

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Program Name: Vocational Rehabilitation (VR)

Policy Number: VR-7.4-v1

Effective Date: July 1, 2008

Last Revision: March 31, 2021

CHAPTER 7: General Services

Section 7.4: Procurement of Services and Exceptions

I. Policy Statement

This policy outlines the procurement practices and process for goods and services necessary to be provided within the VR program.

II. Authority

Authority for policies contained in this document includes the following:

- State Vocational Rehabilitation Services Program, 34 C.F.R. §§:
 - Applicable regulations 361.4
 - Statewideness 361.25
 - Scope of vocational rehabilitation services for individuals with disabilities 361.48
 - Scope of vocational rehabilitation services for groups of individuals with disabilities 361.49
 - Written policies governing the provision of services for individuals with disabilities 361.50
- A.R.S. §§ 23-502 and 503
- Arizona State Procurement Code: a compilation of the statutes, A.R.S. 41-2501 et. seq., and administrative rules and regulations A.A.C. R2-7-101 et. seq.
- State of Arizona Accounting Manual
- Arizona Administrative Code, Title 6, Chapter 4:
 - Provision of VR Services R6-4-206
 - Service and provider standards, service authorizations equipment purchasing, Workers' Compensation R6-4-402

III. Applicability

This applies to all VR goods and services as determined necessary as listed on the client's most recent and approved IPE.

IV. Standards

- A. VR must adhere to the applicable federal, state, DES, and VR policies and procedures when planning, authorizing, purchasing, and paying for goods or services for applicants or clients of the VR program.
- B. The VR Counselor must only authorize, purchase, and pay for services contained in the current approved IPE when the applicant is determined eligible and all necessary services have been completed to develop the IPE.
- C. All services are authorized, purchased, and paid for in accordance with the established procurement methodology, fee schedule, or contracts.
- D. VR will not reimburse any entity or be held responsible for any expenses that are not covered by a current and approved written authorization.
- E. An exception from policy for the procurement of allowable services must be completed and must include why existing payment methods or contracted providers cannot be implemented to the applicant's or client's unique situation.
- F. The VR Counselor must complete a policy exception justification form and obtain approval from the Program Manager prior to tasking the Purchasing Technician to create the authorization.
- G. The Program Supervisor and Program Manager must review the exception request prior to forwarding the request to VR Contracts Manager.
- H. Contracts Manager and/or DES Office of Procurement will explore available procurements methods and assist the VR Counselor and/or Purchasing Technician in procuring the needed services.

V. Procedure

- A. Refer to section IV. E and F above.
- B. Refer to Standard Work, if available.

VI. Documentation Requirements

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

- A. All notes and documentation(s) supporting any purchase made for the client.
- B. Any documentation related to the procurement exception request(s) and response(s).