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

RevisedJuly 1, 2024

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## Caseload Management

(See VRSM 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 closed case status within the same program year quarter. | VR Supervisor approval | B-206-2  B-206-5 | N/A |
| Phase adjustment to a closed case status outside of the program year quarter before application to initial contact with case assignment. | Deputy Division Director for Field Services approval | B-206-1  B-206-2  B-206-5 | N/A |
| Trial Work services for more than 12 months | VR Supervisor approval | B-310-7 | N/A |
| Backdated purchases | * VR Supervisor approval (if issued by field office) or * Regional Program Support Manager (if issued by MSC/MST) | D-204-2  C-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. |
|  |  |  |  |
| 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 in place and linked to the replacement service record before issuing the 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 * Any services related to self-employment * Modification of vehicles * Academic or vocational training * Medical services specified in VRSM C-700 Medical Services * Services or goods to support any of these items | VR Supervisor approval | B-310-3 | VR Supervisor Approval |
| Financial Exceptions | | | |
| Exceptions to required customer participation in the cost of services (BLR). | VR Supervisor approval | D-203-4 | N/A |
| Exceptions to required use of readily available comparable benefits | VR Manager approval | D-203-3 | N/A |
| Interpreter Exceptions | | | |
| Use of a noncertified interpreter | Written approval from customer | C-305-4 | N/A |
| Legal Exceptions | | | |
| Paying any legal fees for self-employment | Consultation with TWC Office of General Counsel | C-1102-11 | Consultation Only |
| VR staff reporting the theft of tools or equipment as stolen when the customer refuses to return items that are no longer being used to support VR outcomes | Consultation with TWC Office of General Counsel | C-1407-5 | Consultation Only |
| Abuse, neglect, and exploitation of a customer\*  *\*You must take immediate action to report to appropriate investigating agency or law enforcement.* | Notify VR Manager and VR Supervisor | A-202-3 | N/A |

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