

Dear Senators MORTIMER, Thayn, Buckner-Webb, and
Representatives CLOW, Kerby, McCrostie:

The Legislative Services Office, Research and Legislation, has received the enclosed rules of
the Vocational Rehabilitation:

IDAPA 47.01.01 - Rules Governing Vocational Rehabilitation Services (New Chapter) - Temporary
and Proposed Rule (Docket No. 47-0101-2001).

Pursuant to Section 67-454, Idaho Code, a meeting on the enclosed rules may be called by the
cochairmen or by two (2) or more members of the subcommittee giving oral or written notice to Research
and Legislation no later than fourteen (14) days after receipt of the rules' analysis from Legislative
Services. The final date to call a meeting on the enclosed rules is no later than 10/16/2020. If a meeting is
called, the subcommittee must hold the meeting within forty-two (42) days of receipt of the rules' analysis
from Legislative Services. The final date to hold a meeting on the enclosed rules is 11/13/2020.

The germane joint subcommittee may request a statement of economic impact with respect to a
proposed rule by notifying Research and Legislation. There is no time limit on requesting this statement,
and it may be requested whether or not a meeting on the proposed rule is called or after a meeting has
been held.

To notify Research and Legislation, call 334-4854, or send a written request to the address on the
memorandum attached below.



Eric Milstead
Director

Legislative Services Office Idaho State Legislature

Serving Idaho's Citizen Legislature

MEMORANDUM

TO: Rules Review Subcommittee of the Senate Education Committee and the House Education Committee
FROM: Principal Legislative Drafting Attorney - Elizabeth Bowen
DATE: September 29, 2020
SUBJECT: Vocational Rehabilitation

IDAPA 47.01.01 - Rules Governing Vocational Rehabilitation Services (New Chapter) - Temporary and Proposed Rule (Docket No. 47-0101-2001)

Summary and Stated Reasons for the Rule

This new chapter of rules establishes eligibility and other requirements for vocational rehabilitation services. The rules are intended to clarify and conform to federal requirements established under the Rehabilitation Act of 1973, the Workforce Innovation and Opportunity Act, and 34 CFR 361.

Negotiated Rulemaking / Fiscal Impact

Negotiated rulemaking was not conducted this year, but was conducted for this chapter of rules last year. There is no anticipated negative fiscal impact on the state general fund.

Statutory Authority

This rulemaking appears to be consistent with statutory authority conferred by Sections 33-101, 33-105, and 33-2303, Idaho Code.

cc: Vocational Rehabilitation
Tracie Bent

*** PLEASE NOTE ***

Per the Idaho Constitution, all administrative rules may be reviewed by the Legislature during the next legislative session. The Legislature has 3 options with this rulemaking docket: **1)** Approve the docket in its entirety; **2)** Reject the docket in its entirety; or **3)** Reject the docket in part.

IDAPA 47 – IDAHO DIVISION OF VOCATIONAL REHABILITATION

47.01.01 – RULES GOVERNING VOCATIONAL REHABILITATION SERVICES

DOCKET NO. 47-0101-2001 (NEW CHAPTER)

NOTICE OF RULEMAKING – TEMPORARY AND PROPOSED RULE

EFFECTIVE DATE: The effective date of the temporary rule is June 10, 2020.

AUTHORITY: In compliance with Sections 67-5221(1) and 67-5226, Idaho Code, notice is hereby given that this agency has adopted a temporary rule, and proposed regular rulemaking procedures have been initiated. The action is authorized pursuant to Article IX, Section 2 of the Idaho Constitution, Sections 33-101, 33-105, 33-2303, Idaho Code, and the Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act (WIOA).

PUBLIC HEARING SCHEDULE: Public hearings concerning this rulemaking will be held as follows:

PUBLIC HEARINGS
Thursday, September 10, 2020 - 4:00 p.m to 5:30 p.m. (MT), Location TBD
and
Thursday, September 17, 2020 - 9:30 a.m to 11:00 a.m. (MT), Location TBD

Locations and process to participate virtually will be posted at:
<https://vr.idaho.gov/>

The hearing site(s) will be accessible to persons with disabilities. Requests for accommodation must be made not later than five (5) days prior to the hearing, to the agency address below.

