# **Vocational Rehabilitation Services Manual D-100: Case Service Budget**

Revised June 26, 2023

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## **D-103: ReHabWorks Budget Allocation**

Annual budget allocations to the field are developed using the methodology approved by the Division Director of Vocational Rehabilitation Services in consultation with the TWC Financial Services, the Deputy Director of Workforce Solutions, and the TWC Executive Director.

VR's Program Operations team develops this methodology by applying multiple factors, factors that need to be considered and weighted to support the accuracy of the comprehensive allocation strategy.

Each year of the biennium, TWC budget staff members determine the funding available, based on federal allocations and expenditure rates. After determining the amount of available funding, responsibilities and processes differ depending on the organizational level at which a program's budget is handled.

Funds are allocated by VR state office to each of the VR regional offices, based on the allocation plan. The initial amounts or percentages to be distributed to each unit within a region are provided as well as the timing of the distributions.

The Deputy Regional Director (DRD) oversees the regional budgets. The DRD's oversight may include determining unit allocations, monitoring encumbrance rates and paid-out rates for each budget line item, cleaning up records from previous fiscal years, and redistributing funds within the region.

The DRD may delegate authority to perform budget-related tasks at the regional level to one of the DRD's subordinates. For each of the regions, the DRD (Region Level) is the designated point of contact for budget allocation to the units. Based on the distribution plan, the DRD distributes funds to the unallocated budget levels for all of the region's management units.

The regional offices maintain a contingency fund to pay for unanticipated expenses related to:

* complex cases;
* cases requiring more intensive or extensive services;
* planned expenditures that would deplete a caseload budget; or
* other vocationally related customer needs.

The VR Program Operations team recommends an amount to be set aside for contingency funding, but the amount retained is at the discretion of and is the responsibility of the regional director (RD) and DRD.

## **D-104: Budget Adjustment Request (BAR)**

The Budget Adjustment Request (BAR) document is a tool used by regional management staff to:

* request additional budget from the VR division, or
* have an existing budget moved between regions or programs.

BARs are submitted to VR's budget email box.

The VR Program Operations Director is responsible for:

* approving all requests for additional funds; and
* ensuring approval of the VR Division Director as required.

For a copy of the BAR or instructions for completing the BAR, see (Link to BAR and BAR instructions will be added at time of publication).

## **D-105: Tracking**

VR Program Operations regularly monitors VR administrative and service-delivery budgets.

Multiple systems and applications are used for monitoring specific budgets, such as staff travel. The systems used include WRAPS, RHW, Work Incentives Seminar Events (WISE), and Access applications.

Each quarter, operations monitoring and performance reviews are conducted as explained in Guidance Memorandum (GM) 19-06. Monitoring reviews are conducted with each region on-site or by web conference. The review process establishes a consistent, documented method for VR to effectively and proactively monitor administrative and customer services budgets, purchasing, performance, inventory, and full-time equivalent positions (FTEs). The process includes the identification of risks, tasks, tolerances, time frames, and the roles and responsibilities of VR staff at the state office, regional offices, and field offices.

Each VR Manager works with the regional management team to develop a budget management strategy for the management units. This strategy must follow the guidance issued by the TWC state office regarding the management and reporting of VR budgets. The VR manager may delegate the authority to perform budget-related tasks to the management unit level.

The VR Manager is responsible for managing the management unit’s budget, ensuring timely and appropriate encumbrance of funds, and reviewing high-cost cases, to ensure that providing appropriate VR services remains the focus.

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