

# Action Request Transmittal

## Select originating program



Judy Barker, Business Operations Manager

**Authorized signature**

**Number:** VR-AR 18-01

**Issue date:** 6/20/2018;

**Topic:** Other

**Due date:** 6/20/2018

**Subject:** Prior approval requirements for IPE purchases (references added 8/17/2018)

### **Applies to (check all that apply):**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> All DHS employees          | <input type="checkbox"/> County Mental Health Directors  |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Aging and People with Disabilities    | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS)                              |
| <input type="checkbox"/> Self Sufficiency Programs             | <input type="checkbox"/> ODDS Children's Intensive In Home Services  |
| <input type="checkbox"/> County DD program managers            | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)  |
| <input type="checkbox"/> ODDS Children's Residential Services  | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Vocational Rehabilitation - All staff |
| <input type="checkbox"/> Child Welfare Programs                |  |

### **Action required:**

**Why Prior Approval:** On December 26, 2014 RSA adopted the Office of Management and Budget's uniform administrative requirements, cost principles and audit requirements for Federal Awards, also known as Uniform Guidance. (2 CFR part 200) Once adopted this superseded the Education Department General Administrative Regulations.

**Definition of prior approval:** Prior approval is requested in writing in advance of the activity, obligation, or expenditure.

### **Items requiring prior approval:**

1. All equipment with a cost greater than \$5,000 or a useful life of greater than one year.

Examples: Motor vehicles including modifications over \$5,000

Software packages

Technology Equipment and Systems

Other general-purpose equipment such as incubators for

hatching eggs, office equipment, specialized bicycles where the

per unit price exceeds \$5,000  
Rehab Technology over \$5,000  
Medical Restoration Technology over \$5,000  
Assistive Technology over \$5,000

2. Capital expenditures to acquire items, make additions, improvements, modifiers, replacement or rearrangements, reinstallations, renovations or alterations that materially increase the value or useful life. Examples would be installation of a ramp at a home or office, remodel of apportion of a building to accommodate client. (NOTE: these items require prior approval for any dollar amount)
3. Participant cost – for stipends, subsistence allowances, travel allowances, registration fees in connection with conferences or trainings (NOTE: these items require prior approval for any dollar amount)

### **PROCESS FOR PRIOR APPROVAL**

1. Identify all items in an IPE that falls into any of the categories above.
2. For items requiring prior approval add the following statement into the “Other Comments” box located in the plan service. “This service falls within the criteria for RSA prior approval before service can be provided. Service will not be provided until approval from RSA has been received. If service is not approved, VR is not committed to providing said service.”
3. Submit the following information to the VR Business Operations at the VR Business Operations mailbox, and the manager you need approval from:
  - a. PID (so I can verify you have a signed IPE which requires the purchase for which approval is being requested)
  - b. Item purchasing for the IPE that needs prior approval
  - c. Quote of cost for the item in question.
  - d. Copy of the signed IPE
4. VR Business Operation will submit the above information along with the required grant information to RSA for prior approval.
5. VR Business Operations will track requests against aggregate prior approval if applicable.
6. Once prior approval is received in writing from RSA VR Business Operations will forward this information to the counselor coping the appropriate

management.

7. The counselor may now issue an AFP for the item. The written approval should be part of the file attached to the AFP.

**References**

Technical Assistance Circular, RSA-TAC-18-02. DATE: April 11, 2018  
<https://www2.ed.gov/policy/speced/guid/rsa/subregulatory/tac-18-02.pdf>

2 CFR Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.  
[https://www.ecfr.gov/cgi-bin/text-idx?SID=a7d0acd43b5195d210ff221dce8643ed&mc=true&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?SID=a7d0acd43b5195d210ff221dce8643ed&mc=true&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

**Reason for action:**

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**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:** State Rehabilitation Council

*If you have any questions about this action request, contact:*

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