

## **ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

**Program Name:** Vocational Rehabilitation (VR)

**Policy Number:** VR-2.6-v1

**Effective Date:** July 1, 2008

**Last Revision:** March 31, 2021

**CHAPTER 2:** Client Information and Case Requirements

**Section 2.6:** Duty to Report Abuse of a Minor

### **I. Policy Statement**

VR strives to safeguard the well-being of applicants/clients during the duration of an open case. This policy addresses VR's mandatory obligations to report an abuse of a minor.

### **II. Authority**

Authority for policies contained in this document includes the following:

- Workforce Innovation and Opportunity Act (WIOA), 29 U.S.C. § 3101 et seq.
- Title IV Amendments to the Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- A.R.S. §§ 23-502 and 503
- A.R.S. § 13-3620

### **III. Applicability**

This applies to circumstances when VR staff may reasonably suspect or believe a minor applicant/client to be a victim of abuse.

### **IV. Standards**

- A. A VR Counselor or Rehabilitation Technician who reasonably believes that a minor is or has been a victim of physical or mental injury, sexual abuse or exploitation or negligent treatment must immediately report the information to local law enforcement or tribal law enforcement, refer to <https://dcs.az.gov/report-child-abuse> for more information on how to report abuse of a minor.
- B. The immediate supervisor of the VR Counselor or Rehabilitation Technician who develops the reasonable belief above must immediately report this information to local or tribal law enforcement. If the supervisor reasonably believes that the report has been made by a VR Counselor, the supervisor is not required to report this information again.

**V. Procedure**

- A. Refer to IV. A and B above.
- B. Refer to Standard Work (if available).

**VI. Documentation Requirements**

The client's electronic case file must include the following:

- A. Case notes.