

## **ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

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

**Policy Number:** VR-12.8-v1

**Effective Date:** July 1, 2008

**Last Revision:** March 31, 2021

**CHAPTER 12:** Support Services

**Section 12.8:** Other Services

### **I. Policy Statement**

This policy provides guidelines regarding the provision of services that are classified as “Other Services”. This refers to services that are not included elsewhere in this manual and not explicitly or implicitly prohibited and may be necessary for clients to achieve a successful employment outcome as listed on their most recent and approved 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. §§:
  - Scope of vocational rehabilitation services for individuals with disabilities 361.48 (b)(16) and (21)
  - Comparable services and benefits 361.53 (a) and (c-e)
  - Participation of individuals in cost of services based on financial need 361.54 (b)(1-2)
  - United States Department of Education, Office of Special Education and Rehabilitative Services, Policy Directive RSA-PD-16-04, Other Services Data Elements XIV (H)
- A.R.S. §§ 23-502 and 503
- Arizona Administrative Code, Title 6, Chapter 4:
  - General considerations R6-4-201 (A)(1)(m) and (n)
  - Economic need and similar benefits R-6-4-403 (A)(1)(a)(vi) and (vii) and (B)(1) and (2)(a)(iv) and (c-e) and (3)

### **III. Applicability**

This applies to circumstances when any of the listed services in this manual do not apply and other services may be necessary. In order to receive “Other Services” the client must:

- A. Meet economic need.
- B. Explore and utilize comparable benefits.
- C. Actively participate in planned VR service.
- D. Complete and sign the agency Equipment Contract form, if applicable.

#### **IV. Standards**

- A. VR provides other services that are necessary for the client’s achievement of employment outcome.
- B. Other services are as defined and include:
  - 1. Occupational licenses,
  - 2. Tools and equipment,
  - 3. Initial stocks and supplies for self-employment, and
  - 4. Foreign language interpreting.
- C. Economic need applies to occupational licenses, tools and equipment.
- D. Economic need does not apply to initial stocks and supplies and foreign language interpreting.
- E. Comparable benefits apply.
- F. The Program Supervisor must review and approve provision of other services.
- G. Consultation with VR Program Administration, Policy Unit and/or Contract Unit must be considered in situations where the services being considered is unfamiliar or out of the ordinary.

#### **V. Procedure**

- A. Refer to IV.F and G above.
- B. Refer to Standard Work, if available.
- C. Refer to the RSA Allowable Services Spreadsheet, contracts (if available) and provider requirements. For non-contracted service, refer to RSA Contracts Unit for guidance whether the service is to be procured via:
  - 1. Arizona Health Care Cost Containment (AHCCCS) Fee for Services, or
  - 2. Other procurement methods, or

3. Direct payment to the client via CPA.
- D. The VR Counselor must complete the agency Referral for Services form for Other Services and include the type of services being authorized.
- E. The VR Counselor must task the Purchasing Technician to create RSA Purchase Authorization(s) for the service(s) listed in V. D.
- F. The Purchasing Technician must submit the RSA Purchase Authorization for each service listed in V. D along with the referral information to the provider(s).
- G. Upon receipt of the provider's report, the VR Counselor must review the report for completeness, approve the provider's invoice and process for payment after confirming that the reporting documentation is complete.

**VI. Documentation Requirements**

- A. The client's electronic case file must include the following documentation:
- B. Referral information,
- C. RSA Purchase Authorization(s),
- D. Provider report, and
- E. Equipment Contract, if applicable.