



Policy No. 403	Subject: Personal Assistance Services
Section: Services in Support of Rehabilitation	Revised: 01/2022
Signature: Eric Evans, Bureau Chief	Version: FINAL

1. SCOPE OF SERVICES

“Personal assistance services means a range of services provided by one or more persons designed to assist an individual with a disability to perform daily living activities on or off the job that the individual would typically perform without assistance if the individual did not have a disability. The services must be designed to increase the individual’s control in life and ability to perform daily activities on or off the job. The services must be necessary to the achievement of an employment outcome and may be provided only while the individual is receiving other vocational rehabilitation services. The services may include training in managing, supervising, and directing personal assistance services” (34 CFR 361.5(b)(38). Personal assistance services may also be referred to as personal attendant services. This service is listed as “personal attendant” on the agency IPE form and the IRSS case management system.

Personal assistance services are used during the eligibility process or as part of an Individualized Plan for Employment (IPE), when the circumstances of providing IVRS services cause the job candidate to require them.

2. AGENCY EXPECTATIONS

- a. A search for comparable services and benefits is required.
- b. Job candidates should be encouraged and assisted with an application for Social Security benefits and other resources that may assist in providing these services to the job candidate.
- c. The [R-406 Financial Inventory](#) is not utilized for this service.
- d. Job candidates hire their own personal assistant due to the nature of the service. IVRS provides authorization to the job candidate, who then provides the funds for services to the personal assistant. The [Personal Attendant Timesheet](#) should be



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utilized to document hours worked. If the job candidate is paying the assistant and IVRS is reimbursing, only the job candidate's signature is required on the form. If an exception is granted allowing direct payment to the personal assistant, all three signatures on the form must be included. Documentation should be maintained in the file for services authorized.

- e. IVRS utilizes the Medicaid rate for the authorization of personal assistance services. When the job candidate hires a personal assistant from an agency, IVRS will utilize the group Medicaid rate; when the job candidate hires a personal assistant that is not working for an agency, IVRS uses the individual Medicaid rate.

3. EXCEPTIONS

- a. Paying the personal assistant directly.
- b. Paying above the Medicaid rates described in this policy.

4. APPLICABLE FORMS/DOCUMENTS

- a. [Request for Exception to Policy](#)
- b. [Purchase Principles Policy](#)
- c. [R-406 Financial Inventory Form](#)
- d. [Personal Attendant Timesheet](#)

5. TRAINING

- a. [Personal Assistance Services Policy Training](#)

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