

Rehabilitation Administrative Manual  
AUTHORIZING CONSUMER GOODS AND SERVICES

Chapter 12

Exhibit A

**Goods and Services That Require Prior Approval**

(Revised 05/22)

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.

Effective 5/31/2016 state regulations were revised so that On-the-Job Training (OJT) District Administrator prior approval is no longer required for OJT over \$1,500. (California Code of Regulations, title 9, section 7157)

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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Chapter 12

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

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Chapter 12

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

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

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