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Maryland State Department of Education  
Division of Rehabilitation Services  
**OFFICIAL DIRECTIVE 24 – 13**

**SUBJECT:** Pre-Employment Transition Services (Pre-ETS) Flexibility Regarding the Use of Federal Vocational Rehabilitation Funds

**EFFECTIVE:** Immediately

**REFERENCE:** [RSM 2, Section 1700](#)

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

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This directive is intended to clarify and announce a change in policy regarding the use of Federal vocational rehabilitation (VR) funds reserved for pre-employment transition services (Pre-ETS).

Federal guidance has been revised to allow the use of Pre-ETS reserve funds for certain other services that are necessary for **students with disabilities that have been determined eligible for VR services** to benefit from Pre-ETS.

These services will **only be permissible if they are included on an approved Individualized Plan for Employment (IPE)** in support of pre-employment transition services, using the appropriate VR service category on the IPE as shown below in RSM 2 Updates.

Please select the appropriate **Pre-ETS budget in AWARE™** when drafting authorizations to fund the necessary support services as outlined in this directive.

**Example:** To create an authorization for VR transportation in support of Pre-ETS Work-Based Learning Experience, use **Service Category: Transportation** and make sure to draw funds from the appropriate **“2025-Pre-Employment Transition Services- Region”** budget.

## **RSM 2 Updates**

### [RSM 2, Section 1703.02: Provision of Other Necessary Support Services](#)

The following VR services may be provided using funds reserved for providing Pre-ETS should they be determined to be necessary for an eligible student with a disability to benefit from Pre-ETS. These services must be included on an approved IPE.

- **Assessment Services**
  - **AWARE™ Service Category:** Assessment
  - May be provided and necessary while engaging in Pre-ETS to fully benefit from those activities.
- **Counseling and Guidance**
  - **AWARE™ Service Category:** Counseling and Guidance
  - May be provided to students to benefit from Pre-ETS.
- **Referral Services**
  - **AWARE™ Service Category:** Counseling and Guidance
  - May be provided to secure needed services from other agencies to fully participate in one or more Pre-ETS activities.
- **Maintenance**
  - **AWARE™ Service Category:** Maintenance
  - Must be provided in combination with another Pre-ET service. Examples include the purchase of the required clothing for a Work-Based Learning Experience or a talking alarm clock to participate in a Work Readiness service.
- **Transportation**
  - **AWARE™ Service Category:** Transportation
  - Must be provided in combination with another Pre-ET service. DORS must ensure the costs incurred for transportation services are allocable to the Pre-ETS that the eligible student with a disability is receiving, not other VR services that the student may be currently receiving.
- **Personal Assistance Services**
  - **AWARE™ Service Category:** Personal Attendant Services
  - Must be provided in combination with another Pre-ET service. This flexibility is only available to pay for those Personal Assistance services in the event an eligible student with a disability needs them to benefit from Pre-ETS.
- **Rehabilitation Teaching & Orientation and Mobility Services**
  - **AWARE™ Service Category:**
  - May be provided in the event an eligible student with a disability needs them to benefit from Pre-ETS, and also may be offered as Pre-ETS, namely workplace readiness training.
- **Rehabilitation Technology**
  - **AWARE™ Service Category:** Rehabilitation Technology Support
  - May be necessary for an eligible student with a disability to benefit from Pre-ETS. Without the rehabilitation technology, the eligible student with a disability might not be able to participate in Pre-ETS.
- **Family Services**
  - **AWARE™ Service Category:** Services to Family Members
  - Must be provided in combination with another Pre-ET service. Examples include transportation services to accompany the eligible student to their Pre-ETS activities, or the parent or guardian may need language interpreter services to understand forms.

- **Coaching Services**
  - **AWARE™ Service Category:** Job Search, Placement, and Short-Term Job Coaching
  - Must be provided in combination with another Pre-ET service. Job Coaching services if needed by an eligible student to participate in Pre-ETS, primarily work-based learning services, are allowable.
- **Vocational and other training services, including books, tools, and other training materials**
  - **AWARE™ Service Category:** Goods/Services Required for Training or Employment
  - May be necessary for an eligible student with a disability to benefit from Pre-ETS and may be provided for eligible students in accordance with an approved IPE.

**NOTE:** If eligible students with disabilities need additional VR services that are not within the scope of Pre-ETS, DORS may still provide those services in accordance with the terms of the approved IPE, using VR funds **not** reserved for Pre-ETS.

## **ACTION:**

All updates and processes referenced above are effective immediately.

## **INQUIRIES:**

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