

Action Request Transmittal Vocational Rehabilitation



Howard Fulk, Policy and Training Manager

Number: VR-AR 20-05

Authorized signature

Issue date: 04/01/2022 rev2

Topic: Other

Due date: 04/01/2022

Subject: **UPDATED AFP Operational Guidance:** Requirements for issuing an AFP

Applies to (check all that apply):

<input type="checkbox"/>	All DHS employees	<input type="checkbox"/>	County Mental Health Directors
<input type="checkbox"/>	Area Agencies on Aging	<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
<input type="checkbox"/>	Support Service Brokerage Directors	<input type="checkbox"/>	(SACU) Child Welfare Programs
<input type="checkbox"/>	ODDS Children’s Residential Services	<input checked="" type="checkbox"/>	Other: Vocational Rehabilitation

ACTION REQUIRED:

All Vocational Rehabilitation staff must follow the Authorization for Purchase (AFP) procedures in the [Business Integrity Manual](#).

Requirements to Issue AFP:

Any staff issuing or paying an AFP must:

- Must be a VR employee
 - Interns, volunteers, or any other non-employee shall not issue an AFP
 - Staff who are limited duration or temporary can issue an AFP but shall not use a SPOTS card
- Have delegated signature authority

- Complete the 11 contract modules:
 - DAS PS Procurement Ethics
 - DAS Procurement Rules
 - DAS PS Introduction to Contract Administration
 - DAS PS Develop a Contract Administration Plan (CAP)
 - DAS PS Administering Contracts and Managing Vendors
 - DAS PS Amendments and Change Orders
 - DAS PS Contract Remedies
 - DAS PS Accepting Good & Services and Paying Contractor
 - DAS PS Contract Closeout
 - DAS PS Audits
 - DAS PS Introduction to Negotiations

These requirements protect the program from fraud.

There are no exceptions to these requirements.

PROCEDURES:

Issuing Authorizations for Purchase:

Staff who work away from the VR office may issue Authorizations for Purchase.

- Do not mail an AFP to the client.
- Assure the AFP issued by ORCA is available at the office for staff to print.

Fundamentally, the process of issuing an AFP has not changed.

AFP Creation:

VR staff creating an Authorization for Purchase (AFP) must ensure that all existing requirements for purchase have been met. Refer to the Business Integrity Manual for additional clarification and guidance.

VR staff issuing the AFP may:

- Use the Adobe Signature Function to sign the AFP:
 - Use an image of your actual signature or the mouse signature
 - Do not use the cursive font to type your name, - **OR** -
- Print and hand sign the AFP.

VR staff sign AFP electronically at a telework location:

- The AFP may be sent via secure email to the vendor directly.
 - The file copy of the AFP must be printed at the office and placed in the client file with the paid invoice.
- Do not use personal email accounts to transmit an AFP.
- Never email an electronic AFP to a client.

Printing the AFP and sending to vendor:

Telework site restrictions

- Do not print an AFP at the telework location.
- Never keep a printed copy of an AFP at a telework location.

If at the office, AFPs may be faxed to vendors if this is the preferred method for delivery.

- Faxing, US Postal service mail, secure email or handing the AFP directly to a vendor is strongly preferred.
- If an AFP is faxed, place the confirmation fax sheet and the original document in the client file.

Documents may be scanned using the Microsoft Lens Application on your State iPhone and then emailed from the VR staff's state email account.

- Never text a copy of the AFP.
- The file copy of the AFP must be printed at the office and placed in the client file.
- Never use a personal email account to transmit an AFP.
- Do not fax or text AFPs to clients.

If an AFP is issued from a Vocational Rehabilitation Office:

- There is no change in requirements or procedures for AFP issuance occurring at a VR office location currently.

In Person AFP Issuance:

Give the AFP to the vendor.

- It is the **last option** to give an AFP to a client to pay for a vendor purchase. This practice helps avoid risk of fraud.

If possible, a watermark shall be placed on the AFP so it cannot be reused.

When preparing documents for an individual to receive an AFP in person at the VR office:

- If the original issuer is not the person that will be distributing the document, the AFP will be sealed in an envelope.
- Only the client's first name and last initial will be used on the envelope for identification purposes.
- Include client's cell phone, email address, or both in case office staff need to reach the client. Share this information in the email requesting a meeting date and time at the office.

Field/stakeholder review: Yes No

If yes, reviewed by: VR Executive Team, Branch Managers, Field Staff, BICs

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

Contact(s): VR.Policy@dhsoha.state.or.us	
Phone:	Fax:
Email: VR.Policy@dhsoha.state.or.us	

Files related to the Action Request:

- How to Sign a PDF in Adobe Acrobat Without Printing
- Setting Up Adobe Acrobat Electronic Signature
- Troubleshooting Fill & Sign Tool in Adobe Reader 2017
- Inserting Electronic Signatures and Dates from Cell Phones