

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE CALIFORNIA DEPARTMENT OF REHABILITATION (DOR)**  
**AND**  
**THE CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID**  
**ADMINISTRATORS (CASFAA), FOR THE COORDINATION OF FINANCIAL**  
**SERVICES TO STUDENTS WITH DISABILITIES**

### **Purpose**

The intent of entering into this agreement is to provide the necessary support to our mutual student/consumer with disabilities to achieve their educational goals which will lead to employment. The purpose of this agreement is to establish the guidelines for the joint financial support of DOR student/consumers in the California post-secondary education system. These guidelines are meant to:

- Ensure effective coordination between DOR and the post-secondary education financial aid system.
- Ensure that individuals with disabilities receive fair and equitable treatment in obtaining financial aid assistance for their post-secondary education.
- Ensure compliance with all applicable laws.
- Ensure uninterrupted service for DOR student/consumers in pursuit of their Individual Plan for Employment (IPE) goal.

### **Information Sharing**

It is understood that both DOR and the Financial Aid Office will obtain appropriate release of information documents consistent with each agencies rules and regulations in order to facilitate the application for financial aid (FAFSA) effectively. Once appropriate releases are obtained DOR and the Financial Aid Office will:

- Provide financial aid award/denial information to DOR and provide information regarding DOR assistance/support of the student/consumer to the Financial Aid Office.
- Coordinate efforts to ensure that funding or services are not duplicated to prevent over-award situations.

- Provide timely information/documentation to the DOR student/consumer to ensure that their necessary support is in place.
- Maintain open communication between agencies regarding any changes in programs, policies, and/or procedures.
- Provide timely information/documentation and updates to all parties regarding any revisions to the DOR student/consumer's financial aid or DOR assistance.

### **Maximum Effort Requirement**

DOR is required to establish policies to govern the rates of payment to providers, including institutions of higher education (34 Code of Federal Regulations (CFR) 361.50(c)(1)). No training or training services in an institution of higher education (universities, colleges, community or junior colleges, vocational schools, technical institutes, or hospital schools of nursing) may be paid with DOR funds unless maximum efforts have been made by DOR and the consumer to secure grant assistance in whole or in part from other sources to pay for that training, including tuition, fees, books and supplies (34 CFR 361.48(f)).

To ensure compliance with this requirement DOR shall:

- Require DOR student/consumers to apply for financial assistance using the Free Application for Federal Student Aid (FAFSA), and
- Assist DOR student/consumers in meeting published deadlines for processing financial aid at the educational institution.
- Require that the student/consumer provide information regarding financial aid eligibility/award to DOR.

### **Financial Aid Eligibility**

Special considerations in packaging Federal Student Aid (FSA) arise when a student qualifies for both SFA funds and vocational rehabilitation funds. A DOR student/consumer's package will be determined exclusive of both the costs related to the student's disability and anticipated vocational rehabilitation assistance (U.S. Department of Education Federal Student Aid Handbook, Volume 1, Chapter 7). In this way, the DOR student/consumer will be offered the same aid package as a student who is

in the same financial situation but who doesn't have disabilities. The DOR student/consumer will also receive the maximum amount of vocational rehabilitation aid to which he/she is entitled.

This MOU shall remain in effect until revised or superseded. It may only be revised by mutual consent of both agencies.

Catherine Campisi  
Catherine Campisi, Ph.D  
Director  
Department of Rehabilitation

November 7, 2002  
Date

Linda Bisesi  
Linda Bisesi  
President  
California Association of  
Student Financial Aid  
Administrators

November 26, 2002  
Date