Intensive Training Policy 13 - Reimbursement for Training

The only time a client may be reimbursed for training is when the following conditions are met:

* Reimbursement to the client is the only way to obtain the training/service.
* The reimbursement is discussed and agreed upon between the case manager and the client during the Assessment and Planning stage that occurs prior to the start of the training.
* The reason for the reimbursement is clearly defined in the EDP.
* The EDP is approved by the Supervisor.

Under no circumstances should reimbursement for training be approved after the start of the training unless the direction comes from the Director’s office.

Intensive Training Policy 13 – Reimbursement for Training– effective date December 22, 2009