



ASSISTANT COMMISSIONER
OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES
Vocational Rehabilitation
Tel. (518) 402-3955 Fax. (518) 473-6073

POL 14-02
PRO 14-02

To: All Vocational Rehabilitation Staff

Date: April 16, 2014

Subject: 1125.00 Financial Need Review Policy and Procedure

ACCES-VR is required to review the financial need of all eligible individuals (Status 10-32) at least annually. The determination of financial need is considered an integral part of the rehabilitation planning process.

The previous 1125.00 Calculation of Consumer Participation in the Cost of Services Policy and Procedure has been divided into separate documents. The revised *Financial Need Review Policy* incorporates various financial need memos into one document, ie. One-Time-Services. The *Financial Need Review Procedure* describes the financial review process with additional focus on the steps for the calculation to determine consumer participation in cost of services. A *Financial Need Review Desk Reference* is also available to provide additional information and clarification.

Another significant change includes the increase in the household living requirement threshold to 400% of poverty, as well as, an increase in the cost of living differential. Both changes will result in consumers/families with higher incomes meeting financial requirements for economic need services.

VRCaMSQ will deploy a new build for the electronic record of services (CaMS) in the next few days along with a Technology Update describing the changes made to CaMS. The new build includes updated letters and forms; the new, simplified calculation, enhanced 'CaMS Help'.

Authorizing services without a current (within the last 12 months) financial need review will result in a 'warning' that the review must be completed. Effective June 1, 2014 the 'warning' will become an error and cannot be authorized until the review is complete.

Training on the Financial Need Review Procedure will be provided.

EFFECTIVE DATE: April 16, 2014

OBSOLETE: PRO-12-02 Financial Need Review: One-Time-Service Job Save

REFERENCE:

100.00 Consumer Involvement Policy and Procedure
102.00 Confidentiality Policy and Procedure
208.00 Comparable Benefits and Services Policy and Procedure
PRO-10-02 Limits on Duration and Cost of Services

INQUIRIES: Any questions concerning this memorandum should be addressed to District Office Administration at (518) 473-1626.

Debora Brown-Johnson Assistant Commissioner