# Vocational Rehabilitation Services Manual C-400: Training Services

Revised November 1, 2022

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## C-419: Work Readiness Services

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### C-419-3: Vocational Adjustment Training

Vocational Adjustment Training (VAT) includes structured classes that help a customer learn and adjust to the daily workplace routine and to address or to manage vocational impediments. VAT allows a customer to develop the competencies and essential skills necessary to function successfully on the job and in the community. There are 9 different curriculums offered in VAT.

Some VAT services may be provided remotely when the VR counselor has indicated approval of remote service delivery on the [VR3121, Referral for Work Readiness Services](https://twc.texas.gov/forms/index.html). For more information, refer to [VR-SFP 3.6.4.1 Remote Service Delivery](https://twc.texas.gov/standards-manual/vr-sfp-chapter-03#s3-6-4). The service definition in the VR-SFP must allow for remote service delivery.

Below is the title and brief description of the service.

* Exploring the "You" in Work—assists the customer in understanding his or her own work personalities, interests, values, and transferable skills.
* Soft Skills for Work Success—focuses on developing essential skills related to effective communication, problem solving, work habits, and work ethics.
* Soft Skills to Pay the Bills–Mastering Soft Skills for Workplace Success—is a curriculum for youth that focuses on communication, enthusiasm and attitude, teamwork, networking, problem solving and critical thinking, and professionalism.
* Entering the World of Work—focuses on skills related to workplace expectations, rules, and laws.
* Preparing for a Job Search—is only for youth and focuses on developing skills essential to preparing for the job search.
* Disability Disclosure Training—assists the customer in making informed decisions about disclosing his or her disability.
* Money Smart: A Financial Education Training—focuses on skills related to money management and finances.
* Public Transportation Training—teaches skills related to using public transportation.
* VAT Specialized—services include both evaluation and training of the customer. It an individualized goal-driven service that teaches skills to overcome or manage impediments to employment. This service is purchased for a customer only when another structured VAT must not meet the customer's needs.
* Exploring Postsecondary Education and Training—assists the customer to understand and explore post-secondary education and training.

The Deaf Premium and the Blind Premium is available for all Vocational Adjustment Services. The Deaf Premium does not include VAT-Specialized, for information go to [VR-SFP 20.5 Deaf Service Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20#s205). The Mileage Premium is available for all Vocational Adjustment Services; for information go to [VR-SFP 20.6 Mileage Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20#s206). Service Authorizations for premiums are issued at the same time the service authorization for the base services is issued.

The Deaf Premium is available for all Vocational Adjustment Services, except VAT-Specialized, for information go to [VR-SFP 20.5 Deaf Service Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20#s205). The Mileage Premium is available for all Vocational Adjustment Services; for information go to [VR-SFP 20.6 Mileage Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20#s206). Service Authorizations for premiums are issued at the same time the service authorization for the base services is issued.

The links below will take you to the service definition, process and procedures, and outcomes required for payment and fee for each of the VAT services.

* [VR-SFP 13.7 VAT Explore the "You" in Work](https://twc.texas.gov/standards-manual/vr-sfp-chapter-13#s137)
* [VR-SFP 13.8 VAT Skills to Pay the Bills—Mastering Soft Skills for Workplace Success](https://twc.texas.gov/standards-manual/vr-sfp-chapter-13#s138)
* [VR-SFP 13.9 VAT Soft Skills for Work Success](https://twc.texas.gov/standards-manual/vr-sfp-chapter-13#s139)
* [VR-SFP 13.10 VAT Entering the World of Work](https://twc.texas.gov/standards-manual/vr-sfp-chapter-13#s1310)
* [VR-SFP 13.11 VAT Job Search Training—for Pre-Employment Transitional Services Customers Only](https://twc.texas.gov/standards-manual/vr-sfp-chapter-13#s1311)
* [VR-SFP 13.12 VAT Disability Disclosure Training](https://twc.texas.gov/standards-manual/vr-sfp-chapter-13#s1312)
* [VR-SFP 13.13 VAT Money Smart—A Financial Education Training](https://twc.texas.gov/standards-manual/vr-sfp-chapter-13#s1313)
* [VR-SFP13.14 VAT Public Transportation Training](https://twc.texas.gov/standards-manual/vr-sfp-chapter-13#s1314)
* [VR-SFP 13.15 VAT Specialized Evaluation](https://twc.texas.gov/standards-manual/vr-sfp-chapter-13#s1315)
* [VR-SFP 13.16 Vocational Adjustment Training Specialized](https://twc.texas.gov/standards-manual/vr-sfp-chapter-13#s1316)
* [VR-SFP 13.17 VAT Exploring Postsecondary Education and Training](https://twc.texas.gov/standards-manual/vr-sfp-chapter-13#s13-17)

