# Vocational Rehabilitation Services Manual C-400: Training Services

Revised April 1, 2022

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### C-421: Work Experience Services

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#### C-421-4: Work Experience Training

VR counselors can purchase Work Experience Training services provided by a Work Experience trainer when a customer needs:

* monitoring to ensure the customer is meeting the work site expectations and has the supports and accommodations necessary to be successful; and/or
* more training and support than is occurring at the work experience site.

Work Experience Training may be purchased without the purchase of Work Experience Placement.

The counselor, customer, provider, and the employer are all be involved in the decision to allow remote Work Experience Training at a worksite. The employer must agree to allow use of the technology, internet and/or devices to be used by the customer at the work experience site. The use of the technology, internet and/or devices should not exclude or stigmatize the customer. Remote Work Experience Training must be supplemented with in person Work Experience Training away from the job site.

See [VR-SFP Chapter 14: Work Experience Services](https://twc.texas.gov/standards-manual/vr-sfp-chapter-14) for more information, including staff qualifications, service definition, process and procedures, and outcomes required for payment and fees.

Work Experience Training can be purchased to support the customers in the Summer Earn and Learn program and customers who are placed in a Work Experience program arranged by VR staff or other external entities.

The VR counselor:

* completes [VR1600, Work Experience Referral](https://twc.texas.gov/forms/index.html) leaving no blanks and attaching, as applicable, medical or psychological reports, case notes, vocational testing, or employment data collected by VR staff that will assist the provider in working with the customer;
* ensures VR1600 or service authorization comments indicate whether the training can be done as a combination of remote and in-person training for a customer, or if the training should all be done in person;
* ensures that VR staff sends the service authorization to the provider;
* monitors the customer's progress with the customer, Work Experience Specialist and with the SEAL provider or business, as applicable;
* provides any needed instruction or intervention necessary to foster the customer's success;
* reviews and approves [VR1604, Work Experience Training Report](https://twc.texas.gov/forms/index.html), ensuring that all outcomes required for payment are achieved and that the staff qualification were held by the individual providing the service to the customer; and
* ensures that the invoice is paid.

Transition Educator providers and Nontraditional providers may provide Work Experience Training services. Transition Educator and Nontraditional providers are required to provide the services as outlined in the VR Standards for Providers and in the service authorization.

Nontraditional providers and Transition Educator providers can be used when all requirements outlined in [VRSM C-1005: Noncontracted Providers](https://twc.texas.gov/vr-services-manual/vrsm-c-1000#c1005) have been met.

When working with nontraditional providers and transition educator providers, the VR-SFP sections titled Service Description, Process and Procedures, and Outcomes Required for Payment in [VR-SFP Chapter 14, 14.4 Work Experience Training](https://twc.texas.gov/node6551#s144) must be followed; however, the staff qualifications and purchasing fees outlined in the VR-SFP Chapter 14 do not apply. The nontraditional provider and transition educator provider fees are listed below.

**Fee Chart for Nontraditional Providers**

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| --- | --- |
| **Service** | **Fee** |
| Work Experience Training – Individual | Negotiated up to $22 an hour |
| Work Experience Training – Group | Negotiated up to $11 an hour per customer |

**Fee Chart for Transition Educator Providers**

|  |  |
| --- | --- |
| **Service** | **Fee** |
| Work Experience Training – Individual | Negotiated up to $30 an hour |
| Work Experience Training – Group | Negotiated up to $15 an hour per customer |
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