

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Program Name: Vocational Rehabilitation (VR)

Policy Number: VR-4.6-v3

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Last Revision: October 25, 2024

CHAPTER 4: IPE

Section 4.6: IPE Approvals

I. Policy Statement

This policy provides the guidelines regarding approval of the 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 CFR § 361.45 Development of the individualized plan for employment, part (d)(1-4).
- Arizona Revised Statutes:
 - § 23-502, and
 - § 23-503.
- Arizona Administrative Code, Title 6, Chapter 4, R6-4-205, Individualized written rehabilitation program.

III. Applicability

This applies to clients who are engaged in their IPE development and implementation.

IV. Standards

- A. A VR Counselor or Program Supervisor without signatory authority (or approval authority) per 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 based on total agency costs are as follows:

1. IPEs with a total agency cost of \$10,000 or less do not require supervisory approval.
 2. IPEs with a total agency cost between \$10,000.01 and \$30,000 must be approved by the VR Program Supervisor.
 3. 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. 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 client must review, sign, and date the mutually agreed upon IPE.
- D. The IPE must be signed in the following order of precedence to obtain IPE approval:
1. VR Counselor,
 2. The client, or the client's legal guardian (if applicable),
 3. VR Program Supervisor (if applicable),
 4. Assistant Program Manager (if applicable), and
 5. Regional Program Manager (if applicable).
- E. The IPE Justification or IPE Amendment Justification must be completed before IPE approval.
- F. VR must consider an IPE to be completed and implemented when the approved VR IPE form is signed by the client, the client's legal guardian (if applicable), and required VR staff.
- G. The VR Counselor must provide the client with a copy of the signed IPE.
- H. 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-H above.
- B. Refer to Standard Work, if available.

VI. Documentation Requirements

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

1. Complete IPE Justification or IPE Amendment Justification Narrative,
2. IPE signed by all applicable parties,
3. Documentation supporting the IPE (transportation worksheets, assessments, etc.),
4. High-cost IPE approval (if applicable), and
5. RSA Decision Letter(s) (if applicable).