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

Revised June 29, 2020

## Overview of Table

This table reflects the content found in the VRSM as of the revision date this document. Unless otherwise specified, the content of more recently updated sections of the VRSM and other relevant policy manuals or guidance memorandums supersede instructions included in this table. Staff are expected to review the referenced policy content before taking any action on a case.

All required approvals, consultations, notifications, and reviews must be

* submitted through the requester’s direct chain of command;
* not considered “complete” until it is documented in ReHabWorks (RHW); and
* documented prior to including the good or service on an IPE and or issuing a service authorization.

Refer to [D-205: Purchasing Thresholds and Restrictions](https://twc.texas.gov/vr-services-manual/vrsm-d-200#d205) for additional policies and procedures, including competitive bidding requirements.

## Delegating Required Actions

Required actions that are assigned to VR staff at the unit level must be completed by identified VR staff member (i.e. VR Counselor, VR Supervisor, or VR Manager) or a VR staff member that is at an equivalent or higher level of supervision. When a required action is completed in the absence of the designated approver or consultant, the staff member completing the action must document a justification to this variance from the defined processes and procedures.

A regional director (RD) can delegate a required action to a VR staff member that is at an equivalent or higher level of supervision or the deputy regional director (DRD).

State office management, including executive management, can delegate required actions to other state office management, regardless of their level of supervision.

## Documentation Requirements

Required consultations and approvals must be documented in RHW by entering an Approval Response case note or completing the appropriate RHW Purchase Approval Workflow in RHW. When utilizing a RHW Purchase Approval Workflow, the comments entered by the requestor and approver must include the same content that is required in an Approval Request and Approval Response case note. Refer to VRSM E-300: Case Note Requirements for specific requirements.

## Case Review

Case reviews are documented by the reviewer in Texas Review, Oversight, and Coaching System (TxROCS). While not required, it is recommended that approvals and consultations be captured in a case review since the approver or consultant has reviewed the case as a part of the process. For more information about case reviews, refer to VRSM D-403: Monitoring Processes and Procedures.

## Condition-Specific Requirements

Condition-specific requirements for eligibility determination are NOT included in this table. Refer to
[B-308-1: Required Assessments and Policy for Selected Conditions](https://twc.texas.gov/vr-services-manual/vrsm-b-300#b308-1) for this information.

**Exceptions to Published Policies and Procedures**

When necessary to meet the vocational rehabilitation needs of a customer, VR staff members may request exceptions to policies and procedures through their chain of management. However, exceptions to policies and procedures based on federal and state laws, statutes, and rules or regulations are not allowable. (VRSM reference included at D-200: Purchasing Goods and Services: Introduction to Purchasing).

**Purchasing Threshold Requirements**

Purchasing thresholds are established to ensure that management oversees purchases in accordance with the VR Grant award (2 CFR 200) regarding the use of internal controls and compliance with state procurement requirements. The purchasing threshold requirements that are outlined in D-205: Purchasing Threshold Requirements must be added to the approval and consultation requirements that are included in the table below.

**Note:** When there is more than one level of approval required, the higher level of approval must be obtained before the service is included on the customer’s IPE or a service authorization is issued.

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## Caseload Management

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

| **Situation, Good, or Service** | **Required Action**  | **VRSM Reference** | **RHW Purchase Approval Category** |
| --- | --- | --- | --- |
| **Caseload Management** |
| Any phase adjustment to a case status within the same program yearNote: Phase adjustments outside the program year are not allowed | VR Supervisor approval | B-206-2B-206-5 | NA |
| Any Extension of Time (EOT) for a lapsed Eligibility due date.  | VR Supervisor approval | B-303-2 | NA |
| Any additional EOT’s for eligibility (past the first one), regardless of whether the additional EOT is completed prior to the end of the first EOT  | VR Supervisor approval | B-303-2 | NA |
| Trial Work services for more than 12 months | VR Supervisor approval | B-310-7 | NA |
| Closing a case in trial work as disability too significant to benefit from services | VR Supervisor approval | B-310-8B-312 | NA |
| Closing a case disability too significant to benefit from services | VR Supervisor approval | B-312-5 B-604-1 | NA |
| Any EOT for a lapsed IPE due date  | VR Supervisor approval | B-503-1 | NA |
| Any additional EOT’s for IPE (past the first one), regardless of whether the additional EOT is completed prior to the end of the first EOT. | VR Supervisor approval | B-503-1 | NA |
| Changing the level of significance of a case to a lower level of significance. | VR Supervisor approval | B-309-2C-1201-1 | NA |
| Backdated purchases  | * VR Supervisor approval (if issued by field office) or
* Regional Program Support Manager (if issued by MSC/MST)
 | D-204-2C-701-4 | Use of the case note approval process to document late generation of the SA is required in addition to the relevant RHW Purchasing Approval Workflow when required for the purchased good or service. |
| After-the-fact ancillary service authorizations | * VR Supervisor approval (if issued by field office) or
* Regional Program Support Manager (if issued by MSC/MST)
 | D-204-3 | Use of the case note approval process to document late generation of the SA is required in addition to the relevant RHW Purchasing Approval Workflow when required for the purchased good or service. |
| Replacement Service Authorizations | * When no approvals were required for original SA, no approvals are required for replacement SA.
* If approvals for original SA were required, the same approvals must be obtaining for replacement SA.
 | D-204-4 | Must document the issuance of the replacement SA incase notes in addition to the relevant RHW Purchasing Approval Workflow when required for the purchased good or service. |
| The following services and goods, when provided as part of the trial work plan:* Residential modifications
* Worksite modifications
* Durable medical good
* Orthotics and prosthetics
* Services or goods to support any of these items
 | Regional Director approval | B-310-3 | Deputy or Regional Director Approval |
| The following services and goods, when provided as part of the trial work plan:* Any services related to self-employment
* Modification of vehicles, except hand controls
* Academic or vocational training
* Medical services specified in VRSM C-700 Medical Services.
* Services or goods to support any of these items
 | VR Division Director approval  | B-310-3 | State Office Approval |

