

NC DIVISION OF SERVICES FOR THE BLIND POLICIES AND PROCEDURES VOCATIONAL REHABILITATION

Section:	R
Title:	Reader Service
Current Effective Date:	01/11
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Reader services may be provided to eligible individuals participating under an approved Individual Plan for Employment (IPE) (On-Line DSB-4005b-VR Individual Plan for Employment with instructions) who are enrolled in institutions of higher learning (college or university), vocational or trade schools or to individuals who are involved in activities which require reader services in order for them to achieve the stated employment goal. Financial Responsibility/Economic Need Responsibilities (On-Line DSB-4040-VR Economic Needs Survey with instructions) eligibility need not be determined; however, comparable benefits must be used, if available.

Normally, the maximum allowable number of hours of reader services will be 25 hours per month for full-time (12 semester hours or more) undergraduate students and 25 hours per month for full-time (9 semester hours or more) graduate students. Reader services will be provided on a pro rata adjustment based on the number of hours constituting less than a full course load. If it appears that the eligible individual will require reader services in excess of these amounts, the Vocational Rehabilitation Supervisor must review and approve. There must be case record documentation (On-Line DSB-4011-VR Case Progress Notes with instructions).

In all other situations in which a reader is required in order to achieve the stated employment goal, the maximum allowable number of hours of reader services will be 20 hours per month. In these instances, reader services will not be provided for more than 3 months unless the Vocational Rehabilitation Supervisor's approval has been obtained for a 3-month extension.

The availability of assistive technology should be considered in the determination of necessary hours of reader service. As reader services are subject to the use of comparable benefits, eligible individuals should access all special resources for reading and educational materials, including books on tape, services through special students services and volunteer services. Prior to authorizing reader services, the counselor must have assurance that all available resources are being utilized. This information should be documented in the case record.

Payment will be made at a hiring rate not to exceed the State minimum wage or the university or college's work-study rate, whichever is higher. In order to comply with State budget policies, the Agency will limit an **individual reader** to no more than \$999.00 (includes the FICA) per quarter. The total number of reader hours for **all readers** should not exceed the amounts stated above.

Forms to be Completed by Eligible Individuals Employing Readers:

Form W-9 – Request for Taxpayer Identification Number and Certification (On-Line DHS-I-9-VR Request for Taxpayer Identification Number and Certification with instructions)

This form is to be completed when a reader needs to be added as a vendor or if there is a change in their name or address a IRS W-9 form Request for Taxpayer Identification Number and Certification needs to be completed.

Form 2678 – Employer Appointment of Agent (On-Line IRS-2678-VR Employer Appointment of Agent with instructions)

This form is to be completed by the eligible individual to designate our State Agency as his/her agent for the purpose of handling his/her tax responsibilities. The Division of Services for the Blind (DSB) is, therefore, only acting for the eligible individual in collecting taxes and remitting them to the Internal Revenue Service (IRS). DSB is not the employer of the reader. The Agency will issue readers' checks directly to the reader instead of sending a check to the eligible individual for him/her to pay the reader. Only one IRS-2678 is needed for the employer (eligible individual) even if several readers are hired.

Form I-9 – Employment Eligibility Verification (On-Line DHS-I-9-VR Employment Eligibility Verification with instructions)

Since November 6, 1986, the Employment Eligibility Verification is to be completed by each person hired to verify employment eligibility. This form applies not only to aliens but also to individuals who were born in the United States and who are citizens. The employer (eligible individual) must have a DHS-I-9 on each reader.

Vocational Rehabilitation Counselors should obtain completed forms from all of their eligible individuals who utilize readers and submit the forms to the Chief, Vocational Rehabilitation Field Services with a copy in the case file.

DSB Form 4033 – Billing for Reader Services (On-Line DSB-4033-VR Billing for Reader Service with instructions)

This form is to be completed by each reader and given to the eligible individual who will verify for accuracy, sign, and forward to the Vocational Rehabilitation Counselor. This should be done promptly at the end of each month.