

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Program Name: Vocational Rehabilitation (VR)

Policy Number: VR-2.8-v1

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CHAPTER 2: Client Information and Case Requirements

Section 2.8: Schedule A Documentation

I. Policy Statement

This policy outlines the guidelines regarding VR assistance with completing Schedule A Documentation. Schedule A is a practice that federal agencies may use to hire qualified individuals with disabilities into positions non-competitively without going through the traditional hiring process.

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.
- Office of Personnel Management 5 CFR § 213.3102 (u).
- A.R.S. §§ 23-502 and 503

III. Applicability

In order to receive VR assistance with completing Schedule A documentation, the applicant/client must provide:

- A. Supporting documentation upon request by the federal agency with the employment opportunity, and
- B. Documentation from a qualified professional that documents the stated disability.

IV. Standards

- A. The following individuals are permitted to provide Schedule A documentation:
 1. A licensed medical professional,
 2. A licensed rehabilitation professional,
 3. A certified rehabilitation counselor,

4. Any federal or state level agency or entity that issues or provides disability benefits.
- B. A VR Counselor who is licensed or has the Commission on Rehabilitation Counselor Certification (CRCC) must:
1. Complete the agency letter titled Schedule A Documentation,
 2. Provide the applicant/client with a copy of the letter, and
 3. Place the letter in the applicant/client's ECF.

V. Procedure

Refer to IV. B above.

VI. Documentation Requirements

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

- A. Documentation supporting the applicant/client's disability,
- B. Schedule A Documentation letter.