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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 $200 for a single authorization  | VR Manager approvalNote: You must email VR RHW Provider Services to have the customer established as a provider when equal to or greater than$400 | C-1401-3 | VR Manager Approval |
| Recurring maintenance service authorizations that exceed four consecutive weeks or a total of six cumulative weeks (approvals can be for no more than 12 weeks per approval). | 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 |
| 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-1401-6C-1402-5 | VR Manager Approval |
| Transportation costs that are over $200 for a single service authorization (excluding airfare) | VR Manager approval | C-1402-3C-1402-4 | VR Manager Approval |
| Recurring maintenance 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 |
| Any additional bus passes that exceed 6 calendar months | 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) | Regional Director approval | C-1402-7 | Deputy or Regional Director Approval |
| Purchase of local bus tickets, passes, tokens, transfers, etc., in bulk for customers | VR Manager approval  | C-1402-6 | VR Manager Approval |
| Personal Assistant Services (Attendant Care) every 6 months | VR Supervisor approval | C-1403-2  | VR Supervisor Approval |
| Fees exceed $100 per calendar year for childcare registration and or fees | VR Manager approval | C-1405-4 | VR Manager Approval |
| Payment of dues to a professional association or trade union | Regional Director approval | D-206-1 | Deputy or Regional Director Approval |
| Tools and Equipment greater than $2,000 to $5,000 | VR Supervisor approval | C-1407-3 | VR Supervisor 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 |

**Assistive and Rehab Technology, including modifications and repairs**

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

| **Situation, Good, or Service** | **Required Action** | **VRSM Reference**  | **RHW Purchase Approval Category** |
| --- | --- | --- | --- |
| **Assistive Rehab. Tech. – General** |
| Assistive technology devices and services (except for eye glasses and hand controls) before determining eligibility | VR Supervisor approval | B-308  | VR Supervisor Approval |
| Any assistive technology purchase with a cumulative cost greater than $5,000  | Consultation with the State Office Program Specialist for Assistive and Rehabilitation Technology (PSART) | C-203-1 | Consultation Only |
| If the lien holder will not sign the VR3426, Residence or Job Site Modification, Express Waiver of Right to VR Equipment. | Consultation with the State Office Program Specialist for Assistive and Rehabilitation Technology (PSART) | C-204-8C-205-3C-205-4 | Consultation Only |
| Determining which items of equipment to reclaim after customer’s death | Consultation with the State Office Program Specialist for Assistive and Rehabilitation Technology (PSART) | C-204-12 | NA |
| **Durable Medical Equipment (DME)** |
| DME with a service authorization over $5000 | * Consultation with State Office Program Specialist for Assistive and Rehabilitation Technology, and
* VR Manager approval
 | C-704-4 | VR Manager Approval with Consultation  |
| **Vehicles** |
| All Vehicle modifications  | Review with Texas A&M Transportation Institute (TTI) | C-204-6 | Consultation Only |
| Vehicle modifications that cost more than $2,500 | * Review with Texas A&M Transportation Institute (TTI), and
* VR Manager approval
 | C-204-2 | Vehicle Mod $2500-$8999.99 |
| Vehicle modifications that cost more than $9,000. | * Review with Texas A&M Transportation Institute (TTI);
* VR Manager approval; and
* Inspection by Texas A&M Transportation Institute (TTI), (if required)
 | C-204-9 | Vehicle Mod $9,000 and over |
| Driver’s Training over 20 hours (cumulative) | * Consultation with State Office Program Specialist for Assistive and Rehabilitation Technology, and
* VR Manager approval
 | C-204-4 | VR Manager Approval with Consultation |
| Repairs to vehicle modifications or to equipment estimated to exceed $2,500  | * Review with Texas A&M Transportation Institute (TTI), and
* VR Manager approval
 | C-204-12 | VR Manager Approval |
| Vehicle repairs over $250, but less than $1,000 (aggregate amount) | VR Manager approval  | C-1402-8 | VR Manager Approval |
| Vehicle repairs over $1,000 (aggregate amount) | Regional Director approval | C-1402-8 | Deputy or Regional Director Approval |
| Repair costs that exceed the vehicle’s value | Regional Director approval | C-1402-8 | Deputy or Regional Director Approval |
| Provision of a rental vehicle for 1-60 days | VR Manager approval  | C-1402-9 | VR Manager Approval |
| Provision of a rental vehicle for 61+ days | Regional Director approval  | C-1402-9 | Deputy or Regional Director Approval |
| Vehicle payment assistance (includes monthly payments or down payment) | Regional Director approval | C-204-2C-204-11 | Deputy or Regional Director Approval |
| **Residential or Job Site Modifications** |
| Exceptions to obtaining an OT, PT, or PE assessment of the job-site or residential  | * Consultation with the State Office Program Specialist for Assistive Rehabilitation Technology (PSART), and
* VR Manager approval
 | C-205-1 | VR Manager Approval with Consultation |
| Job site modifications (All)  | * Consultation with Regional Program Specialist (RPS) or the State Office Program Specialist for Assistive Rehabilitation Technology (PSART), and
* VR Manager approval
 | C-205-2 | VR Manager Approval with Consultation |
| Residential modifications that cost more than $1,000 | * Consultation with State Office Program Specialist for Assistive Rehabilitation Technology (PSART), and
* VR Manager approval
 | C-205-2 | VR Manager Approval with Consultation |

