

Maintenance		
<b>Manual:</b> RSB Policy & Procedures	<b>Document Number:</b> 401	<b>Section:</b> Services in Support of Rehabilitation
<b>IMPACT Review:</b> 4/02/25	<b>SRC Review:</b> 4/22/25	<b>Finalized Date:</b> 5/6/25

## DEFINITIONS

"Maintenance means monetary support provided to an individual for expenses, such as food, shelter, and clothing, that are in excess of the normal expenses of the individual and that are necessitated by the individual's participation in an assessment for determining eligibility and vocational rehabilitation needs or the individual's receipt of vocational rehabilitation services under an individualized plan for employment." (34 CFR 361.5(c) (34)).

## SCOPE OF SERVICES

Maintenance is not intended to provide relief from poverty or abject living conditions. This service is not provided when the individual is living in his/her home or residence to pay for food, mortgage/rent, utilities, etc., which are the usual and customary living expenses. Maintenance may also be utilized towards child care costs associated with participation in services under the individualized plan for employment (IPE).

Maintenance is considered an ancillary service and is only included on the IPE and authorized in support of primary rehabilitation services. The service is added to the IPE at the time it is needed and agreed to by the VR counselor.

## AGENCY EXPECTATIONS

- a. The costs of maintenance shall not exceed the amount of increased expenses the rehabilitation causes for the individual or the family.
- b. [Comparable benefits and services](#) must be explored and identified in the case management system prior to authorizing this service. Funds cannot be used in a way that will cause other agencies to reduce or withdraw their funding.
- c. The [R-406 Financial Inventory](#) must be utilized for maintenance authorized under an [Individualized Plan for Employment \(IPE\)](#), in accordance with the policy.
- d. Purchases for maintenance are typically authorized directly to the vendor.
- e. IVRS does not purchase real estate or pay for home maintenance and repair.
- f. IVRS follows the Iowa Department of Administrative Services rates and rules for lodging and meals. These rules can be found at: [In-State Summary of Travel Reimbursement Guidelines](#), [Travel In-State Subsistence Allowance](#), and [Travel Out-of-State Subsistence Allowance](#).
- g. **Additional Considerations for Post-Secondary Training:** Room and board costs may be considered if the individual is attending a post-secondary training supported by IVRS that is outside of their domicile, there is not an equivalent public program within their domicile, and

the individual has an unmet need. Domicile for post-secondary training is considered 35 miles or more away from their current permanent residence. If a student's post-secondary training is outside of their domicile, there is not an equivalent public program within their domicile, and they are considering commuting, refer to the [Transportation](#) policy. If a job candidate chooses to commute to and from training, IVRS will review the cost of room and board to live on campus at the training site, then compare the cost of mileage to commute. IVRS will assist with the lesser of the two costs, applying the [R-406 Financial Inventory](#) as applicable. IVRS follows the [Purchase Principles](#) policy, and funds the most reasonable option for room and board, and other post-secondary maintenance costs. All additional costs are the responsibility of the job candidate.

If the individual chooses instead to relocate their permanent residence (e.g. move to an apartment) to another location within 35 miles of their post-secondary training program. IVRS then considers this the individual's permanent residence and therefore IVRS would not be responsible for assisting with any additional associated costs (e.g. rent).

- h. **Additional Considerations for Permanent Relocation:** Maintenance for permanent relocation (e.g., hotel, food, deposit for rent/utilities) for a job candidate or a job candidate and his/her family may be provided when the move is necessary for the job candidate to engage in competitive integrated employment. The job candidate must have an offer of employment with a specific starting date. Relocation costs for transportation of job candidate, family and necessary belongings are authorized under the [Transportation](#) policy.

#### EXCEPTIONS

- Exceeding the Iowa Department of Administrative Services rates for meals and lodging.
- Paying more than \$500 for clothing over the life of a case.
- Paying more than \$1500 for permanent relocation expenses over the life of a case.
- Paying maintenance costs beyond the limits included in this policy.

#### APPLICABLE FORMS, DOCUMENTS, LINKS

- [Financial Inventory \(R-406\)](#)
- [In-State Summary of Travel Reimbursement Guidelines](#)
- [Request for Exception to Policy](#)
- [Transportation Policy](#)
- [Travel In-State Subsistence Allowance](#)
- [Travel Out-of-State Subsistence Allowance](#)