|  |  |
| --- | --- |
| **PART VII. Other Benefits Case Management**  **SECTION A. Other Benefits Case Management** | |
| **CHAPTER 3. CHAPTER 18 BENEFITS, SERVICES AND PROGRAM**  **ADMINISTRATION** | |
| **Objectives** | After completion of this training, VR&E staff is expected to:  • Know the specific roles and responsibilities in administering Chapter 38 benefits.   * Know how to determine feasibility for Chapter 18. * Learn how to develop and implement a plan of services for Chapter 18 educational and vocational training. |
| **Contents** | Eligibility Under Chapter 18  Roles and Responsibilities  a. Applicant  b. Denver Regional Office  c. Vocational Rehabilitation Panel  d. Vocational Rehabilitation Counselor  Process Overview  a. Denver RO Service Center  b. VR&E Division  c. VRC or Contract Counselor  Documentation Required to Provide Chapter 18 Benefits  Evaluation Process  a. Evaluation Criteria for Chapter 18 Evaluation  b. Scheduling the Chapter 18 Evaluation  c. Conducting the Chapter 18 Evaluation  d. Services Used to Determine Reasonable Feasibility  e. Chapter 18 Evaluation Outcomes  f. Due Process and Appellate Rights  g. Chapter 18 Eligible Individuals Who May Be Eligible for Other  Benefits  Folder Maintenance Procedures  a. Creating Chapter 18 CER Folders  b. Identifying 18 CER Folders  c. Filing Documentation in the Chapter 18 CER Folder  d. Back-filing Chapter 18 Documents  e. Storing Chapter 18 CER Folders  f. Disposing of Chapter 18 CER Folders  Determination of Feasibility for Chapter 18  a. Initial Evaluation  b. Criteria for Reasonable Feasibility  c. Consultation When Determining Feasibility  d. Referral to VRP When Determining Feasibility  e. Re-determination of Feasibility  f. Review and Appeal of Feasibility Decisions  g. Determination of Feasibility Outcome  h. Notification of Disallowance  Chapter 18 Educational and Vocational Training  a. Eligibility Criteria  b. Approval Authority  c. When to Provide Benefits and Services  d. Limitations  Developing and Implementing a Chapter 18 Vocational Training Plan  a. Purpose of an IWRP  b. Staff Responsible for Developing an IWRP  c. When to Develop an IWRP  d. Improvement of Vocational Potential  e. What to Document in an IWRP  f. Selecting Services Provided in an IWRP  g. Limitations of Services Provided  h. Vocationally Oriented IL Services as Part of an IWRP  i. Case Support During IWRP  j. Interrupting Chapter 18 Services  k. Actions During Interruption  l. Discontinued Status  m. Outcome of Chapter 18 Services Under an IWRP  Chapter 18 Employment Services  a. Services  b. Eligibility  c. When to Provide Employment Services  d. Duration  Developing and Implementing an Individual Employment Assistance Plan  a. Purpose  b. Staff Responsible for Developing an IEAP  c. When to Develop an IEAP  d. What to Document in an IEAP  e. Selecting Services Provided Under an IEAP  f. Required Case Support During an IEAP  g. Interruption of IEAP Services  h. Actions During Interruption  i. Outcome of an IEAP  Approving and Authorizing Chapter 18 Services and Payments  a. Approval Authority for Services and Payments  b. Limitations on Monetary and Other Assistance  c. Approving Contract Payments  d. Education and Training Services Costs  e. Payment for Services  f. Chapter 18 Approved Transportation Costs  g. Chapter 18 Payment References  Chapter 18 Vocationally Oriented Independent Living Services  a. Scope of Chapter 18 Vocationally Oriented Independent Living  Services  b. Eligibility Criteria for Chapter 18 Vocationally Oriented IL  Services  c. Staff Responsible for Providing Chapter 18 Vocationally  Oriented IL Services  d. When to Provide Chapter 18 Vocationally Oriented IL Services  e. Limitations to Chapter 18 Vocationally Oriented IL Services  Termination of Chapter 18 Services by VR&E |
| **Appendices** | Appendix O. VA Forms  Appendix AC. Schedule A Letter |
| **Exercises** | 1. Who are responsible for administering Chapter 18 benefits? Describe their responsibilities. 2. Describe the evaluation process and determination of feasibility for Chapter 18. 3. What are the required documentations for providing Chapter benefits? 4. What is the process for developing and implementing a Chapter 18 vocational training plan, employment services, and independent living services? 5. Define the process for approving and authorizing Chapter 18 services and payments. |
| **Rescissions** | Refer to VR&E Letter 28-13-23, M28R Procedures Manual, Part VII Updates on Other Benefits Case Management, which was released on February 14, 2013, or to the KMP in Policies & Guidance under the column ‘Rescinded’. |