
Maryland State Department of Education
Division of Rehabilitation Services
OFFICIAL DIRECTIVE 24 – 11


SUBJECT: DORS Financial Need Policy Updates

EFFECTIVE: May 7, 2025


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

Effective May 7, 2025, Division of Rehabilitation Services (DORS) services will be provided based upon consumer financial need consistent with COMAR 13.A.11.01.10. Financial need will be determined by a review of available income and family unit size, prior to the purchase of any service subject to DORS financial needs policy or inclusion on an Individualized Plan for Employment (IPE) or Independent Living Plan (ILP).

For those participants currently receiving services under an approved IPE or ILP:

- No removal or disruption of currently approved services.
- For IPEs that contain Post-Secondary Education/Training, funding for tuition and fees should be calculated following the updated [Determination of DORS Financial Assistance for Post-Secondary Education \(RS-5b\)](#)  form, completed each semester.
 - Note: If there are concerns about the amount of funding from DORS, the counselor should consult with management.
- Transportation funding should be based on actual need and/or calculated at 50% of the current state mileage rate (\$0.35 as of 5/1/2025).
- Financial participation will not apply to services as written on existing IPEs, however participation will be applicable to amended services added to subsequent IPEs.

For those individuals who have not yet completed an approved IPE or ILP:

- All **new IPEs/ILPs** must reflect the **updated policies**.
- The [Financial Statement \(RS-5d\)](#)  shall be completed, signed and dated by the individual (and their representative, if appropriate), with supporting documentation prior to enacting an initial IPE/IPE.

- DORS [Financial Participation Schedule \(RSM 3, Attachment 1400-1\)](#) will be used to calculate the annual financial participation of the individual or any other person required to participate in the cost of rehabilitation services.

RSM 2 Updates

[Section 300: Required Signatures](#)

- Updated to include [Financial Statement \(RS-5d\)](#) [PDF](#) and required signature.

[Section 400: Referral & Application](#)

- Updated to include references to financial participation policy.

[Section 600: Rehabilitation Plan Development](#)

- Updated to include references to financial participation policy.
- **Note:** Staff required to complete the [Financial Statement \(RS-5d\)](#) [PDF](#) at the time of IPE Annual Review.

[Section 700, Rehabilitation Services](#)

- Updated to include financial participation policy references regarding job coaching and personal assistant services (PAS).

[Section 800: Supported Employment](#)

- Updated to include the [Financial Statement \(RS-5d\)](#) [PDF](#) and financial participation references regarding job coaching.

[Section 1300: Transitioning](#)

- Updated to include references to financial participation policy.

[Section 1400: Self-Employment](#)

- Updated to include references to financial participation policy.

[Section 1600: DORS Technology Services](#)

- Updated to include financial participation policy references regarding home and vehicle modifications.

[RSM 2, Attachment 1600-1: Driving Rehabilitation & Vehicle Modification Procedures](#)

- Updated to include financial participation policy references regarding vehicle modifications.

[Section 1700: Pre-Employment Transition Services](#)

- Updated to include references to financial participation policy.

RSM 3 Updates

[Section 1000: Purchase Policies](#)

- Updated to include references to financial participation policy.

[Section 1100: Purchase Procedures](#)

- Updated to include references to financial participation policy.

Section 1400: Financial Need and Participation of the Individual in Cost of Services

- Updated to include financial need and participation of the applicant/eligible individual determined through an assessment conducted by DORS prior to the purchase of any service subject to DORS financial need policy or inclusion of such service on an IPE/ILP.

Returning: Attachment 1400-1: Guidelines for Determining Individual/Family Responsibility

- Requirements and instructions for completing Financial Statement (RS-5d).
- Financial responsibility scale based on 200% of 2025 Federal Poverty Guidelines.
- Was formerly retired Attachments 1400-1 and 1400-2.

Returning: Attachment 1400-2: Collection of Consumer Financial Participation

- Updated Program Income collection process for consumer financial participation in Home and Vehicle Modifications.
- Was formerly retired Attachment 1400-3.

Forms

Plan Development/Needs Assessment Checklist (RS-1g) **(PDF)**

- Updated to include reference to financial participation and completed Financial Statement (RS-5d) **(PDF)**.

Initial Interview/Intake Checklist (RS-1r) **(PDF)**

- Updated to specify High School Exit with either Diploma or Certificate of Completion

Returning: Financial Participation in Service Cost & Establishment of Payment Arrangement (RS-3L) **(PDF)**

- Required when payment arrangement is made between consumer and Program Income to satisfy required financial participation.

Returning: Financial Statement (RS-5d) **(PDF)**

- Required to be completed prior to the purchase of any service subject to DORS' financial needs policy, and prior to including such service on an IPE/ILP, and updated at time of IPE/ILP Annual Review

New: Notification of Annual Financial Participation (RS-5f) **(PDF)**

- Required to review financial participation requirements with consumer to communicate how financial participation will be applied, if applicable.
- To be completed at the time of annual IPE/ILP review, including consumer signature.
- Also available as a letter in AWARE™.

Important Information About DORS Employment Services (RS-6-ES) **(PDF)**

- Updated to include references to financial participation policy.

Important Information About DORS Independent Living Services (RS-6-IL) **(PDF)**

- Updated to include references to financial participation policy.

[Hearing Aids Fact Sheet \(RS-6f\)](#) **(PDF)**

- Updated to include references to financial participation policy.

[Home Modifications Fact Sheet \(RS-6m\)](#) **(PDF)**

- Updated to include references to financial participation policy.

[Vehicle Modification Services Fact Sheet \(RS-6n\)](#) **(PDF)**

- Updated to include references to financial participation policy.

[Assistive Technology Fact Sheet \(RS-6q\)](#) **(PDF)**

- Updated to include references to financial participation policy.

[Home Modification Services Agreement \(RS-6v\)](#) **(PDF)**

- Updated to include references to financial participation policy.

ACTION:

All updates and processes referenced above are effective **May 7, 2025**.

INQUIRIES:

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