# Vocational Rehabilitation Standards for Providers Manual Chapter 22: Vehicle Modifications

Revised October 20, 2025

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## 22.4 Description of Vehicle Modification Equipment and Installation

Contracted VME and associated installation items purchased for customers includes, but are not limited to:

* lowered floor conversions;
* mobility aid hoists;
* mechanical and electronic primary control systems (hand controls);
* reduced effort powered steering;
* access battery systems;
* seating systems; or
* driver and passenger restraint systems.

A complete list of VR vehicle modifications that are accepted for purchase can be found at [Texas A&M Transportation Institute [TTI] Adaptable Vehicles and Equipment](https://vr.tti.tamu.edu/).

Only equipment listed on the TTI/TWC website can be purchased for a customer.

The contractor must:

* modify vehicles according to specifications provided in the TWC Service Authorization associated with the customer;
* follow the manufacturer's recommended warranty schedule;
* follow the manufacturer maintenance recommendation, with minimum maintenance being performed at the end of the 6th and 12th months of operation;
* provide preventive maintenance at no additional cost to VR;
* accept TWC' final payment for services as fulfilling the contractor's claim for those services;
* obtain a signed VR3474, Vehicle Modification Acceptance from the assigned VR staff; and
* not pursue the customer, the customer's parent or guardian, or any other individual for additional payments without prior written approval from TWC.

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## 22.8 Vehicle Modification Equipment Process and Procedure

After completing a driving evaluation, if one is conducted, and the customer selects a contractor, the ATS provides the driving evaluation and/or medical prescription to the contracted provider via the TTI portal. If a driving evaluation was not necessary, the ATS uploads a case note stating this and requests that the contracted provider complete the VR3408, Vehicle Modification Evaluation. The contracted provider can print a copy of the VR3408 from the TTI portal. If a revised final paper copy was sent by assigned VR staff, it should be printed and kept for records.

Both the VME and VR3408 completion are done at no cost to VR.

If the VME is provided because of an automobile accident, the contractor must list the insurance reimbursement on VR3408.

VR issues a service authorization to confirm that the estimate is approved. The contractor does not begin work until the service authorization has been received from VR.

## 22.9 Vehicle Modification Equipment Outcomes Required for Payment

For the contractor to receive payment, the contractor must:

* provide new, contracted VME as specified on the VR service authorization at the rate established in 22.7 Vehicle Modification Equipment Method of Payment;
* deliver the VME to the contractor's place of business on a date and time mutually agreed upon by the VR counselor, customer, and contractor within 45 days of the service authorization, or notify the caseload-carrying staff of the estimated delivery date before the service authorization is issued;
* deliver the VME in a fully functional state, as detailed in VR3408, Vehicle Modification Evaluation, to meet the VR customer's prescribed needs;
* deliver proof of a successful inspection by assigned VR staff or by TTI
* obtain a signed VR3474 from the assigned VR staff; and
* submit an invoice that includes all VME necessary for the customer (should include only the VME approved on the service authorization and be in accordance with VR3408).

Payment is made when the VR counselor verifies:

* the VME delivery, and
* that all documentation listed above has been received.