# Vocational Rehabilitation Services Manual E-200: Summary Table of Approvals, Consultations, and Notifications

Revised February 1, 2022

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## Support Services

(See D-205: Purchasing Threshold Requirements for additional approval requirements).

| **Situation, Good, or Service** | **Required Action** | **VRSM Reference** | **RHW Purchase Approval Category** |
| --- | --- | --- | --- |
| Maintenance, Transportation, and Bus Tickets | | | |
| Nonrecurring maintenance that is equal to or greater than $400 for a single authorization | VR Manager approval  Note: You must email [VR RHW Provider Services](mailto:vr.rhw.providerservices@twc.state.tx.us) to have the customer established as a provider when equal to or greater than$400 | C-1401-3 | VR Manager Approval |
| Nonrecurring maintenance used to purchase Maximum Affordable Payment Schedule (MAPS) goods and services (only when the vendor will not accept a VR service authorization). Applicable MAPS rate must still be applied to determine the amount of maintenance to be paid and the process may not be used to exceed established MAPS fees. | VR Manager approval | C-1401-3 | VR Manager Approval |
| All recurring maintenance service authorizations | VR Manager approval | C-1401-2 | VR Manager Approval |
| Short-term Housing Maintenance that is paid for longer than a total of 3 months | VR Manager approval | C-1401-4 | VR Manager Approval |
| If receipt is not turned in showing proof of payment to the provider for short term housing maintenance, or if it is determined that funds were not used for the intended purpose | VR Manager approval | C-1401-4 | VR Manager Approval |
| Short-term Housing that is paid for longer that a total of 3 months | VR Manager approval | C-1401-5 | VR Manager Approval |
| Using any form of maintenance to cover the cost of any services or goods listed in VRSM C-1401-6 | TWC-VR state office executive management | C-1401-6 | State Office Approval |
| Mailing maintenance or transportation warrants to TWS-VR office | VR Manager approval | C-1401-6  C-1402-5 | VR Manager Approval |
| Transportation costs that are over $400 for a single service authorization (excluding airfare) | VR Manager approval | C-1402-3  C-1402-4 | VR Manager Approval |
| Recurring transportation service authorizations that exceed a total of 104 weeks (approvals are limited to six-months increments) | VR Manager approval | C-1402-3 | VR Manager Approval |
| If VR2181, Transportation Log, for recurring transportation is not turned in monthly or if it is determined that funds were not used for the intended purpose | VR Manager approval | C-1402-3 | VR Manager Approval |
| More than two round-trip economy airfare tickets per year for customers that are attending training greater. (Includes both in-state and out-of-state training) | VR Manager approval | C-1402-7 | VR Manager Approval |
| Personal Assistant Services (Attendant Care) every 6 months | VR Supervisor approval | C-1403-2 | VR Supervisor Approval |
| Payment of dues to a professional association or trade union | VR Manager approval | D-206-1  C-1406-2 | VR Manager Approval |
| Tools and Equipment greater than $5,000 to $15,000 | VR Manager approval | C-1407-3 | VR Manager Approval |
| Tools and Equipment greater than $15,000 to $25,000 | Regional Director or Deputy Regional Director approval | C-1407-3 | Deputy or Regional Director Approval |
| Tools and Equipment greater than $25,000 | VR Division Director approval | C-1407-3 | State Office Approval |
| When using WorkQuest in lieu of a Workforce Development Board for the wage services for students and youth with disabilities | VR Supervisor approval | C-1408 | VR Supervisor Approval |

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