# Vocational Rehabilitation Services Manual C-400 Training Services

Revised October 1, 2019

## C-417: Room and Board Services

Room and board is a vocational rehabilitation (VR) service that can be provided to customers who are participating in college or university classes or other career and technical training.

### C-417-1: Purchasing Room and Board Services

The VR counselor may only approve VR funds to support room and board when the cost is in excess of the customer's normal living expenses (see [C-1401-1: Legal Authorization](https://twc.texas.gov/vr-services-manual/vrsm-c-1400#c1401-1) for the definition of "normal living expenses") and:

* the amount is required to support the customer's participation in training;
* the amount is the best-value decision to support training services;
* the training is not available in the customer's local community (the same town as the customer's residence or within a 50-mile radius of the customer's residence), and
* the customer is attending training in person.

VR does not pay refundable deposits associated with room and board. See [D-206: Purchasing Restrictions](https://twc.texas.gov/vr-services-manual/vrsm-d-200#d206) for more information.

Before a service authorization for room and board is issued, the VR counselor must document in ReHabWorks (RHW) that:

* room and board are required to support the customer’s participation in training;
* details from bids obtained for room and board (bids are required only if cost is greater than $5,000 per grading period; see D-205-3: Competitive Bids for additional details);
* the selected room and board option is the best-value decision; and
* the training is not available in the customer’s local community.

Paper documentation must be in the case file to confirm that the customer is enrolled in training.

A copy of the lease or housing agreement must be in the case file prior to authorizing a payment, and this document can be used in lieu of an invoice to authorize payments.

Room and board must be included on the customer’s Individualized Plan for Employment (IPE) or IPE amendment.

Exceptions to the above processes and procedures require VR Manager approval.

### C-417-2: Room and Board Payments and Prorating

It is preferred that room and board that is paid to an entity other than a public in-state training institution be paid monthly. When paying a public in-state training institution, a single (properly pro-rated, when applicable) payment can be made for the entire grading period.

Room and board must be paid directly to the provider. See [D-211: Setting Up and Paying Providers for additional information](https://twc.texas.gov/vr-services-manual/vrsm-d-200#d211). However, short-term housing maintenance may be used while a provider is initially being established. VR Manager approval is required to use short-term housing maintenance for these payments. See [C-1401-4: Short-Term Housing Maintenance](https://twc.texas.gov/vr-services-manual/vrsm-c-1400#c1401-4) for additional information.

Services for room and board must be prorated when the service crosses state fiscal years. Refer to [D-212-2: Crossing State Fiscal Years](https://twc.texas.gov/vr-services-manual/vrsm-d-200%22%20%5Cl%20%22d212-2) for more information on prorating room and board services.

Room and board can be paid in advance based on the conditions of the lease or rental agreement. See [D-213-2: Advance Payments](https://twc.texas.gov/vr-services-manual/vrsm-d-200%22%20%5Cl%20%22d213-2) for additional information.

### C-417-3: Creating a Service Authorization for Room and Board

A service record must be created with the following RHW specifications for room and board:

#### Service Records for Room and Board Paid to a Private Entity or Training Institution:

The following RHW specifications should be used when creating service records for room and board paid to a private entity or training institution:

Level 1 – Multiple Goods and Services Including Child Care; Youth Goods and Services, Booth Rental and Room and Board for Training and Short-Term Housing for Other Services [27099]

Level 2 – Room and Board for Training, Short Term Housing for Other Services; Meeting Room Space and Booth Rentals [27099-17440]

Level 3 – Room and Board for Training

Level 4 – The VR counselor chooses the appropriate other specifications

#### Service Records for Room and Board at a 2-Year Community College

The following RHW specifications should be used when creating service records for room and board services at a 2-year community college:

Level 1 - Training, College and University [86000]

Level 2 - Training – Two-Year Community College for tuition started on or after 7/1/2019 [86000-11143]

Level 3 - Room and Board and Other Support Services paid to the Two-Year Community College providing the Training

#### Service Records for Room and Board at a 4-Year College or University

The following RHW specifications should be used when creating service records for room and board services at a 4-year college or university:

Level 1 - Training, College and University [86000]

Level 2 - Training – Four-Year College or University for tuition started on or after 7/1/2019 [86000-11136]

Level 3 - Room and Board paid to the Four-Year College or University providing the Training

**Service Records for Room and Board at a Public Health Related Institutions**

The following RHW specifications should be used when creating service records for room and board services at a public health related institution:

Level 1 - Training, College and University [86000]

Level 2 - Training – Public Health Related Institutions for tuition started on or after 7/1/2019 [86000-11129]

Level 3 - Room and Board paid to the Public Health Related Institution providing the Training