

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Program Name: Vocational Rehabilitation (VR)

Policy Number: VR-2.8-v2

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CHAPTER 2: Client Information and Case Requirements

Section 2.8: Schedule A Hiring Authority Documentation

I. Policy Statement

This policy outlines the guidelines for individuals seeking Schedule A Hiring Authority Documentation from Vocational Rehabilitation (VR). Schedule A is a hiring 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, Subpart C - Schedule A
- Arizona Revised Statutes:
 - § 23-502, and
 - § 23-503.

III. Applicability

This policy applies to individuals seeking Schedule A Hiring Authority Documentation from Vocational Rehabilitation.

IV. Standards

- A. The Schedule A hiring authority is a hiring process that allows federal agencies to hire people with disabilities without going through the traditional competitive hiring process.
- B. To be eligible for employment under the Schedule A hiring authority, an individual must provide documentation that supports an intellectual disability, severe disability, or psychiatric disability.

- C. Documentation of eligibility for employment under the Schedule A hiring authority can be obtained from:
 - 1. A licensed medical professional,
 - 2. A licensed rehabilitation professional,
 - 3. A certified rehabilitation counselor, or
 - 4. Any federal or state agency or entity that issues or provides disability benefits.
- D. Any individual with an intellectual disability, severe physical disability, or psychiatric disability can request documentation to confirm eligibility under the Schedule A hiring authority from the VR program.
- E. An individual does not need to be an applicant or client of the VR program to request Schedule A Hiring Authority Documentation from VR. If an individual is not a VR applicant or client, the individual will need to provide documentation of their disability for review and consideration of Schedule A Hiring Authority Documentation.
- F. A VR Counselor who is a Certified Rehabilitation Counselor (CRC) can complete documentation of eligibility for employment under the Schedule A hiring authority.
- G. A VR CRC completes a VR agency form titled Schedule A Hiring Authority Documentation for individuals eligible under the Schedule A hiring authority. The Schedule A Hiring Authority Documentation confirms that the CRC reviewed and carefully considered the documentation provided to determine that the individual does have a disability that constitutes an intellectual disability, severe physical disability, or psychiatric disability.

V. Procedure

- A. Request from VR applicants and clients:
 - 1. The applicant/client's request for Schedule A Hiring Authority Documentation must be documented in a case note in the electronic case file, and
 - 2. A CRC must complete the *Schedule A Hiring Authority Documentation* form in the case management system.
- B. Request from individuals who are not applicants or clients of the VR program:
 - 1. The individual must provide the following information to the VRC CRC:
 - a) State or federal identification document to confirm the identity of the individual requesting Schedule A hiring authority documentation,
 - b) Medical documentation is required to confirm that the individual meets Schedule A hiring authority documentation requirements, and

- c) The CRC completing the *Schedule A Hiring Authority Documentation* form does not need to make a copy of these documents. The individual's information doesn't need to be entered into the case management system.
2. The CRC must review and determine if the individual's disability constitutes an intellectual disability, severe physical disability, or psychiatric disability.
3. If the CRC determines the individual meets Schedule A hiring authority documentation requirements, the CRC completes and provides the *Schedule A Hiring Authority Documentation* form.
4. The CRC must keep a copy of the *Schedule A Hiring Authority Documentation* form for their records.

VI. Documentation Requirements

- A. The applicant/client's electronic case file must include the following:
 1. Documentation supporting the applicant/client's intellectual disability, severe disability, or psychiatric disability, and
 2. *Schedule A Hiring Authority Documentation* form.