DESCRIPTIVE SUMMARY: The following is the required finding and concise statement of its supporting reasons for adopting a temporary rule and a nontechnical explanation of the substance and purpose of the proposed rulemaking:

This rule provides clarification to federal vocational rehabilitation program requirements. The Idaho Division of Vocational Rehabilitation is in the second year of a two year process to promulgate rules governing the vocational rehabilitation program. The vocational rehabilitation is heavily governed by federal requirements. This rule provides clarification to federal requirement that govern the vocational rehabilitation program, including but not limited to the customer appeals and fair hearing process, customer eligibility, individualized plans for employment, financial participation requirements, purchasing requirements and standards, and provision for community rehabilitation program services.

TEMPORARY RULE JUSTIFICATION: Pursuant to Sections 67-5226(1)(b), Idaho Code, the Governor has found that temporary adoption of the rule is appropriate for the following reasons:

This rule is to comply with 34 CFR 361, the Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act.

FEE SUMMARY: The following is a specific description of the fee or charge imposed or increased:

FISCAL IMPACT: The following is a specific description, if applicable, of any negative fiscal impact on the state general fund greater than ten thousand dollars (\$10,000) during the fiscal year: Not Applicable

NEGOTIATED RULEMAKING: Pursuant to Section 67-5220(2), Idaho Code, negotiated rulemaking was not conducted because negotiated rulemaking for this rule was conducted in 2019.

INCORPORATION BY REFERENCE: Pursuant to Section 67-5229(2)(a), Idaho Code, the following is a brief synopsis of why the materials cited are being incorporated by reference into this rule: Not Applicable

ASSISTANCE ON TECHNICAL QUESTIONS, SUBMISSION OF WRITTEN COMMENTS: For assistance on technical questions concerning the temporary and proposed rule, contact Teresa Pitt, Planning and Evaluation Manager at (208) 287-6466 or teresa.pitt@vr.idaho.gov.

Anyone may submit written comments regarding this proposed rulemaking. All written comments must be directed to the undersigned and must be delivered on or before September 23, 2020.

Dated this 17th day of August, 2020.

Tracie Bent, Chief Planning and Policy Officer
State Board of Education
650 W. State Street
P.O. Box 83720
Boise, ID 83720-0037
Phone: (208) 332-1582
Fax: (208) 334-2632

**THE FOLLOWING IS THE TEMPORARY RULE AND THE PROPOSED TEXT
OF DOCKET NO. 47-0101-2001
(New Chapter)**

47.01.01 – RULES GOVERNING VOCATIONAL REHABILITATION SERVICES

000. LEGAL AUTHORITY.

Article IX, Section 2 of the Idaho Constitution, Section 33-2303, Idaho Code and the Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act (WIOA). (6-10-20)T

001. TITLE AND SCOPE.

01. Title. The title of this chapter is IDAPA 47.01.01, “Rules Governing Vocational Rehabilitation Services.” (6-10-20)T

02. Scope. The provision of these rules is to establish the program requirements and to implement program changes necessitated by the Rehabilitation Act of 1973, as amended by WIOA. (6-10-20)T

002. ADMINISTRATIVE APPEALS.

Administrative appeals are governed by Section 100 of these rules in accordance with 34 CFR 361.57. (6-10-20)T

003. CONFIDENTIAL RECORDS.

All personal information concerning the Division’s customers is confidential. The information is used only for purposes directly connected to the administration of Vocational Rehabilitation services, and may not be released without the informed, written consent of the customer, except as otherwise provided by law. (6-10-20)T

004. – 009. (RESERVED)

010. DEFINITIONS.

- 01. Authorization for Purchase.** A purchase order issued on behalf of the Division. (6-10-20)T
- 02. Customer.** Any individual who has applied for or is eligible for vocational rehabilitation services. (6-10-20)T
- 03. Division.** The Idaho Division of Vocational Rehabilitation. (6-10-20)T
- 04. State Administrator.** The Chief Executive Officer of the Idaho Division of Vocational Rehabilitation. (6-10-20)T

011. ABBREVIATIONS.

- 01. AFP.** Authorization for Purchase. (6-10-20)T
- 02. CAP.** Client Assistance Program. (6-10-20)T
- 03. CFR.** Code of Federal Regulations. (6-10-20)T
- 04. IPE.** Individualized Plan for Employment. (6-10-20)T
- 05. VRC.** Vocational Rehabilitation Counselor. (6-10-20)T
- 06. WIOA.** Workforce Innovation and Opportunity Act. (6-10-20)T

012. – 099. (RESERVED)

100. CUSTOMER APPEALS.

In accordance with 34 CFR 361.57, the customer appeals process is governed by Sections 101-103 of these rules. (6-10-20)T

