# Vocational Rehabilitation Services Manual E-200: Summary Table of Approvals, Consultations, and Notifications

Revised April 1, 2020

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### Support Services

(See D-205: Purchasing Threshold Requirements for additional approval requirements).

| **Situation, Good, or Service** | **Required Action** | **VRSM Reference**  | **RHW Purchase Approval Category** |
| --- | --- | --- | --- |
| Maintenance, Transportation, and Bus Tickets |
| Nonrecurring maintenance that is equal to or greater than $200 for a single authorization  | VR Manager approvalNote: You must email VR RHW Provider Services to have the customer established as a provider when equal to or greater than$400 | C-1401-3 | VR Manager Approval |
|  |  |  |  |
| Recurring maintenance service authorizations that exceed four consecutive weeks or a total of six cumulative weeks (approvals can be for no more than 12 weeks per approval). | VR Manager approval | C-1401-2  | VR Manager Approval |
| Short-term Housing Maintenance that is paid for longer than a total of 3 months | VR Manager approval | C-1401-4 | VR Manager Approval |
| Using any form of maintenance to cover the cost of any services or goods listed in VRSM C-1401-5 | TWC-VR state office executive management  | C-1401-5 | State Office Approval |
| Mailing maintenance or transportation warrants to TWS-VR office | VR Manager approval | C-1401-6C-1402-5 | VR Manager Approval |
| Transportation costs that are over $200 for a single service authorization (excluding airfare) | VR Manager approval | C-1402-3C-1402-4 | VR Manager Approval |
| Recurring maintenance service authorizations that exceed a total of 104 weeks (approvals are limited to six-months increments). | VR Manager approval | C-1402-3 | VR Manager Approval |
| If VR2181 Transportation Log for recurring transportation is not turned in monthly or if it is determined that funds were not used for the intended purpose. | VR Manager approval | C-1402-3 | VR Manager Approval |
| Any additional bus passes that exceed 6 calendar months | VR Manager approval | C-1402-3 | VR Manager Approval |
| More than two round-trip economy airfare tickets per year for customers that are attending training greater. (Includes both in-state and out-of-state training) | Regional Director approval | C-1402-7 | Deputy or Regional Director Approval |
| Purchase of local bus tickets, passes, tokens, transfers, etc., in bulk for customers | VR Manager approval  | C-1402-6 | VR Manager Approval |
| Personal Assistant Services (Attendant Care) every 6 months | VR Supervisor approval  | C-1403-2  | VR Supervisor Approval |
| Fees exceed $100 per calendar year for childcare registration and or fees | VR Manager approval | C-1405-4 | VR Manager Approval |
| Payment of dues to a professional association or trade union | Regional Director approval | D-206-1 | Deputy or Regional Director Approval |
| Tools and Equipment greater than $2,000 to $5,000 | VR Supervisor Approval | C-1407-3 | VR Supervisor Approval  |
| Tools and Equipment greater than $5,000 to $15,000 | VR Manager Approval | C-1407-3 | VR Manager Approval  |
| Tools and Equipment greater than $15,000 to $25,000 | Regional Director or Deputy Regional Director Approval | C-1407-3 | Deputy or Regional Director Approval |
| Tools and Equipment greater than $25,000 | VR Division Director Approval | C-1407-3 | State Office Approval |

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