

LRS CHAPTER 4, TECHNICAL ASSISTANCE & GUIDANCE MANUAL



Part	Name	Effective Date
412.18	Out-of-State Training Programs	*June 29, 2020**

Authorization
Federal Register, Volume 81, Department of Education, 34 CFR 361, Part VI, State Vocational Rehabilitation Services Program, §361.48, §361.50, §361.52, §361.53 and §361.54.

NOTE: Refer to Chapter 4, Part 410 for information and guidelines on Comparable Services/Similar Benefits, Part 411 Financial Status, Consumer Participation in the Cost of Services and Part 412.16 College Training.

I. COST-EFFECTIVE SERVICES

- A. Counselors must use in-state publicly supported training programs. An out-of-state training program can be used only if the course of study is not available anywhere in the State of Louisiana. (See exception in II. B. below).
- B. The Counselor shall document all inquiries made at any schools/training programs to obtain verification that the course of study is not available anywhere in the State of Louisiana. At a minimum, this shall include written verification from the appropriate Dean, Department Head, or Director of any training program(s) that would reasonably be expected to have such a course of study.
- C. Training must be required to achieve an agreed upon competitive integrated goal.

II. PROGRAM AVAILABILITY

If the training program is available in Louisiana but the consumer chooses to attend an out-of-state school, the following shall apply:

- A. LRS shall limit assistance with tuition to no more than the actual cost of tuition at LSU-Baton Rouge (undergraduate or graduate, as applicable). A consumer who is deaf or deaf/blind may choose to attend Gallaudet University or the National Technical Institute for the Deaf with tuition funded at the actual cost of these universities.
- B. LRS shall provide no maintenance or transportation. A consumer who is deaf or deaf/blind and attending Gallaudet University or the National Technical Institute for the Deaf under the auspices of LRS may be provided maintenance and transportation in adherence with Chapter 4, Parts 412.21 and 412.22.
- C. LRS shall limit the cost of providing any other support services to no greater than the cost of providing such services in the State of Louisiana.
- D. The Counselor shall apply all agency policy and guidance on Consumer Participation in the Cost of Services and Comparable Services/Similar Benefits.

III. COMPARABLE SERVICES/SIMILAR BENEFITS AND FINANCIAL STATUS

The Counselor must apply all Agency policy and procedure relative to Consumer Participation in the Cost of Services and Comparable Services/Similar Benefits when providing training out-of-state.

IV. ACADEMIC COMMON MARKET

- A. The [Board of Regents](#) in Louisiana has information relative to the "Academic Common Market." This program allows Louisiana residents to attend a program at an out-of-state school at in-state tuition rates if the same program is not available at any public institution (college/university) of higher education in Louisiana. Individuals who are officially accepted and who can prove their Louisiana residency (i.e. driver's license, etc.) can qualify to have the out-of-state portion of their tuition fee waived.
- B. The other states participating in this program are: Alabama, Arkansas, Florida, Georgia, Kentucky, Maryland, Mississippi, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia. (Only Florida and Texas participate at the graduate school level).
- C. Counselors who are planning out-of-state college/university training with consumers because the program is not available in the State of Louisiana should contact the Board of Regents at the following address to inquire about the Academic Common Market:

LOUISIANA BOARD OF REGENTS
Division of Academic & Student Affairs
P.O. Box 3677
Baton Rouge, LA 70821-3677
(225) 342-4253 or LINC 421-4253
FAX (225) 342-9318
Website: <http://regents.state.la.us/>

V. OTHER STATE VOCATIONAL REHABILITATION AGENCIES

When authorizing out-of-state training, the Counselor should contact the vocational rehabilitation program in that state and verify that the facility or program is an effective, reputable program and is approved for use by vocational rehabilitation consumers in that state.

- A. The only exception is for accredited four-year colleges/universities in other states. In these instances, the Counselor is not required to verify its use by the VR agency.
- B. A complete list of VR agencies and the telephone number for each agency can be found at the following link: <http://soar.askjan.org/IssueConcern/214>

VI. PURCHASING GUIDELINES FOR OUT OF STATE TRAINING PROGRAMS

The Counselor must refer to Chapter 5 of the LRS Technical Assistance and Guidance Manual to determine if the out-of-state training program is approved for use by LRS.

- A. Chapter 5 contains the approved costs, length of training/service, estimated cost of books, etc. for each program. (Refer to above sections, I. Cost Effective Services and II. Program Availability).
- B. If the program is not listed in Chapter 5, the Counselor must follow guidelines outlined in Chapter 5 to obtain approval to use the program. The Counselor must obtain a vendor number if one is not currently assigned. (Refer to Omniforms, Form IRS-W-9.)
- C. The Counselor must complete the IPE/Plan. Submit to the District Supervisor for approval unless Counselor is on Independent Status. Upon approval the RCA/Counselor will enter Authorization. *See Chapter 4, Part 411.1 for further instructions on Secondary Approval requirements.

If the total of all items/services on any IPE/ Plan is equal to or greater than \$25,000, it shall be considered "high cost."** In these instances, all Counselors must have the IPE/Plan approved by both the District Supervisor and the Regional Manager.
- D. Each Counselor is individually responsible for authorizing and coordinating payments to out-of-state training programs.