



Policy No. 3.08	Subject: Other Training
Section: Services	Revised: 02/2023
Signature: Mary Jackson, Transition Services Program Manager	Version: FINAL

1. SCOPE OF SERVICES

The guidance in this policy is for job candidates considering training in programs that do not qualify for Federal Financial Aid and do not have an established fee schedule rate. This training is funded up to the established Other Training rate. Required books and supplies are encompassed within the established [Other Training rate](#).

2. DEFINITIONS

- a. Remedial or Literacy Training: Literacy training or training provided to remediate basic academic skills that are needed to function on the job in the competitive labor market. For remedial coursework required as part of a program funded by Federal Financial Aid, refer to the [IVRS Post-Secondary Education Grant](#) policy.
- b. Job Readiness Training: Training provided to prepare an individual for work (e.g. work behaviors, getting to work on time, dress and grooming, increasing productivity).
- c. Disability-Related Skills Training: Includes, but is not limited to, orientation and mobility, rehabilitation teaching, training in the use of low vision aids, speech reading, sign language, and cognitive training/retraining.
- d. Driver's Education and Training: Driver's education is the in-class coursework and driver's training is the behind-the-wheel time. For this service, both are included in the Other Training rate and are considered "training" within this policy. The [IVRS Driver's Assessment Process Manual](#) will provide additional information.

Students in Secondary Education: This training is for students that do not require a pre-driving evaluation and related training for vehicle



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modifications. Prior to IVRS assisting with the costs of this training, IVRS staff must first determine whether there is a disability-related reason for the need for the training. IVRS consults with the IEP team or other school representatives to determine if the training available to all students can accommodate the student's needs. If the student is on free or reduced lunch, many districts offer the training at a discounted rate or free-of-charge. IVRS cannot supplant the responsibilities of another entity and as a result, would first consider these comparable services prior to authorizing the Other Training rate. Case notes must outline the IEP or school team conversation justifying how it connects with the IPE goal in order for IVRS to authorize utilizing the Other Training rate.

If the student has a disability-related need for specialized training, then an exception is required for authorizing the Other Training rate in this instance. Case notes must outline the IEP or school team conversation justifying how it connects with the IPE goal and why the training available to all students in that district is not being utilized. Some students may require a driver's assessment to identify the appropriateness of the service and the number of hours of training needed. This assessment is authorized as an assessment under the IPE and the [R-406 Financial Inventory](#) is not required.

For students that require a pre-driving evaluation and related training on a vehicle modification and assistive technology services, refer to the [Rehabilitation Technology](#) policy.

All Other Job Candidates: This training is for all other job candidates outside of secondary education. If the job candidate has a disability-related need for this training, case notes must outline the justification of how the training connects with the IPE goal in order to authorize the Other Training rate. Some job candidates may require a driver's assessment to identify the appropriateness of the service and the number of hours of training needed. This assessment is authorized as an assessment under the IPE and the [R-406 Financial Inventory](#) is not required.

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- e. Continuing Education Courses: Courses taken after formal education. This can vary from seminars or one-time classes to online courses. Some professions require continuing education to stay current in the skills required.
- f. Apprenticeships: Includes both Registered Apprenticeships that do not qualify for Federal Financial Aid and Non-Registered Apprenticeships that do not have recognized post-secondary credentials or qualify for Federal Financial Aid.
 - i. Non-Registered Apprenticeships: Any apprenticeship that is not formally registered with the US Department of Labor. They may be paid or unpaid. Non-Registered Apprenticeships use the Other Training rate when they do not qualify for Federal Financial Aid or include training expenses that do not result in a recognized post-secondary credential. For Non-Registered Apprenticeships that have a recognized post-secondary credential and qualify for Federal Financial Aid, refer to the [IVRS Post-Secondary Education Grant](#) policy.
 - ii. Registered Apprenticeships: A nationally-recognized apprenticeship approved by the US Department of Labor. These apprenticeships are paid and include regular wage increases during the program. The length varies, but are typically from two to four years. Registered Apprenticeships use the Other Training rate when they do not qualify for Federal Financial Aid. For Registered Apprenticeships that do qualify for Federal Financial Aid, refer to the [IVRS Post-Secondary Education Grant](#) policy.
- g. Other Occupational/Vocational Training (that does not qualify for Federal Financial Aid): Any organized form of instruction, which provides the knowledge and skills that are essential for performing in a vocational-technical area. Such knowledge and skills may be acquired through training in an institution, on-the-job, by correspondence, by tutors, or through a combination of any or all of these methods.

