

## DVR Training Grant - Information Form Instructions

### Part 1 – Consumer - DVR Information. Completed by DVR

- Select appropriate training grant form from training grant link on the WorkWeb.
  - For **in-state public schools** use forms containing COAs
  - For **private/out of state schools**, use blank form.
- Determine enrollment status by reviewing definitions contained in **Financial Aid Definitions document** under training grant link. If still uncertain, verify the enrollment status with the consumer.
- Complete as accurately and completely as possible.
- Include the DVR IRIS case number.
- Include the Student ID number if known; leave blank if not known.
- If the consumer is an SSI/SSDI recipient enter a Y next to the SSI/SSDI (y/n) cell. Otherwise form defaults to N.
- If the consumer has “additional living expenses, per the definition of maintenance in the Rehabilitation Act, enter Y. Otherwise form defaults to N.  
**Note:** “Y” for additional living expenses for private/out of state school students can only be entered if administrative agreement was obtained for private/out of state school attendance.
- If private school/out of state attendance is approved after administrative review, change to Y in private/out of state school necessary. Otherwise, form defaults to N.
- If attending graduate school, change to Y. Otherwise, form defaults to N.
- Verify the accuracy of the information with the consumer.
- Print a copy for the consumer.
- Ask consumer and/or parent/guardian to sign the permission for DVR and FAO to share information. The form defaults to Y in the release signed cell.
- Email to FAO. **Note: Form should not be sent to out of state schools.**
- **Important Note:** Have the signed copy scanned into IRIS.

***For out of state schools, DVR staff will complete section 2 using financial information obtained from the student or by contacting the school.***

### Part 2 – Financial Aid Office Information. The FAO will do the following:

- Complete the following sections:
  - Resources
  - Financial aids (grants and scholarships)
  - Number of credits per semester
- Verify that form received accurately reflects the student’s enrollment status
- Change cost of attendance figures if the average budget amounts do not accurately reflect the student’s costs
- If further explanation is needed, enter comments in the comments box in section 3.
- Sign the printed form if sending the printed version to DVR or email the form to the DVR email address listed in Part 1. (No signature is needed when emailing the form to DVR.)
- FAO staff expects a response from DVR staff within two weeks. DVR staff should notify FAO if a longer response time is needed.

### **Part 3 - DVR Training Grant Information.**

- The electronic form will calculate the following:
  - DVR cost of attendance
  - The unmet need by subtracting the parental contribution, the total grants and scholarships from the DVR cost of attendance.
  - Total DVR training grant offered
  - SSI/SSDI disability offset
  - Total DVR funding offered
  - Amount of each payment based on the number of payments
- DVR staff completes the *# of payment box and* last date updated.
- DVR staff must review the form for accuracy. If the calculations do not make sense, contact the financial aid office and/or the VR supervisor.
- DVR staff must review the form with the consumer and ensure that the awards will meet the consumer's IPE vocational needs.

If the financial aid package contains scholarships, we must determine whether the scholarships are needs-based or merit-based scholarships. Merit-based scholarships cannot be used as comparable benefits, and we must offer to offset the amount of the scholarship. We should also discuss the possibility of an over award with the consumer. The consumer can choose not to accept the DVR offset, and this should be documented in the case record.

How the DVR training grant is calculated must be explained to the consumer. The exception process must be used to request funding above that offered by the training grant. *The exception process and the appeal process should be explained to all consumers.*

- If further explanation is needed, add comments to comment's box.
- Type in signature and date. Print a copy for the consumer.
- Send the completed form to scanning for attachment to IRIS.
- Email the completed form to the appropriate FAO contact person.

(Revised: 06/2011)