
Maryland State Department of Education
Division of Rehabilitation Services
OFFICIAL DIRECTIVE 24 – 10

SUBJECT: Updates to Post-Secondary Education and Transportation Policy

EFFECTIVE: May 1, 2025

REFERENCES: [RSM 2, Section 1500](#); [RSM 2 Section 700](#); [RSM 3, Section 1000](#)

APPROVED BY: Erik D. Bonner, Ed. D., Assistant State Superintendent of DORS 

This directive establishes updates to the Post-Secondary Education and Transportation policy and procedures.

As a reminder, DORS may only provide financial assistance for training in institutions of post-secondary education or training if the training/education is required for achievement of the employment goal on an approved Individualized Plan for Employment (IPE).

RSM 2 Updates

[RSM 2, Section 1500: Post-Secondary Education](#)

- Reinstated references to DORS Financial Needs Policy and annual financial participation in the cost of rehabilitation services, based upon available income and family unit size. Assistance for Post-Secondary education will be dependent upon a determination of financial need (see [RSM 3, Section 1400](#)).
- Full-time/Part-time Attendance:
 - Typically, Associate degree programs must be completed within three years, while Bachelor's degree programs are generally required to be completed within six years. Exceptions related to disability will be considered.
- Room & Board requirements:
 - Room – By exception for full-time credit students; exceptions related to disability will be also be considered (see [RSM 3, Section 1005.03](#)).
 - Room may be considered if the individual lives 45 or more miles from the nearest public institution (community college; four-year college) where programs related to the individual's employment goal are available to the

individual; DORS funding not to exceed University of Maryland in-state rates, or actual costs, whichever is lower.

- Board – By exception and only available if Room is also provided.
- Consideration of any training outside of the United States requires Administrative Approval by the DORS Director or designee.
- Books and supplies: Up to \$1,000 per semester for full-time attendance; up to \$500 for part-time attendance.
- Commuting costs are not available for individuals receiving on- or off-campus Room and Board.
- Students who prefer to attend private or out-of-state institutions are responsible for the extra costs of attendance, including but not limited to transportation costs over and above what DORS would provide if the individual were to attend a local college/university.
- DORS may provide up to \$800 for a non-adapted computer.

See [Official Directive 24 – 05](#) for details regarding DORS' Non-Adapted Consumer Laptop Pilot for remaining non-adapted laptops and accessories available to meet student needs.

[RSM 2, Section 717.04: Transportation](#)

- DORS funding for transportation is based on the least-cost option which meets the rehabilitation needs of the individual.
- Transportation assistance may include provision of mileage allowance through the M&T authority, not to exceed 50% of the current state reimbursement rate per mile. Please see [Employee Reimbursement Forms, Policy & Procedures](#) for current rate.
- The case record shall include documentation of comparative pricing supported by a completed [Transportation Determination \(RS-5d\)](#) form if the cost of transportation is expected to exceed \$500 in support of another service

RSM 3 Updates

[RSM 3, Section 1005.03: Special Circumstances Requiring Administrative Approval](#)

- Room and Board (on-campus or off-campus) requires approval of the OFS/OBVS Director or designee.
- Graduate school requires approval of the OFS/OBVS Director **prior to drafting IPE.**

Forms

[Financial Aid Information Exchange \(RS-5a\)](#)

- Updated grants/scholarships awarded to be completed by the Financial Aid Administrator to include “Non-Merit: Financial Need” and “Non-Merit: Other.”

[Determination of DORS Financial Assistance for Post-Secondary Education \(RS-5b\)](#)

- Minor edits in accordance with policy updates.

Post-Secondary Education Fact Sheet (RS-6d)

- Has been retired and replaced with two new Fact Sheets:
 - **New:** [College Fact Sheet \(RS-6d\)](#) ([LARGE Print](#))
 - **New:** [Trade School Fact Sheet \(RS-6j\)](#) ([LARGE Print](#))

[Administrative Approval \(RS-9h\)](#)

- Updated with post-secondary education approval levels consistent with this directive.

[Administrative Approval Desk Reference](#)

- Updated with post-secondary education approval levels consistent with this directive.

New: [Transportation Determination \(RS-5d\)](#)

- New form required to provide documentation of comparative transportation pricing when the cost of transportation assistance is expected to exceed \$500.
- Administrative Approval applies for transportation assistance that is expected to exceed \$5,000.

AWARE™ Letter Updates

College General Info and College Checklist

- Updated with post-secondary education descriptions consistent with this directive.

ACTION: All updates and processes referenced above are effective on May 1, 2025.

INQUIRIES:

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