# **Vocational Rehabilitation Services Manual C-400: Training Services**

Revised February 1, 2023

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## **C-418: Room and Board Services**

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### **C-418-1: Purchasing Room and Board Services**

The VR counselor may approve VR funds to support room and board when:

* the cost is in excess of the customer's normal living expenses\*;
* the funds are required to support the customer's participation in training; and
* the customer is attending training in person.

If the above requirements are met, VR manager approval is not required if:

* + the training is not available in the customer's local community (that is, in the same city as the customer's residence or within a 50-mile radius of the customer's residence);
	+ the customer’s disability-related needs justify the purchase of room and board regardless of the training being in the customer’s local community; or
	+ the amount is the best-value decision to support the customer’s participation in training regardless of the training being in the customer’s local community. (For example, the cost of room and board is lower than the cost of paying for transportation to and from the training location.)

Any exception to this policy requires VR Manager approval.

\*For the definition of "normal living expenses," refer to [C-1401-1: Legal Authorization](https://twc.texas.gov/vr-services-manual/vrsm-c-1400%22%20%5Cl%20%22c1401-1%22%20%5Co%20%22https%3A//twc.texas.gov/vr-services-manual/vrsm-c-1400#c1401-1" \t "_blank).

Additionally, before a service authorization for room and board is issued, the VR counselor must document in ReHabWorks (RHW) the details from bids obtained for room and board. Bids are required only if the cost is greater than $10,000 per grading period. For additional details, refer to D[-205-3: Competitive Bids](https://twc.texas.gov/vr-services-manual/vrsm-d-200%22%20%5Cl%20%22d205-3).

VR does not pay refundable deposits associated with room and board. For more information, refer to [D-206: Purchasing Restrictions](https://twc.texas.gov/vr-services-manual/vrsm-d-200%22%20%5Cl%20%22d206).

The case file must contain:

* documentation confirming that the customer is enrolled in training; and
* a copy of the lease or housing agreement that:
	+ must be in the case file prior to authorizing a payment; and
	+ may be used in lieu of an invoice to authorize payments.

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

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