

Rehabilitation Administrative Manual
AUTHORIZING CONSUMER GOODS AND SERVICES

Chapter 12

Exhibit A

Goods and Services That Require Prior Approval

(Revised 12/17)

Non-medical vocational rehabilitation goods and services are provided only as required to determine eligibility and priority for services, and as required to assist the consumer in achieving a competitive integrated employment outcome (34 Code of Federal Regulations [CFR] 361.49).

Limitations

This prior approval chart is for reference use only. It contains only the approvals necessary to purchase non-medical goods and services, as defined and listed in the California Code of Regulations (CCR). It does not contain procurement requirements or other service requirements.

In addition to the approvals in this chart, other requirements must be followed when purchasing VR goods and services, including secondary approval requirements, and prior approval requirement by Federal awarding agencies, and procedures as outlined in [Rehabilitation Administration Manual \(RAM\) Chapter 9—Procurement](#)—for purchases of \$5,000 or over.

The Team Manager or Rehabilitation Counselor are responsible for researching the complete and proper procedures prior to authorization of services.

For medical goods and services, refer to [Exhibit C—Medical Services that Require Prior Approval](#).

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Goods or Services	Prior Approval(s) Required	Refer to RAM Chapter 12	Refer to CCR/CFR
Assistive Technology Devices	<ul style="list-style-type: none"> • RSA approval when \$5,000 or over, including A.T. software 	1223	2 CFR 200.313
Business Enterprise Program (BEP) Vendor Training	<ul style="list-style-type: none"> • BEP Training Instructor approval 	1208	CCR 7220
Child Care	<ul style="list-style-type: none"> • Team Manager approval 	1273.2	7175
College Level Training for the Deaf	<ul style="list-style-type: none"> • Two-Year: Team Manager approval • Four-Year: Team Manager approval when scores are less than standard • Graduate: Team Manager approval • Sponsorship Probation Extension: Team Manager approval 	1284	7261.1
Consumer Permanent Relocation	<ul style="list-style-type: none"> • Team Manager approval • District Administrator approval when \$2,000 and over 	1288.1	7163.5
Interpreters	<ul style="list-style-type: none"> • Team Manager interview and 	1242	7300

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	approval		
Maintenance	<ul style="list-style-type: none"> District Administrator approval when \$500 or over within 12 months for consumers not living independently 	1244	7177
Mobility Evaluation	<ul style="list-style-type: none"> District Administrator approval 	1222	7164.4
Mobility Evaluation: Waiver	<ul style="list-style-type: none"> Mobility Evaluation Program Supervisor approval 	1222	7164.6
On-the-Job Training	<ul style="list-style-type: none"> District Administrator approval when \$1,500 or over 	1252	7157
Out-of-State Training	<ul style="list-style-type: none"> Team Manager approval 	1284, 1284.7	7155
Personal Computers – General/Hardware/Software	<ul style="list-style-type: none"> RSA approval when \$5,000 or over, including integrated systems 	1262	2 CFR 200.313
Placement Equipment	<ul style="list-style-type: none"> RSA approval when \$5,000 or over 	1263	2 CFR 200.313
Postgraduate Education	<ul style="list-style-type: none"> Team Manager approval 	1284	7155

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Private School	<ul style="list-style-type: none"> • Team Manager approval 	1284, 1284.8	7156
Reader Services	<ul style="list-style-type: none"> • Team Manager approval when more than two hours per academic unit per week • District Administrator approval when over 1,100 hours per year for undergraduate student, or, 1,300 hours per year for graduate students 	1261, 1272	7273
Readers, Notetaker Services, Attendants, and Drivers	<ul style="list-style-type: none"> • District Administrator approval if services provided by a family member with pay 	1261, 1272, 1287	7169
Rental: Wheelchair	<ul style="list-style-type: none"> • District Administrator approval 	1205.2, 1222.1	7160
Services to Family Members	<ul style="list-style-type: none"> • Team Manager approval 	1273, 1273.1	7175
Training Equipment	<ul style="list-style-type: none"> • RSA approval when \$5,000 or over 	1286	2 CFR 200.313
Transportation – After	<ul style="list-style-type: none"> • Team Manager approval 	1287	7161

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Record of Services Closed-Rehabilitated			
Transportation – Employed Consumer	<ul style="list-style-type: none"> District Administrator approval after first month of employment 	1287, 1287.3	7161.5
Tutors	<ul style="list-style-type: none"> Team Manager interview and approval 	1289	7301.5
Vehicle Liability Insurance	<ul style="list-style-type: none"> District Administrator approval 	1291, 1291.3	7162.3
Vehicle Modifications	<ul style="list-style-type: none"> Mobility Evaluation Program Supervisor approval District Administrator approval when \$2,000 or over RSA approval when \$5,000 or over 	1292	7165; 2 CFR 200.313
Vehicle Purchase	<ul style="list-style-type: none"> RSA approval when \$5,000 or over 	1293	2 CFR 200.313
Vehicle Repairs	<ul style="list-style-type: none"> Team Manager approval District Administrator approval over \$500 within 12 months 	1291.2	7162.5

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