101. INFORMAL REVIEW PROCESS.

An informal review process is an option available to the customer as a method to resolve disagreements or dissatisfaction with the provision of services. An individual may request an informal review. The request must be in writing to the regional manager, describe the complaint, and be made within twenty-one (21) calendar days of the agency notice regarding the provision or denial of services that are in question. The regional manager will function as the administrative review officer in the informal review process. At the customer's request another regional manager may be substituted. The reviewer will be responsible for: (6-10-20)T

01. Advising the Customer. Advising the customer of their right to have a representative present and encouraging the customer to use the services of the Client Assistance Program (CAP). (6-10-20)T

02. Conducting the Review. Conducting the review within twenty-one (21) calendar days following receipt of a written request for such a review, unless both parties agree upon an extension. (6-10-20)T

03. Documented Effort. Extending the time allowed for conducting an information review accordingly, when the customer makes a documented effort to utilize CAP or another advocate to resolve the dissatisfaction. (6-10-20)T

04. Review Location. Holding the review at a time and place convenient to the customer, generally at the local Division branch office. (6-10-20)T

05. Communication Method. Provide communication using appropriate methods for those customers who have a sensory impairment. Providing an interpreter for those customers who cannot communicate in English. (6-10-20)T

06. Transportation. Provide transportation to and from the review site, if needed. (6-10-20)T

07. Informal Review Decision. The regional manager will provide a written decision after conducting the informal review. The customer may request mediation or fair hearing within twenty-one (21) calendar days of the informal review written decision. (6-10-20)T

102. MEDIATION.

Mediation is an alternate dispute resolution method available to applicants and eligible customers who have initiated the formal appeals process. (6-10-20)T

01. Timeline. A customer may request mediation. The request must be made within twenty-one (21) calendar days of the original decision or twenty-one (21) calendar days following the written decision from the informal review. Mediation is available to a customer when an informal review has not resolved the dispute to the satisfaction of the customer. (6-10-20)T

02. Written Request. Requests for mediation must be made in writing to the field services chief and clearly state the reason for dissatisfaction with the decision or results of the informal review. The field services chief will represent the Division or assign a member of the administrative or supervisory staff who has not participated in the agency action that created the customer's dissatisfaction. (6-10-20)T

03. Participation. Participation in the mediation process is voluntary on the part of the customer and on the part of the Division. Either party may reject mediation as an alternate dispute resolution method. Once mediation has been accepted as an alternate dispute resolution method, either party may terminate the mediation process. (6-10-20)T

04. Right to Fair Hearing. Mediation may not be used to deny or delay the customer's right to pursue a fair hearing. Should the customer and/or designated representative select mediation in lieu of a fair hearing, the option for a fair hearing will be extended to allow the results of the mediation to be established. Once the final results of the mediation are determined, the customer retains the right to request a fair hearing. (6-10-20)T

05. Mediator. All mediation is conducted by a qualified and impartial mediator who is selected randomly from a list of mediators maintained by the Division. (6-10-20)T

06. Confidentiality. Mediation discussions are confidential and may not be used as evidence in a fair hearing. Both parties at the beginning of the mediation process will sign a confidentiality agreement. (6-10-20)T

07. Mediation Agreement. The mediator will develop a written mediation agreement if an agreement between the parties is reached. The agreement must be signed by the customer, the mediator, and the Division designated representative. (6-10-20)T

08. Cost. Cost of mediation is paid by the Division. The Division does not pay for any cost related to the representation of a customer. (6-10-20)T

103. FAIR HEARING PROCESS.

The fair hearing process is an option available to any customer who is dissatisfied with any determination made by personnel of the Division that affects the provision of vocational rehabilitation services. A customer may request a fair hearing immediately without having to go through any other appeal steps. A customer may request, or if appropriate may request through the customer's representative, a timely review of the determination. Such request must be made within twenty-one (21) calendar days of the Division's decision resulting in the initial disagreement or within twenty-one (21) calendar days of the conclusion of the informal review or mediation process, whichever is later. The fair hearing process will be conducted by a fair hearing officer. (6-10-20)T

01. Procedure. A fair hearing is a procedure whereby a customer who is dissatisfied with any determination concerning the provision or denial of Division services or the findings of the informal review or mediation may seek a determination of agency action before a fair hearing officer. (6-10-20)T

02. Written Request. Requests for a fair hearing must be sent in writing to the field services chief and clearly state the customer's dissatisfaction with the agency's decision. (6-10-20)T

