx.us/PROVIDERCERT/dispatcher?link=HREF&pageid=APP_HOME) website; or another regulatory agency website, such as the [Texas Department of Licensing and Regulation](https://www.tdlr.texas.gov/LicenseSearch/), before including the training on the IPE.

The maximum amount VR can pay for tuition and fees combined for full-time enrollment at a proprietary institution, after comparable benefits and BLR is applied, is the lesser of:

* $127 per semester hour; or
* $3,810 per year.

As of July 2022, these rates are based on one standard deviation above the averages from College for All Texans public training institutions two-year community college (college cost 2022-2023) average of tuition and fees.

Exceptions to the limitations for tuition and fees require justification, consultation with the State Office Program Specialist for Re-Entry, Work Experience & Proprietary Schools, and approval by the VR Supervisor. For additional information, refer to [D:200: Purchasing Goods and Services](https://twc.texas.gov/vr-services-manual/vrsm-d-200). For customers who are eligible for SSI/SSDI because of a disability, refer to [C-406-2: Supplemental Security Income and Social Security Disability Income Recipients](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c406-2).

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### C-412-1: Out-of-State Training at a Proprietary Institution

When a customer chooses to attend a private or out-of-state proprietary school, even though a comparable training institution is available in Texas, the VR counselor:

* documents the reason for selecting the out-of-state proprietary school that is being compared to the public training institution in a case note; and
* follows the procedures above for determining the amount that can be paid to the institution. This is the amount that VR can pay of the cost of an out-of-state institution.

Customers that are SSI/SSDI recipients are exempt from limitations and required participation in the cost of training services. Refer to C-406-2: Supplemental Security Income and Social Security Disability Income Recipients.

For approval requirements see [C-411-2: Content of a IPE for Training at a Proprietary Institution](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c411-2) and [D-206-3: Out-of-State Purchases](https://twc.texas.gov/vr-services-manual/vrsm-d-200#d206-3).

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## C-415: Textbooks and Supplies

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### C-415-2: Maximum Amounts for Textbooks and Supplies

Exceptions to the limitations for books and supplies require justification and approval by the VR Supervisor. For additional information, refer to [VRSM D-200: Purchasing Goods and Services](https://twc.texas.gov/vr-services-manual/vrsm-d-200). For customers who are eligible for SSI/SSDI because of a disability, refer to [C-406-2: Supplemental Security Income and Social Security Disability Income Recipients](https://twc.texas.gov/vr-services-manual/vrsm-c-400#c406-2).

The maximum amounts that VR can pay per semester or grading period for required textbooks and course-related supplies that are not included in tuition and fees are as follows:

* Community college: $1,060
* Technical and state college: $1,034
* Four-year college or university: $851
* Health-related institutions: $866
* Proprietary institutions (career colleges): $1,060

These rates are based on one standard deviation above the averages from [College for All Texans](http://www.collegeforalltexans.com/index.cfm?objectid=63188B97-0C47-0020-6DBBBAD96A7DFB83) (college cost 2022-2023) averages for books and supplies. VR reviews these rates annually in July.

Fees charged for electronically accessing course textbooks and supplies should be included when calculating these maximum amounts.

Tools and equipment that are required for training but will be kept and used by the customer for employment after completing training are purchased according to processes and procedures in [VRSM C-1407: Tools and Equipment](https://twc.texas.gov/vr-services-manual/vrsm-c-1400#c1407). The amount for these items is not included in or subject to the maximum amounts for required textbooks and course-related supplies.

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