In addition to VR Standards for Providers contractors, Transition Educator providers and Nontraditional providers may provide VAT services. Refer to [VRSM C-1005: Non-Contracted Providers](https://twc.texas.gov/vr-services-manual/vrsm-c-1000#c1005) for information about the requirements of Nontraditional providers and Transition Educator providers.

For VAT-Specialized Evaluation and VAT-Specialized, the VR counselor signs the [VR3135B, Vocational Training Specialized Training Plan](https://twc.texas.gov/forms/index.html), indicating agreement with the VAT goals, objectives, and training hours before training is provided after the evaluation or before additional monthly hours are authorized with a service authorization. Planning meetings related to the training plan between customer, provider, customer’s circle of supports and VR-Staff may be conducted remotely.  For more information, refer to [VR-SFP 3.6.4.1 Remote Service Delivery](https://twc.texas.gov/standards-manual/vr-sfp-chapter-03#s3-6-4).

For information on acceptable signatures refer to [VR-SFP 3.11.1 Documentation and Signatures](https://twc.texas.gov/standards-manual/vr-sfp-chapter-03#s3-11-1).

The VAT staff qualifications can be found at [VR-SFP 13.2.3 Vocational Adjustment Trainer Staff Qualifications](https://twc.texas.gov/standards-manual/vr-sfp-chapter-13#s1323).

VAT services may not be purchased more than once for a customer without management approval. If it is necessary to purchase a VAT service more than once, a [VR3472, Contracted Service Modification Request](https://twc.texas.gov/forms/index.html), must be completed and approved by the director of VR.

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## C-421: Work Experience Services

Work Experience services include Work Experience Placement and Work Experience Training. These services allow a customer to be placed within a business or organization in the community to complete a short-term (12 weeks or fewer), part-time work experience to learn skills that are transferable to future long-term competitive integrated employment. Work Experience Services can be used with students and youth with disabilities, adults, and in trial work. A customer's work experience can be in a volunteer position, internship, or temporary short-term employment in which wages are paid by the employer or purchased by Vocational Rehabilitation (VR) via Wage Services.

Work Experience Services can be purchased for customers:

* with limited or no work history;
* who need to gain experience related to the vocational training or degree they have completed; and/or
* with acquired vocational barriers that limit their capacity to continue to work in a field in which they were previously employed.

A customer must have unexpired employment authorization documents to participate in a short-term paid-work setting. For more information, see [VRSM B-204-2: Customer Identification and Authorization for Employment](https://twc.texas.gov/vr-services-manual/vrsm-b-200#b204-2).

For details on how Work Experience Services can benefit a customer, refer to [VR-SFP Chapter 14: Work Experience Services](https://twc.texas.gov/standards-manual/vr-sfp-chapter-14).

When a single work experience must exceed 12 weeks to meet the customer's individualized needs, the VR counselor must document the reason for the extension in a case note and obtain approval from the VR Supervisor. The case note must include the goals to be achieved and the number of additional weeks that are needed to meet the customer's needs. The VR Supervisor must document the required approval in a case note in ReHabWorks (RHW).

The following premiums are available for Work Experience Services. Refer to the links below for additional information:

* VR-SFP 20.11 Blind Premium
* [VR-SFP 20.10 Brain Injury Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20" \l "s20-11)
* [VR-SFP 20.6 Mileage Premium](https://twc.texas.gov/standards-manual/vr-sfp-chapter-20#s206)

Service authorizations for premiums must be issued at the time the service authorization for the base service is issued

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