

Proprietary School Approval Procedure
Effective: 3/3/2008

This memo was written by Tim Gaines and Clarinda Unger and is being forwarded to all MORIS USers

Periodically, we receive requests from Counselors & District Supervisors to approve various proprietary schools that are not on our approved proprietary fee schedule. We would like to list the appropriate steps for the request, review and approval of these schools.

1. Before requesting approval, the counselor should document in the client's case file, that the client's informed choice is to attend this school. If the program is out of state, the VRC should document if other Missouri schools are available to train the client and list the reasons this particular program was selected.
2. The VRC should send the request to the District Supervisor for review and approval of the above rationale.
3. If the District Supervisor approves request from VRC, then the District Supervisor should forward this approval to Randy Libbert. If the school is in-state and not on our fee listing, Randy will contact DESE's Veteran's Education staff to discuss their status of approval. If the school is out of state, Randy will check to determine if the school is properly accredited, whether the school is approved by the VR agency in another state (if applicable) and if the facility is ADA accessible.
4. If all issues in # 3 are acceptable, then Randy will send final approval notice to Sheila Simon to approve the listing of a school. The Coordinator, Regional Manager and District Supervisor will also be notified.
5. If problems occur in # 3 (i.e. school/program is not accredited; VR in another state has not approved the school, etc.), Randy will contact the Regional Manager to discuss whether an exception should be made. The final decision on this matter rests with the Coordinator, Client Services.

This protocol is not meant to cover every scenario, however, should cover most inquiries. If there are questions related to this, please don't hesitate to contact Tim or Clarinda. Thanks!

Tim Gaines and Clarinda Unger