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**Training Services**

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

| **Situation, Good, or Service** | **Required Action** | **VRSM Reference**  | **RHW Purchase Approval Category** |
| --- | --- | --- | --- |
| **Training Services - General** |
| Purchase of any outcome-based contracted training services provided more than once. Notes: 1) There must be a significant change in circumstances to justify an additional purchase; and 2) This does not apply to services that are billed on an hourly basis.  | * First purchase – No approval required;
* Second purchase requires VR Supervisor approval and completion of VR3472;
* Third purchase requires VR Manager approval and completion of VR3472
 | D-209-3VR-SFP 3.6.4 | * VR Supervisor Approval (2nd purchase) or
* VR Manager Approval (3rd purchase)
 |
| Repeating academic or vocational courses more than one time  | Consultation with VR Supervisor | C-411-3 | Consultation only |
| Purchasing any training services from an out-of-state provider | Regional Director approval | D-206-3 | Out-of-State Training |
| Exceptions to the limitations for tuition and fees | VR Manager approval | C-412C-413 | Tuition rate before July 1, 2019; or Tuition rate exception after July 1, 2019 |
| Training by a paid instructor or school exempt from Texas Workforce Commission regulation | VR Field Service Delivery Director approval | C-409-2 | State Office Approval |
| Work-based learning, including OJT, work experience, and paid work experience, that is expected to last longer than 3 months. | VR Supervisor approval | C-1007-5 | VR Supervisor Approval |
| OJT plan will require VR to pay a higher percentage of reimbursement than defined in policy | VR Supervisor approval | C-1007-5 | VR Supervisor Approval |
| Vocational or technical training that exceeds timelines for completion | VR Supervisor approval | C-407-3 | VR Supervisor Approval |
| Academic training that exceeds timelines for completion  | VR Manager approval | C-406-4 | VR Manager Approval |
| Continued VR-sponsorship after a second change in the major course of study | VR Manager approval  | C-405-1 | VR Manager Approval |
| Continuing with (or resuming) training and related services or supports when customer fails to meet satisfactory academic progress for 2 or more consecutive semesters | VR Manager approval | C-405-3 | VR Manager Approval |
| Enrollment in any training program below full-time status | VR Supervisor approval | C-405-2 | VR Supervisor Approval |
| Pell grant awards must be applied towards the cost of tuition, fees, and other educational expenses  | Federal Requirement. No exceptions permitted. | C-401C410-2 | NA |
| **Pre-ETS** |
| Assistive Technology purchases made before the completion of the student's senior year of secondary school | VR Supervisor approval | C-1305-5 | VR Supervisor Approval |
| GSTs including students served by multiple management units or multiple regions | * Review by the State Office Program Specialist for Transition Services, and
* Approval by the Regional Directors of the regions participating
 | C-1305-9 | NA  |
| When another family member requests to participate in the Group Skills Training (GST) in place of the parent or guardian | VR Manager approval | C-1305-8 | NA |
| Budget for the proposed GST | Regional Director approval  | C-1305-8 | NA |
| All Pre-ETS Temporary Learning Experience | Program Specialist consultation from Pre-ETS mailbox | C-1305-10 | Consultation Only  |
| Enrollment in dual credit courses below full-time status | VR Supervisor Approval | C-1305-14 | VR Supervisor Approval |

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