

<b>CSG</b> <b>Client Services</b> <b>Guide</b>	Date Issued  12/09/19	Subject  <b>Prior Written Approval, Ownership &amp; Inventory</b>	Section  <b>750</b>
--	--------------------------------	---	---------------------------

Section 750	PRIOR WRITTEN APPROVAL, OWNERSHIP AND INVENTORY .....	1
750	PRIOR WRITTEN APPROVAL.....	1
760	OWNERSHIP.....	2
770	INVENTORY .....	3

## [CSG Table of Contents](#)

### Federal Regulations

[34 CFR 361.5](#) - Definitions

[34 CFR 361.48](#) - Scope of vocational rehabilitation services for individuals with disabilities

### State Rule

[5 CSR 20-500](#)

## Section 750 PRIOR WRITTEN APPROVAL, OWNERSHIP AND INVENTORY

### 750 PRIOR WRITTEN APPROVAL

#### 750.1 Explanation

Missouri Vocational Rehabilitation (VR) follows Uniform Guidance, 2 CFR §200.407, Prior Written Approval, and sub regulatory guidance issued by Rehabilitation Services Administration.

#### 750.2 Procedure

- All home modifications and/or remodeling projects must have prior written approval before an Individualized Plan for Employment (IPE) can be written and authorizations created.
- The procedure code for “Rehabilitation Technology Services: Home Modification as described” is locked until prior approval is obtained.
- Counselors should submit prior approval requests through InfoTech using “Prior Approval” as the subject. Requests must include:
  - Brief description of service

<p style="text-align: center;"><b>CSG</b> <b>Client Services</b> <b>Guide</b></p>	<p>Date Issued  12/09/19</p>	<p>Subject  <b>Prior Written Approval, Ownership &amp; Inventory</b></p>	<p style="text-align: center;">Section  <b>750</b></p>
---	--	--	--

- Cost of service
- Documentation of cost. [See CSG Section 700](#)
  - Bids, if required
- Requests will be reviewed by the director of rehabilitation technology and the assistant director of procurement. Counselors will be notified through InfoTech when approval is secured and the procedure code will be unlocked.

## **760 OWNERSHIP**

### **760.1 Procedure**

- If the item is customized, ownership will be transferred to the client upon receipt regardless of cost.
  - The client must sign the IPE including client responsibilities and agree to the stipulations.
- If the item is not customized and is \$5,000 or less, ownership will be transferred to the client upon receipt.
  - The client must sign the IPE including client responsibilities and agree to the stipulations.
  - Exceptions may apply. An item may be returned when the purpose for its issuance no longer exists and/or when it is no longer needed to achieve the client's vocational goal regardless of ownership.
- If the item is not customized, the fair market value exceeds \$5,000 and the case is still open, VR retains ownership and inventories the item.
  - Annually, VR staff will perform an onsite inspection to confirm location and condition of equipment and document.
- Central Office will determine fair market value. Counselors will be notified when the item's value falls to \$5,000 or below. At that time, ownership will be transferred to the client.
  - Exceptions may apply. An item may be returned when the purpose for its issuance no longer exists and/or when it is no longer needed to achieve the client's vocational goal regardless of ownership.

<p style="text-align: center;"><b>CSG</b> <b>Client Services</b> <b>Guide</b></p>	<p>Date Issued  12/09/19</p>	<p>Subject  <b>Prior Written Approval, Ownership &amp; Inventory</b></p>	<p style="text-align: center;">Section  <b>750</b></p>
---	--	--	--

- If the item is not customized, the fair market value exceeds \$5,000 and the case is closed successfully in employment requiring said item, ownership will be transferred to the client.
- If the item is not customized, the fair market value exceeds \$5,000 and the case is closed unsuccessfully, VR will recover the item. If unable to recover after three attempts, document the efforts made.
- If the counselor is unable to locate/contact the client, document the attempts made.
- If the case is closed unsuccessfully, the client is obligated to return the item unless the client has been given ownership.
- Clients will not sell, borrow against, pawn, give away, dispose of, or use for any other purpose than as intended in the IPE while participating in services.
- Clients are responsible to prevent the loss, damage or theft of items. Should any such instances occur, clients are to notify their counselor, and if necessary, the appropriate law enforcement entity.
- Any item improperly disposed of may not be replaced by VR.
- If the item is not being used in the client's occupation or training, it will be subject to recovery by VR at any time prior to the client's case closure.
- Items costing \$5,000 or less returned voluntarily or involuntarily will be retrieved by district office staff and sent to Central Office.
  - Client must sign the item/equipment recovery form relinquishing ownership to VR.

NOTE: Recovered items will be sent to state surplus.

## **770 INVENTORY**

### **770.1 Procedure**

- Each non-customized item with a fair market value exceeding \$5,000 will have an inventory number affixed shortly after the time of purchase for future identification.

<p align="center"><b>CSG</b> <b>Client Services</b> <b>Guide</b></p>	<p>Date Issued  12/09/19</p>	<p>Subject  <b>Prior Written Approval, Ownership &amp; Inventory</b></p>	<p align="center">Section  <b>750</b></p>
--	--	--	---

- When the inventory tag is received, the counselor will meet with the client to affix tags to the item.
- If case is closed unsuccessfully, the counselor should contact Central Office so current FMV can be determined. If FMV is greater than \$5,000, Central Office will coordinate retrieval of item from client.
- For items returned voluntarily or involuntarily, client must sign the item/equipment recovery form relinquishing ownership to VR.
- If Central Office determines the district office can retrieve the item, someone other than the individual who authorized and/or approved the purchase must retrieve the item and sign the item/equipment recovery form accepting the item's return.
- Items voluntarily or involuntarily returned will be sent to state surplus.