03. Timeline. The hearing will be conducted within sixty (60) calendar days of receipt of the individual's request for review, unless informal resolution is achieved prior to the 60th day, or both parties agree to a specific extension of time. (6-10-20)T

04. Fair Hearing Officers. The Administrator of the Division and the State Rehabilitation Council will identify a list of fair hearing officers jointly. The Administrator and the customer will select the fair hearing officer from the list. (6-10-20)T

05. Written Report. The fair hearing officer will issue a written report of the findings and decision of the hearing within thirty (30) calendar days of the completion of the hearing. (6-10-20)T

06. Decision. The decision of the fair hearing officer will be considered final by the Division. (6-10-20)T

07. Dispute. Any party who disagrees with the findings and decisions of a fair hearing officer will have the right to bring a civil action with respect to the matter in dispute. The action may be brought in any state court of competent jurisdiction or in a district court of the United States of competent jurisdiction without regard to the amount in controversy. (6-10-20)T

104. – 199. (RESERVED)

200. PROVISION OF SERVICES ON A STATEWIDE BASIS.

Vocational Rehabilitation services are offered on a statewide basis to individuals with disabilities, subject to eligibility determination. (6-10-20)T

201. REFERRAL AND APPLICATION FOR SERVICES.

01. Referral. An agency, organization, individual (including self) or programs of the American Job Center Network may refer an individual for services. The Division will make a minimum of three (3) attempts to respond to the individual before closing the referral. (6-10-20)T

02. Application for Services. The application process includes the following; an individual must sign and date an application, or make a request for alternate application, provide necessary information to begin an assessment of eligibility, information gathered in the intake interview meets this criterion, and the customer is available and free of restrictions to complete the assessment process for determining eligibility for Division services. (6-10-20)T

a. Residency Requirement. There is no duration of residency to apply for Division services. Individuals must be living in the state of Idaho and legally able to work in the United States (i.e., non-U.S. citizens must show they are legally able to work within the United States). (6-10-20)T

b. Other Requirements. Customers must be available to participate in the eligibility determination process and will be informed of their rights and responsibilities as a customer of the program. (6-10-20)T

202. ELIGIBILITY REQUIREMENTS.

Eligibility for vocational rehabilitation services provided by the Division is based upon the following criteria: (6-10-20)T

01. Professional Documentation of Impairment. The customer has a physical or mental impairment documented by a qualified professional; (6-10-20)T

02. Impediment Determined by Counselor. The customer's physical or mental impairment constitutes a substantial impediment to employment as determined by a qualified Vocational Rehabilitation Counselor (VRC); (6-10-20)T

03. Determination of Services for Employment. A determination by a qualified VRC employed by the Division that the customer requires vocational rehabilitation services to prepare for, secure, retain, advance in, or

regain employment consistent with the applicant's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. A qualified VRC is an individual who meets the Division's Comprehensive System of Personnel Development policy. (6-10-20)T

203. PRESUMPTIVE ELIGIBILITY.

Individuals eligible for Social Security benefits under Title II or Title XVI of the Social Security Act, based upon their disability, are presumed to meet the eligibility requirements for vocational rehabilitation services, unless the VRC questions the individual's ability to benefit from vocational rehabilitation services because of the severity of the individual's disability. (6-10-20)T

204. TRIAL WORK EXPERIENCE.

In cases where a VRC questions a customer's ability to benefit from vocational rehabilitation services, due to the severity of their disability, the VRC must obtain clear and convincing evidence that the individual cannot benefit from services, prior to closing the individual's case. A trial work plan should only include those services which will assess an individual's ability to work in competitive integrated employment. (6-10-20)T

205. SEVERITY OF DISABILITY.

At the time a customer is determined eligible for vocational rehabilitation services, a determination of the significance of disability, as it relates to employment, will also be determined. A priority category assignment will be determined for all eligible individuals, in one (1) of the following categories: (6-10-20)T

01. Priority Category 1 - Eligible Individuals with the Most Significant Disabilities (MSD).

(6-10-20)T

a. Meets criteria established for a customer with a significant disability; and (6-10-20)T

b. Experiences a severe physical and/or mental impairment that seriously limits three (3) or more functional categories (such as mobility, work skills, self-care, interpersonal skills, communication, self-direction or work tolerance) in terms of an employment outcome; and (6-10-20)T

c. Requires multiple primary Individualized Plan for Employment (IPE) services for six (6) months or longer. (6-10-20)T

