



Georgia Vocational Rehabilitation Agency

Proposed GVRA Policy Manual Revisions

Pursuant to 34 CFR 361.20, prior to the adoption of any substantive policy or procedure governing the provision of vocational rehabilitation services, the public, including individual with disabilities, shall be provided an opportunity to comment on the proposed policy or procedural change. Therefore, GVRA is posting its proposed revision to the Client Services Policy Manual that will be effective January 1, 2024. Below is a summary of the proposed changes. You will also find links to the track changes version and the final proposed version of the Client Services Policy Manual.

GVRA is proposing the following changes to its Client Services Policy Manual:

- Throughout the manual, a person seeking services from GVRA is now referred to as an “Individual” rather than applicant, client, potentially eligible, etc.
- Informational cites (xx.2.xx) were removed and incorporated into a policy cite, moved to glossary, or moved to a new or existing Standard Operating Procedures (SOPs).
- Procedures throughout the manual were removed and incorporated in new or existing SOPs.
- In several areas, duplicative language was removed and language was simplified for ease of reading.
- Policy Sections 110.0.00, 112.0.00, and 114.0.00 were combined under a new title of Protection and Use of Individual Information.
- Policy Sections 124.0.00, 126.0.00, and 128.0.00 were combined under a new title of Expenditure of Funds.
- Policy Sections 136.0.00, 138.0.00, 140.0.00, and 142.0.00 were combined and rewritten to update GVRA’s due process procedures. The updated policy focuses on informal resolutions at the local level while still allowing for formal due process. Timeframes were updated to allow for quicker resolution for the client.
- Policy Section 206.0.00 Financial Need criteria has been removed, allowing equal access to services for all individuals regardless of their financial means.



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- Policy Section 208.0.00 was incorporated into Policy Section 210.0.06 to simplify and not repeat language.
- Policy Section 210.0.00 was removed from the manual as this is no longer a practice utilized by GVRA.
- Policy Section 304.0.00 was removed as it is covered throughout section 400.0.00
- Policy Section 306.0.00 was incorporated into Policy section 308.0.00 as an employment goal directly relates to the Individualized Plan for Employment.
- Separated IPE amendment and IPE annual review into their own policy cites.
- Policy Section 404.0.00 was completely removed because it is covered under section 452.0.00 now.
- Policy Section 416.0.00 Supported Employment was rewritten to simplify language and remove procedural steps. It also clarified who can and must provide extended services to individuals participating in Supported Employment.
- Added Policy Section 417.0.00 Supported Self-Employment Policy
- Policy Section 446.0.00 Post-Secondary Training was Renamed to the Bud McCall Post-Secondary Vocational Rehabilitation Grant. Policy Section 446.0.00 was updated to remove the 35-mile rule for individuals in their first two years of school and now allows for an individual to attend a school of their choice. This section was also updated to reflect that the GVRA max fee for post-secondary support will be based off the Pell Grant amount, and that comparable benefits will be subtracted from the total cost of the service not the GVRA max fee.
- Added Policy Section 488.0.00 Agricultural Job Retention. This policy is specific to individuals with disabilities where farming is their employment goal.
- Policy Section 502.0.00, 504.0.00, 506.0.00, 508.0.00, 510.0.00, 512.0.00, 514.0.00, 516.0.00 and 518.0.00 were all combined and rewritten to simplify the policy around closures. Section 500 was very heavy in procedures, which have been incorporated into SOPs.
- Policy Section 600.0.00 was completely removed from the policy manual as it wasn't actual policy but a reference on the different types of impairments that may seek services. This section was turned into a desk reference guide for staff.