I. Policy Statement

This policy provides the guidelines regarding the documentation requirements for representative(s) or individual(s) with specific authorization chosen by the applicant/client.

II. Authority

Authority for policies contained in this document includes the following:

- State Vocational Rehabilitation Services Program, 34 C.F.R. § Applicable definitions 361.5 (c)(31)
- A.R.S. §§ 23-502 and 503

III. Applicability

This applies to circumstances when an applicant/client prefers to have a representative to be present at VR proceedings and act on their behalf. The applicant/client must:

A. Complete and sign the Client Authorized Representative form when the applicant/client prefers to name an individual as their authorized representative.

B. In the event the applicant/client has a court-appointed representative/legal guardian, the court-appointed representative/legal guardian must provide documentation pertaining to guardianship.

This applies to circumstances when an applicant/client chooses to authorize an individual to be present in VR proceeding(s) and/or receive verbal communications concerning their case. The applicant/client must:
A. Complete and sign the Release of Verbal Communication/Authorization for Participation form.

IV. Standards

A. Decisions and directions provided by the applicant/client’s legal guardian or court-appointment representative supersedes directions provided by the applicant/client when the two are in conflict.

B. Decisions and direction from an authorized representative that supersedes the direction or approval already given by the applicant/client must not be accepted without the applicant/client’s consent.

C. In instances of a disagreement between an applicant/client and their authorized representative on a decision or course of action, VR staff must follow the direction of the applicant/client.

D. In the event there is a dispute between parents who share legal joint custody of the applicant/client, VR will adhere to the court documentation stating the court decision identifying the parent who has the primary decision-making responsibilities.

E. The Release of Verbal Communication/Authorization for Participation form is only to be used in circumstances when an applicant/client requests an individual(s) to be present at VR proceedings and receive verbal communications regarding the applicant/client’s case.

F. The Release of Verbal Communication/Authorization for Participation form does not allow the listed individual(s) to make any decisions regarding the applicant/client’s case.

G. VR must provide all written documentation to:

1. Applicants/clients,
2. Applicant/client’s their legal guardian or court-appointed representative, and/or
3. Authorized representative.

V. Procedure

A. The VR Counselor must scan all documentation supporting guardianship, court-appointed representative, and/or authorized representative and items listed in
IV.A and IV.B above into the ECF.

B. Refer to Standard Work (if available).

VI. Documentation Requirements

The applicant/client’s electronic case file must include the following (as applicable):

A. Court documentation supporting the guardianship or court-appointed representative.

B. Completed and signed Client Authorized Representative form.

C. Completed and signed Release of Verbal Communication/Authorization for Participation (when applicable).