02. Priority Category 2 - Eligible Individuals with Significant Disabilities (SD). (6-10-20)T

a. Meets the criteria for a customer with no significant disability; and (6-10-20)T

b. Experiences a severe physical and/or mental impairment that seriously limits two (2) functional categories (such as mobility, work skills, self-care, interpersonal skills, communication, self-direction or work tolerance) in terms of an employment outcome; and (6-10-20)T

c. Requires multiple primary IPE services for six (6) months or longer. (6-10-20)T

03. Priority Category 3 - All other Eligible Individuals with Disabilities (D). (6-10-20)T

a. Has a physical or mental impairment; and (6-10-20)T

b. Impairment constitutes or results in a substantial impediment to employment; and (6-10-20)T

c. Requires vocational rehabilitation services to prepare for, secure, retain, regain or advance in employment consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. (6-10-20)T

206. COMPREHENSIVE ASSESSMENT OF REHABILITATION NEEDS.

A comprehensive assessment of rehabilitation needs is a process utilized to identify the customer's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice as it relates to identifying and selecting a vocational goal. The assessment will be conducted in the most integrated setting possible, consistent with

the informed choice of the customer. (6-10-20)T

207. INDIVIDUALIZED PLAN FOR EMPLOYMENT (IPE).

01. IPE Requirements. An eligible customer, or their representative, may develop all or part of their IPE, with or without assistance from the Division, however the IPE must be agreed to by a qualified Division staff member. The Division will not pay for IPE development services from other providers. The customer is given a copy of the signed IPE and any subsequent IPEs. There will be only one (1) active IPE at any given time. The Division supports vocational goals in competitive integrated employment, including supported employment and self-employment. (6-10-20)T

02. IPE Content. Per federal requirements, the IPE will contain the following elements: (6-10-20)T

a. Identification of a specific employment outcome; (6-10-20)T

b. Necessary rehabilitation services to achieve the employment outcome; (6-10-20)T

c. Timelines for achieving the employment outcome and for the initiation of services; (6-10-20)T

d. Identification of service providers; (6-10-20)T

e. Criteria used to evaluate progress; (6-10-20)T

f. Terms and conditions including customer rights and responsibilities; (6-10-20)T

g. Customer's financial participation, if appropriate; (6-10-20)T

h. Identification of comparable benefits as appropriate; and (6-10-20)T

i. The expected need for post-employment services. (6-10-20)T

03. Annual IPE Review. IPEs will be reviewed on an annual basis. (6-10-20)T

208. CASE CLOSURE.

The Division may close a customer's case at any time in the vocational rehabilitation process for various reasons, in compliance with federal regulations, and reporting guidelines. General reasons for case closure may occur when the VRC determines that a customer is either not eligible or no longer eligible for vocational rehabilitation services; is unavailable to participate in the VR program; declines to participate in the VR program; or the customer achieves an employment outcome. Regardless of when in the process the record of service is closed, the VRC must make reasonable attempts to contact the individual, or as appropriate their representative, prior to case closure to discuss the pending case closure. A closure letter or appropriate form of communication is also sent to all individuals whose case is being closed. (6-10-20)T

209. ORDER OF SELECTION.

01. Order of Selection. When the Division cannot provide the full range of vocational rehabilitation services to all eligible customers because of fiscal or personnel capacity constraints, the agency will enter an order of selection. The order of selection will be based on the following requirements: (6-10-20)T

a. Students with disabilities, as defined by 34 CFR 361.5(c)(51), who received pre-employment transition services prior to eligibility determination and assignment to a disability priority category will continue to receive such services. (6-10-20)T

b. All customers who have an Individualized Plan for Employment will continue to be served. (6-10-20)T

02. Priority Status. Priority will be given to eligible individuals with the most significant disabilities,

followed by those eligible individuals with significant disabilities, and finally those eligible individuals with disabilities. All eligible customers will be assigned to one (1) of the priority categories as outlined in Section 205 of these rules. (6-10-20)T

03. When Unable to Serve Eligible Individuals. If the Idaho Division of Vocational Rehabilitation (IDVR) cannot serve all eligible individuals within a given priority category, individuals will be released from the statewide waitlist based on disability priority category and date of application. (6-10-20)T

210. – 299. (RESERVED)

300. FINANCIAL PARTICIPATION REQUIREMENTS.

The Idaho Division of Vocational Rehabilitation will consider the financial need of an eligible customer for the purposes of determining the extent of their participation in the costs of vocational rehabilitation services. Financial participation will not be a consideration in the determination of eligibility for vocational rehabilitation services but will be a consideration in allocating the cost of vocational rehabilitation services, with some exceptions. (6-10-20)T

