



ASSISTANT COMMISSIONER  
OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES  
Vocational Rehabilitation  
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## POL 13-01

To: All Vocational Rehabilitation Staff

Date: May 15, 2013

Subject: New Family Living Requirement Thresholds

ACCES-VR is upgrading the current family living allowance thresholds. The attached threshold table will become effective for services with start dates on or after May 21, 2013 and will remain in effect until further notice. There are no other changes in calculating economic need; procedures remain the same except for the new threshold table.

### **New Thresholds Available in CaMS on May 21**

The new income thresholds will be available in CaMS for economic need calculations prepared on or after May 21, 2013. Economic need calculations completed on or after that date will use the new thresholds and will apply to services beginning on or after May 21, 2013. There is no need to recalculate economic need if a service began before May 21, even when the service period continues after May 21.

### ***Determining When a Recalculation is Needed***

When the consumer would benefit from a recalculation of economic need for services starting **on or after May 21, 2013**, a new economic need calculation should be prepared. This recalculation can be completed in CaMS by using the same financial information as the previous economic need calculation, if the previous economic need calculation was completed within the last year.

### ***To recalculate in CaMS:***

- *Retrieve the existing finalized calculation to the screen.*
- *From the Main Menu, click File, Save As Draft. A draft economic need calculation displays with information copied from the existing finalized economic need calculation.*
- *Click the "Calculate Button".*
- *Click "Finalize".*

- *A new economic need calculation is completed, using the new family requirement income threshold values.*

### ***Existing Authorizations for Service Starting on or after 5/21/2013***

In those situations where the dollar amount of an authorization needs to be changed based on the new economic need calculation, the existing authorization(s) will first need to be cancelled. If the **service line(s)** has already been released to the Mainframe, *then these cancellations need to be completed on the Mainframe/Bridge system by your Finance Staff.*

In addition, an IPE Change, usually considered a minor change, must be prepared to include the increased expenditure and to provide a new authorization voucher.

### ***Next Step***

The new table will be available in CaMS on May 21, 2013.

EFFECTIVE DATE: May 21, 2013

INQUIRIES: Any questions concerning this memorandum should be addressed to the VR Policy and Partnership Unit at 518- 474-1658.

REFERENCE: Federal Regulation 34 CFR Part 361.54

OBSOLETE: April 25, 2008 POL 08-02 Memo on New Family Living Requirements

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Debora Brown-Johnson  
Assistant Commissioner

Attachment

## ACCES-VR SFY 2013/14 FAMILY LIVING REQUIREMENT THRESHOLDS

### Implementation Procedures

- 1) Economic need utilizing the new threshold amounts shall be calculated for original Individualized Plans for Employment (IPE) or IPE amendments/changes with a service start date of May 21, 2013 or beyond.
- 2) Economic need is required to be calculated at least annually or when income, assets, or unusual expenses changes significantly during the rehabilitation program. When completing this requirement for services beginning May 21, 2013 or beyond, use the new table.
- 3) ACCES-VR staff should initiate a new economic need calculation for an existing IPE or IPE amendment for services beginning May 21, 2013 or beyond when such recalculation is expected to benefit the consumer.
- 4) Consumers may request a new economic need calculation for an existing IPE or IPE amendment for services beginning May 21, 2013 or beyond.

#### Family Living Thresholds

FAMILY UNIT	ONE WAGE EARNER	MORE THAN ONE WAGE EARNER
1	\$28,725	--
2	\$38,775	\$ 42,775
3	\$48,825	\$ 52,825
4	\$58,875	\$ 62,875
5	\$68,925	\$ 72,925
6	\$78,975	\$ 82,975
7	\$89,025	\$ 93,025
8	\$99,075	\$103,075

For family units with more than eight members add \$10,050 annually for each additional family member.