

**Trina M Lee, Administrator**

**Authorized signature**

**Number:** VR-PT 17-03

**Issue** 08/15/2017

**Due date:** Immediately

**Topic:** Vocational Rehabilitation: Fiscal Policy

**Subject:** Reserve at Least 15 Percent of Program Allotments for the Provision of Pre-Employment Transition Services

**Applies to (check all that apply):**

<input type="checkbox"/>	Vocational Rehabilitation – All Staff
<input type="checkbox"/>	Vocational Rehabilitation – Executive Team
<input checked="" type="checkbox"/>	Vocational Rehabilitation - Administration
<input checked="" type="checkbox"/>	Vocational Rehabilitation – Branch Managers
<input type="checkbox"/>	Other (please specify)

**Policy:**

Oregon Vocational Rehabilitation (the Program) will, in collaboration with local educational agencies involved, provide, or arrange for the provision of, [pre-employment transition services](#) for all [students with disabilities](#) in need of such services, without regard to the type of disability, from Federal funds reserved in accordance with §361.65, and any funds made available from State, local, or private funding sources. Funds reserved and made available may be used for the required, authorized, and pre-employment transition coordination activities.

The Program, pursuant to section 110(d) of the Rehabilitation Act of 1973, as amended (Rehabilitation Act), reserves at least 15 percent of their vocational rehabilitation allotments for the provision of pre-employment transition

services. The reserved funds must be spent in providing, or arranging for the provision of, pre-employment transition services outlined in section 113 of the Rehabilitation Act to students with disabilities.

The reserved funds must —

- ◆ Only be used for pre-employment transition services; and
- ◆ Not be used to pay for [administrative costs](#), associated with the provision of such services or any other vocational rehabilitation services.

## Definitions

### 1. **Administrative costs (§361.5(c)(2)):**

Means expenditures incurred in the performance of administrative functions under the vocational rehabilitation program carried out under this part, including expenses related to program planning, development, monitoring, and evaluation.

### 2. **Pre-employment transition services (§361.48(a)):**

Means required activities the Program must provide, or arrange for the provision of, to students with disabilities:

- ◆ Job exploration counseling;
- ◆ Work-based learning experiences, which may include in-school or after school opportunities, or experience outside the traditional school setting (including internships), that is provided in an integrated environment in the community to the maximum extent possible;
- ◆ Counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education;
- ◆ Workplace readiness training to develop social skills and independent living; and
- ◆ Instruction in self-advocacy (including instruction in person-centered planning), which may include peer mentoring (including peer mentoring

from individuals with disabilities working in competitive integrated employment).

### 3. Student with disabilities (§361.5 (c)(51)):

Means an individual with a disability in a secondary, postsecondary, or other recognized education program who:

- ◆ Is generally not younger than 16 but may be as young as 14 years of age as determined by the Oregon Department of Education; and
- ◆ Is not older than 21 years of age; and,
- ◆ Is eligible for, and receiving, special education or related services under Part B of the Individuals with Disabilities Education Act (20 U.S.C. 1411 et seq.); or,
  - ◇ Is a student who is an individual with a disability, for purposes of section 504, or
  - ◇ Is a student who is an individual with a disability who has been home-schooled.

### Applicability:

#### §361.5 Applicable definitions.

URL: [https://www.ecfr.gov/cgi-bin/text-idx?SID=38195ab101f792fd6ce40243e65bafdo&mc=true&node=se34.2.361\\_15&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=38195ab101f792fd6ce40243e65bafdo&mc=true&node=se34.2.361_15&rgn=div8)

#### §361.48 Scope of vocational rehabilitation services for individuals with disabilities.

URL: [https://www.ecfr.gov/cgi-bin/text-idx?SID=f4bb4322f7de38370212673cfabbe344&mc=true&node=se34.2.361\\_148&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=f4bb4322f7de38370212673cfabbe344&mc=true&node=se34.2.361_148&rgn=div8)

#### §361.65 Allotment and payment of Federal funds for vocational rehabilitation services.

URL: [https://www.ecfr.gov/cgi-bin/text-idx?SID=f4bb4322f7de38370212673cfabbe344&mc=true&node=se34.2.361\\_165&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=f4bb4322f7de38370212673cfabbe344&mc=true&node=se34.2.361_165&rgn=div8)

**Field/stakeholder review:**

Yes  No If yes, reviewed by: SRC Policy Committee (August 14, 2017)

**Procedure(s):**

Contact Judy Barker. See below.

**Training requirement:**

Review and discussion at September 12, 2017 Leadership meeting.

**If you have any questions about this action request, contact:**

<b>Contact(s):</b>	Judy Barker, Budget & Performance Analysis Manager		
<b>Phone:</b>	503-945-6217	<b>Fax:</b>	503-945-5052
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