

**RSM 3  
FINANCIAL POLICIES AND PROCEDURES MANUAL  
SECTION 1300**

## **COMPARABLE SERVICES & BENEFITS**

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### **1301 Exploration of Comparable Services and Benefits**

Before DORS provides any rehabilitation services to an applicant or eligible individual or to members of the individual's family, except those services listed in **Section 1302.01**, the DORS counselor shall determine:

- a. Whether comparable services and benefits exist through other federal, State or local public agencies, by health insurance or by employee benefits.
- b. Whether those services and benefits are available to the individual at the time needed to achieve the employment goal on an approved **Individualized Plan for Employment (IPE)** or the independence goal on the **Independent Living Plan (ILP)**.
- c. Whether those services meet the needs of the individual.

In addition, the DORS counselor will consider whether required services are available through alternate funding sources, such as private or non-profit organizations, and will encourage the individual to use such resources to the greatest extent feasible.

The determination of availability of comparable services and benefits will be made during the initial interview and subsequent meetings, and will be based on information provided by the individual on the **DORS Intake Form (RS-1c)** as well as other information available to the DORS counselor. DORS staff will fully utilize electronic media in searching for relevant resources.

### **1302 Exclusions to Requirement to Use Comparable Services and Benefits**

#### **1302.01 Services Excluded from Policy**

The following services do not require consideration of comparable benefits:

- a. An assessment for determining eligibility and vocational or independent living needs.
- b. Counseling and guidance, including information and support services to assist an individual in exercising informed choice.

- c. Referral and other services to secure needed services from other agencies, including other components of the statewide workforce investment system.
- d. Job-related services, including job search and placement assistance, job retention services, follow-up services and follow-along services.
- e. Rehabilitation technology services.
- f. Post-employment services involving services listed above.

### **1302.02 Circumstances Excluded from Policy**

Exploration and use of comparable services and benefits is not required if:

- a. The determination of the availability of comparable services and benefits under any other program would delay the provision of rehabilitation services to any individual who is at extreme medical risk (i.e., a probability of substantially increasing functional impairment or death if medical services, including mental health services, are not provided expeditiously). A determination of extreme medical risk shall be based upon medical evidence provided by an appropriate qualified/licensed medical professional; or
- b. An immediate job placement would be lost due to a delay in the provision of such comparable benefits.

### **1303 Use of Comparable Services and Benefits**

If comparable services and benefits are available, they shall be considered and used to meet, in whole or in part, the cost of rehabilitation services. If not available to the individual at the time needed to support the employment goal on the individual's approved **IPE** or the independence goal on an approved **ILP**, DORS shall provide rehabilitation services until those comparable services and benefits become available.

### **1304 Responsibility of the Applicant or Eligible Individual**

DORS funds may not be used for the cost of services if the individual refuses to apply for comparable services and benefits, and accept such services and benefits as may be available.

### **1305 Notification of the Individual of Comparable Services and Benefits Policy**

The counselor shall inform the individual of DORS policy and procedure relating to consideration and utilization of comparable services and benefits for which the individual may be eligible.

### **1306 Required Documentation**

Information in the record, including the **DORS Intake Form (RS-1c)**, will indicate that comparable services and benefits were explored and considered. Available services/benefits to be used in the individual's rehabilitation program will be documented on the **IPE** or **ILP**.