01. Financial Participation Assessment. Financial participation will be assessed after eligibility, during plan development, while exploring comparable benefits, prior to a plan amendment, and on an annual basis or if a customer's financial circumstances change significantly, whichever occurs sooner. (6-10-20)T

02. Services Exempt from Financial Participation. Services exempt from financial participation include: (6-10-20)T

a. Assessment for determining eligibility and vocational rehabilitation needs. (6-10-20)T

b. Vocational rehabilitation counseling and guidance and referral services. (6-10-20)T

c. Auxiliary aid or services (e.g., interpreter services or reader services) that an individual with a disability requires in order to participate in the vocational rehabilitation program. (6-10-20)T

d. Personal assistance services. (6-10-20)T

e. Job related services, including; job readiness training, job search assistance and placement assistance, SE job coaching, job supports – short term, and youth extended services. (6-10-20)T

f. Pre-employment Transition Services. (6-10-20)T

03. Financial Participation Criteria. Several factors are considered in determining a customer's level of financial participation, including the household income, family size, estimated annual plan costs, exclusions such as disability impairment related work expenses, and available financial resources which exceed the Department of Health and Human Services (HHS) Federal Poverty Guidelines. Individuals who receive Social Security benefits, because of their disability, are exempt for contributing towards plan costs, except for those costs exceeding Division limits. The Division has limits for services and uses a low bid, when possible. Exceptions to financial participation may be granted with appropriate approval when adherence to financial participation could seriously jeopardize the customer's opportunity to achieve the IPE objectives and employment outcome. (6-10-20)T

301. COMPARABLE BENEFITS.

Eligible customers will identify and use all comparable benefits that may be available during the development of the IPE, including, but not limited to, accommodations and auxiliary aids and services, which may meet, in whole or in part, the cost of vocational rehabilitation services. Comparable benefits and services must be utilized before agency funds are used. (6-10-20)T

01. Exempt Services. Services exempt from the requirement to utilize comparable services and benefits include; medical, psychological or other examinations to determine eligibility, vocational counseling and guidance, information and referral, job related services to include job search, job supports, job placement and retention services, evaluation of vocational rehabilitation potential, and rehabilitation technology (not including personally prescribed devices). (6-10-20)T

02. Availability of Comparable Benefits. If comparable services or benefits are not available at the time needed to ensure progress toward achieving the employment outcome, the Division may provide such services until comparable services and benefits become available. (6-10-20)T

302. – 399. (RESERVED)

400. PURCHASING REQUIREMENTS.

All services and purchases will follow federal, state, and Division purchasing guidelines. Purchases require written authorization prior to the initiation of the purchased service. Authorizations are issued on or before the beginning date of service. If services are provided without a Division approved authorization, the Division reserves the right to deny the vendor's invoice. The method of procurement is determined in partnership with the customer; however the Division prefers that an authorization for purchase be used over other methods, with an invoice from the vendor documenting the service provision. The Division will pay for pre-employment transition services and other services that contribute to the determination of eligibility or that are necessary to achieve an employment outcome. (6-10-20)T

401. PURCHASING STANDARDS.

The Division pays usual, customary, and reasonable charges for services. The Division has established hierarchical levels of purchasing authority to balance process efficiency with the Division's internal controls. The majority of service negotiation is at the counselor level. When necessary, varying levels of exceptions to purchasing authority are available by appropriate management staff. Decisions on case expenditures are determined on an individualized basis. The customer may choose their preferred vendor, however, if the cost of a service exceeds a control threshold, the customer will be responsible for the excess amount, absent an exception. Services that will meet the customer's need at the least cost to the Division will be the service cost considered for planning purposes. Services available in the State of Idaho are preferred over more costly out-of-state options, where applicable. (6-10-20)T

402. PROVISION OF COMMUNITY REHABILITATION PROGRAM (CRP) SERVICES.

Idaho Division of Vocational Rehabilitation will purchase vocational services from CRPs that are accredited by either the Commission on Accreditation of Rehabilitation Facilities (CARF) or the Rehabilitation Services Accreditation System (RSAS). In conjunction with the customer, the qualified professional Vocational Rehabilitation Counselor will determine which CRP services, if any, are required for the customer to achieve an employment outcome. The Division will determine the method for establishing CRP service rates. (6-10-20)T

403. – 999. (RESERVED)