

Attachment C – Authorization of Services

VR will authorize services as a system of service delivery in accordance with the State of Missouri Procurement Policy utilizing the established fee schedule. Services for the client must be authorized prior to service delivery and based upon the needs identified during the vocational planning conference.

A. Employment Services (ES), Individualized Placement and Supports (IPS), and Employment Services Plus (ESP):

1. If the client elects to receive ES, ESP, or IPS services from another CRP than originally authorized the original authorization will be cancelled and a new authorization will be issued to the new CRP.
2. If upon completion of the Employment Plan of ES a client classified as having a Most Significant Disability needs extended services the client could be moved to the SE Model and the last four milestones would be authorized.
3. Re-placement ES, IPS, or ESP services may be authorized:
 - a) If the client loses the job prior to reaching an employment outcome, the CRP will provide re-placement services with no additional authorization of milestones already billed.
 - b) If the client loses the job and returns to VR within (twelve) 12 months after VR closes the case and the client elects to work with the same provider, the District Supervisor shall conduct a review to determine if the case is eligible for additional authorization of services.

B. Supported Employment (SE):

1. Authorizations for SE Job Supports shall be issued as needed to support the client's employment goal. Job Supports may be authorized initially for up to 320 hours, or when the client requires twenty-six (26) percent or more Job Supports, however Job Supports cannot be authorized for a period of more than 24 months without Regional Manager approval.
2. If client is moved from SE to ES after receiving Discovery and Exploration, only the placement, retention and successful outcome will be authorized.
3. If client loses the job at any time during the service delivery package, the CRP will provide re-placement services with no additional authorization of milestones already billed. Additional hourly job supports may be authorized by VRC. Any exceptions will be reviewed by the Regional Manager Team.

C. Employment Skills Training:

1. Authorizations for EST services will be completed based upon the term or weeks scheduled.
2. ES or ESP services will not be authorized as a separate service following EST.
3. Supplies, tools, and equipment, will be authorized separate from tuition.

D. EBTT/PS:

1. EBTT/PS Programs are not based on financial need. However, any secondary services provided in association with these programs are based on agency financial guidelines, and appropriate documentation is required in the VR case file.
2. The VRC will develop an Individualized Plan for Employment (IPE) with the youth and the authorization will be issued prior to the start of services, in coordination with the goals and objectives listed in their Individual Education Program (IEP).
3. Services will be authorized and fees made payable to the participating CRP in accordance with the six milestones (as outlined in Attachment D).

E. Summer Work Experience

1. Summer Work Experiences are not based on financial need. However, any secondary services provided in association with these programs are based on agency financial guidelines, and appropriate documentation is required in the VR case file.
2. The VRC will develop an Individualized Plan for Employment (IPE) with the student and the authorization will be issued prior to the start of services, in coordination with the goals and objectives listed in their Individual Education Program (IEP).
3. Services will be authorized and fees made payable to the participating CRP in accordance with the milestones (as outlined in both Attachment D and G).

F. Maintenance and/or Transportation

1. For clients attending a CRP, VR may issue authorizations to the CRP for maintenance, transportation, and/or placement maintenance for fees, uniforms, or other required items.
2. The authorization will detail the services provided to the client.