

## **ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

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

**Policy Number:** VR-4.6-v2

**Effective Date:** July 1, 2008

**Last Revision:** June 30, 2021

### **CHAPTER 4: IPE**

#### **Section 4.6: IPE Approvals**

##### **I. Policy Statement**

This policy provides the guidelines regarding approval of Individualized Plan for Employment (IPE).

##### **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.
- State Vocational Rehabilitation Services Program, 34 C.F.R. § Development of the individualized plan for employment 361.45 (d)(1-4)
- A.R.S. §§ 23-502 and 503
- Arizona Administrative Code, Title 6, Chapter 4, Individualized written rehabilitation program R6-4-205

##### **III. Applicability**

This applies to clients who are engaged in their IPE development and implementation. The client must review, sign and date the mutually agreed upon IPE.

##### **IV. Standards**

- A. A VR Counselor or Program Supervisor without signatory authority as per Chapter 1, Section 1.3 of this policy manual, must obtain supervisory approval for all IPEs regardless of the agency cost.
- B. IPE approvals requiring supervisory approvals are based on total agency costs as follows:
  1. For IPEs with a total agency cost of \$10,000 or less, no supervisory approval required.

2. For IPEs with a total agency cost between \$10,000.01 and \$30,000 must be approved by VR Program Supervisor.
  3. For IPEs with a total agency cost between \$30,000.01 and \$60,000 must be approved by the VR Program Supervisor and Assistant Program Manager.
  4. For IPEs with a total agency cost between \$60,000.01 or more must be approved by the VR Program Supervisor, Assistant Program Manager and Regional Program Manager.
- C. The IPE must be signed in the following order of precedence to obtain IPE approval:
1. VR Counselor,
  2. The client and/or their client representative,
  3. VR Program Supervisor,
  4. Assistant Program Manager (if applicable), and
  5. Regional Program Manager (if applicable).
- D. The IPE Justification or IPE Amendment Justification must be completed prior to IPE approval.
- E. VR must consider an IPE to be completed and implemented when the approved VR IPE form is signed by the client, their representative (if applicable), and required VR staff.
- F. The VR Counselor must provide the client with a copy of the signed IPE.
- G. In instances when the IPE is not approved by VR and the IPE cannot be modified to the satisfaction of all parties, an RSA Decision letter with Appeal Rights must be sent to the client.

## **V. Procedure**

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

## **VI. Documentation Requirements**

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

- A. Complete IPE Justification or IPE Amendment Justification Narrative,
- B. IPE signed by all applicable parties,
- C. Documentation supporting the IPE (transportation worksheets, assessments, etc.),

- D. High-cost IPE approval, if applicable,
- E. RSA Decision letter(s), if applicable