3. AGENCY EXPECTATIONS

There are several considerations staff must be aware of prior to authorizing a program within this policy. This provides job candidates with the opportunity to make [informed](#)



[decisions](#) regarding training options. These considerations are listed below and are required before any funds can be expended. IVRS staff must summarize these discussions in the case notes.

Counseling and Guidance

All job candidates considering training within this policy must be provided with counseling and guidance. Counseling and guidance includes a broad discussion on comparable services and benefits, financial literacy and funding, as described below. This discussion also includes a review of the IPE goal and the available institutions that offer training related to that goal. When applicable, [accreditation](#) by the appropriate accrediting body is required.

IVRS supports accreditation standards for training. If a training program does not have accreditation requirements, IVRS would not require accreditation for funding purposes. If a training does have accreditation requirements, IVRS will only support training with that accreditation. If a job candidate is interested in a specific institution that is not accredited, the job candidate must be informed that IVRS will not support that specific institution. Through these conversations, job candidates should be provided with alternative options that include accredited programs at other institutions.

- a. **Comparable Services and Benefits:** IVRS staff must determine whether comparable services or benefits are available to the individual, following the guidelines of the [Comparable Services and Benefits](#) policy. If such services or benefits exist and are available at the time of IPE planning, IVRS must collaborate with those entities to meet, in whole or in part, the costs for the training program. IVRS cannot supplant the requirements of another entity.
- b. **Financial Literacy:** This discussion must occur when considering any training programs when there are additional costs associated with the program outside of what IVRS funds. The discussion assures the job candidate understands the costs associated with the training and how the job candidate plans on covering those costs that IVRS will not be assisting with, if applicable. Staff must also discuss with the job candidate the differences in location and providers of such programs. For



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individuals who receive Social Security benefits, these conversations would include benefits planning.

Job candidates must be aware that while it is their choice to attend any training program of their choice, IVRS must abide by State and Federal laws and regulations, as well as program policies. This includes ensuring job candidates are aware that some programs and institutions have higher costs which may lead the job candidate to accrue additional training costs that are not the responsibility of IVRS.

- c. **Funding:** Authorizations for training should occur based on the way the program is arranged (e.g. term) and must follow the guidance listed in [3.18 Authorizations and Billings](#). IVRS staff must discuss with the job candidate their progress in the program. This includes updating measurable skill gains and credentials, as applicable, within IRSS and changes in funding or comparable services and benefits. Documentation for continued funding varies based upon the type of training program. Staff must obtain enough information to show progress within the program. For a program that has multiple terms, enrollment in the next term must be obtained prior to authorization.

For Social Security recipients, refer to the [R-406 Financial Inventory](#) policy for further guidance on funding training within this policy.

4. EXCEPTIONS

- a. Authorizing for a specialized Driver's Education training. In this exception, the R-406 Financial Inventory is not utilized and IVRS covers 100% of the cost of the training.
- b. Authorizing above the Other Training rate for all training other than specialized Driver's Education training. To authorize above the Other Training rate, the R-406 Financial Inventory is utilized. The amount of the exception is allocated based on the way the program is arranged (e.g., term).
- c. Utilizing the Other Training rate to pay for Occupational Skills Training programs not currently under a contract. In this exception, the R-406 Financial Inventory is not utilized and IVRS covers 100% of the cost of the training if the cost goes above the Other Training rate.
- d. Authorizing to repeat a training program.

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5. APPLICABLE FORMS/DOCUMENTS

- a. [3.18 Authorizations and Billings](#)
- b. [Accreditation](#)
- c. [Comparable Services and Benefits Policy](#)
- d. [Informed Choice Policy](#)
- e. [IVRS Post-Secondary Education Grant Policy](#)
- f. [Status 18- : Training Policy](#)
- g. [IVRS Driver Assessment Process Manual](#)
- h. [Job Readiness Toolkit](#)
- i. [Financial Literacy Questions](#)
- j. [Other Training Rate](#)
- k. [Request for Exception to Policy](#)
- l. [R-406 Financial Inventory Policy](#)