

612:10-7-220. Vehicle modification services

(a) Vehicle modification services may be provided as needed to enable a Vocational Rehabilitation client to prepare for, enter or retain employment. Vehicle modifications include the range of modifications and special equipment needed by a person with an impairment to drive or be a passenger in a vehicle.

(b) Vehicle modification services provided to an individual in the Vocational Rehabilitation program may include:

- (1) purchase and installation of adaptations or devices in a vehicle;
- (2) assistance with payment of the portion of the cost attributable to modifications pre-installed in a new or used vehicle purchased from a dealer;
- (3) evaluation of an individual's ability to operate a motor vehicle;
- (4) prescription of required devices specific to both the individual's needs and the vehicle; and
- (5) training in the operation of the vehicle.

(c) Vehicle modifications which are projected to cost ~~\$2,500~~ the amount of the DCS authority order limit or less will be made in accordance with 612:10-1-7. Vehicle modifications projected to cost more than ~~\$2,500~~ the DCS authority order limit will require additional processing by DRS Central/Departmental Services after the process is completed by the counselor as outlined in Categories A through E below. The counselor is required to submit the requisition, the authorization, the bid documents if applicable and all supporting bid documentation if applicable for Purchasing to award the Purchase Order. Once the Purchase Order is received by the counselor, the vendor can be notified of the award. Categories A through D will be purchased in accordance with this section. Clients purchasing new vehicles shall apply for any mobility equipment rebate available from the vehicle manufacturer and the amount of any such rebate shall be assigned to DRS.

(1) Category A: New Vehicle with structural modifications: In this process, the vehicle will be purchased by client choice and not obtained through a bid process. The client will be responsible for the purchase of the vehicle and DRS will be responsible for the costs attributable to the structural modifications.

(2) Category B: New Vehicle with structural modifications and accessibility modifications additions: In this process, the vehicle will be purchased by client choice and not obtained through a bid process. The client will be

46 responsible for the purchase of the vehicle and DRS will be responsible for
47 the costs attributable to the structural modifications and the accessibility
48 modification additions.
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50 (3) Category C: Used Vehicle with structural modifications: In this process,
51 the vehicle will be purchased by client choice and not obtained through a bid
52 process. The client will be responsible for the purchase of the vehicle and
53 DRS will be responsible for the costs attributable to the structural
54 modifications and the accessibility modification additions. DRS will participate
55 in this method only if the client obtains warranty from the mobility aids vendor.
56 A copy of the warranty agreement will be obtained by the counselor and
57 maintained in the case file.
58

59 (4) Category D: Used Vehicle with structural modifications and accessibility
60 modifications additions: In this process, the vehicle will be purchased by
61 client choice and not obtained through a bid process. The client will be
62 responsible for the purchase of the vehicle and DRS will be responsible for
63 the costs attributable to the structural modifications and the accessibility
64 modification additions. DRS will participate in this method only if the client
65 obtains warranty from the mobility aids vendor. A copy of the warranty
66 agreement will be obtained by the counselor and maintained in the case file.
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68 (5) Category E: Any modifications to a new or used vehicle not purchased as
69 part of the vehicle package will require additional processing by C/DS after
70 the bid process is completed by the counselor in accordance with 612:10-1-7.
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73 (d) Some clients with significant disabilities will not have a valid driver's license.
74 These clients are to be referred to the Department of Public Safety for
75 determination of whether the client is able to obtain a license. Arrangements will
76 be made by the counselor for the individual to take special driver's training
77 following acquisition of the driving permit. If the client is to drive the vehicle,
78 equipment will not be purchased until the client has a valid driver's license and
79 the client has successfully completed training in the use of the special equipment
80 for his/her vehicle.
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82 (e) The qualifications in (1) – (9) of this Subsection apply to all vehicle
83 modifications.
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85 (1) The client or individual providing the transportation must have a current,
86 valid driver's license.
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88 (2) A used vehicle must be inspected by an ASE or manufacturer certified
89 mechanic to assure it is mechanically and structurally sound before
90 equipment can be installed. This inspection may be authorized by the

- 91 counselor, if necessary. If the AWSE or manufacturer certified mechanic
92 recommends it, a separate inspection related to structural soundness will be
93 completed. This inspection may be authorized by the counselor.
94
- 95 (3) The name of the client must appear on the title to the vehicle and current
96 vehicle registration. The client may be listed as a co-owner on these
97 documents.
98
- 99 (4) The vehicle must be evaluated by an Assistive Technology Specialist or
100 person with equivalent qualifications (Driver Rehabilitation Instructor,
101 Occupational Therapist, Rehab Engineer, etc.) for identification of the
102 appropriate adaptive equipment and assessment of the compatibility of the
103 vehicle with recommended adaptive equipment.
104
- 105 Existing modifications on a new or used vehicle shall be inspected for the
106 appropriateness of the adaptive equipment for the consumer's need by the
107 Assistive Technology Specialist or other qualified person. DRS also requires
108 documentation that existing modifications on a used vehicle have been
109 inspected by the mobility equipment dealer/vendor to determine efficiency,
110 quality and fair market value of the modification or adaptive equipment. This
111 documentation may be obtained directly from the mobility equipment
112 dealer/vendor or from the lender when such documentation has been
113 required for loan approval.
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- 115
- 116 (5) Vehicle modifications provided by the agency must be limited to those
117 modifications and adaptive devices which are required to meet the client's
118 need.
119
- 120 (6) The client must agree to retain ownership of the vehicle and maintain the
121 vehicle for the predictable life of the equipment. The counselor completes the
122 Receipt for Equipment and Title Agreement and has the client sign it, as per
123 guidelines in 612:10-1-7(e).
124
- 125 (7) The client must maintain both collision and comprehensive insurance on
126 the vehicle, including the equipment.
127
- 128 (8) DRS will not pay the expense of replacing the equipment unless the
129 equipment no longer meets the needs of the client based on disability related
130 issues, as determined through review of current medical reports and assistive
131 technology evaluation indicating replacement is required to meet the IPE
132 goals.
133
- 134 (9) Certain types of vehicle modification equipment are considered
135 "transferable" by design: i.e., hand controls, left foot accelerator, and hitch lift

136 systems for wheelchairs/scooters. DRS may assist with the cost of
137 transferring this type of equipment to meet the IPE goals. These
138 modifications are categorized as non-structural modifications.
139

140 (f) When vehicle modifications are completed, installation is to be inspected by
141 an Assistive Technology Specialist or person with equivalent qualifications, to
142 determine if the authorized equipment conforms to prescribed standards, is
143 properly installed, and meets the functional needs of the client. The A.T.
144 Specialist will inform the counselor if the installation is satisfactory and ready for
145 delivery to the client. The counselor must also obtain a statement of satisfaction
146 from the client.
147

148 (g) The client is responsible for maintaining special equipment for vehicles in
149 good working order. DRS may pay for repairs to such equipment during the life
150 of the case unless there is clear evidence the special equipment has been
151 damaged due to client abuse or neglect as determined by the dealer, vendor or
152 Assistive Technology Specialist.