

## **HOME MODIFICATION -- CHECKLIST OF DOCUMENTS REQUIRED**

**For all Plans which include home modification, the Rehabilitation Counselor MUST complete this checklist with the Job Candidate PRIOR TO signing the IPE or IPE amendment.**

**Job Candidate's Name:** \_\_\_\_\_

### **Guidelines for Home Modifications**

1. Initial Consultation with Job Candidate, personal supports, VR staff assigned to case, and AT Specialist to go through the checklist together.
2. IVRS only pays up to \$5,000 for Home Modifications.
  - a. Any modification that would cost more than \$5,000 will require an exception to policy.
3. IVRS only pays for the Modification of a single home.
4. The home must be owned by the Job Candidate or a family member.
  - a. When a family member owns the home, it must also be the primary residence of the Job Candidate.
5. IVRS does not pay for the repairs needed to a home that are the responsibility of the home owner, if repairs are needed in addition to the modification, the home owner is responsible for those cost before the modification can be completed.
6. IVRS determines the most cost effective modifications and only purchases those modifications that are needed; any upgrades would be the responsibility of the Job Candidate.
7. All modifications need to be tied to the Job Candidate's employment goal.

### **All Modifications:**

\_\_\_\_\_ Documentation that the Job Candidate's medical condition is stable or slowly progressive.

\_\_\_\_\_ Documentation of ownership of the home by the Job Candidate or if the Job Candidate is not the owner:

\_\_\_\_\_ Documentation of ownership by a family member.

\_\_\_\_\_ Proof of insurance coverage.

\_\_\_\_\_ Quotes from approved vendors. Bids are required when the cost of the modification is over \$10,000. An exception to policy is also required.

\_\_\_\_\_ Comparable Services and Benefits have been explored and documented.

\_\_\_\_\_ R-406 Financial Inventory form has been completed.