

Maryland State Department of Education  
**Division of Rehabilitation Services**  
**Administrative Approval**

To be completed by the rehabilitation counselor and forwarded to regional/program management via supervisory channels for approval **prior to** approving an IPE, ILP, or Pre-ETS plan with the following goods/services. Attach pertinent justification. Reference the Administrative Approval Desk Reference for details.

**Consumer Name:** \_\_\_\_\_ **Participant ID:** \_\_\_\_\_

**DORS Counselor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Reason Administrative Approval Needed:**

- ☐ Purchase of incidental **goods required during assessment** prior to plan status, the cost of which exceeds \$200, requires Regional Management approval.
- ☐ Purchase of a specific service which exceeds or is expected to exceed **\$5,000**, or cost adjustment of a service which results in a *cumulative* cost in excess of \$5,000, requires Regional Management approval.
- ☐ Purchase of a specific service which exceeds or is expected to exceed **\$20,000**, or cost adjustment of a service which results in a *cumulative* cost in excess of \$20,000, requires OFS/OBVS Director approval.
- ☐ **Sole source** purchase, requires OFS/OBVS Director approval, and AFS Director approval.
- ☐ **Self-Employment** (RSM 2, Section 1400): (*see Admin Approval Desk Reference for details*).
  - ☐ Purchase of goods and services related to self-employment/small business which are exceptions to DORS policy, requires Regional Management approval.
- ☐ **Assignment of title** for goods to the individual, requires Regional Management approval.
  - ☐ Medical appliance costing in excess of \$500 which is not transferable to another person.
  - ☐ Provided as part of an approved business plan for self-employment to be used as collateral to leverage other funding.
- ☐ **Purchase of airfare, AMTRAK tickets or interstate bus tickets**, requires Regional Management approval and coordination of purchase by AFS Director.
- ☐ **Purchase of a smartphone**, requires Regional Management approval.
- ☐ **Additional hours of job development** beyond the initial 60, requires Regional Management approval.
- ☐ **Vehicle repair**, requires OFS/OBVS Director approval.
- ☐ **Pre-ETS WBLE less than 5 hours per week**, requires Regional Director approval.
- ☐ **Purchase of additional hearing aids before six years**, requires Regional Management approval.

**Comments/Additional Information:**

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## Approvals related to modifications:

### Vehicle Modifications

Check one: ☐ Car or ☐ Van (RSM 2, Section 1604)

- ☐ **Behind-the-Wheel Adapted Driving Assessment or Passenger-Only Van Assessment**  
Not required to create an IPE just for this assessment, requires Regional Management approval and Central Office authorization.
- ☐ **Behind-the-Wheel Adapted Driving Training, Licensing Day Training, VEAPA-Vehicle Consultation, and VEAPA**
  - ☐ Projected to cost up to \$15,000, requires Regional Management approval and Central Office authorization.
  - ☐ Projected to cost over \$15,000, requires OFS/OBVS Director (or designee) approval and Central Office authorization.
- ☐ **Vehicle Modification Procurement, Vehicle Consultation-Vehicle Purchase, Pre-Bid Conference Consultation, Fittings, and Post Modification Training**
  - ☐ Projected cost up to \$15,000, requires Regional Management approval and Central Office authorization.
  - ☐ Projected to cost over \$15,000, requires OFS/OBVS Director (or designee) approval and Central Office authorization.
- ☐ **Vehicle Modification Procurement involving vehicles other than standard sedan, van or minivan (e.g., truck),** requires AFS Director approval.
- ☐ **Vehicle Modification Procurement: less than 10 years since last vehicle modification service,** requires DORS Director approval.
- ☐ **Vehicle Modification Procurement: exceptions to the vehicle age and mileage requirements,** requires DORS Director approval.

### Home Modifications

- ☐ **Home Modifications Assessment:**
  - ☐ **Assessment for Potential Modifications,** requires Regional Management approval.
  - ☐ **Assessment for Potential Modifications, residence is not owned** by the individual/the individual's family member, requires OFS/OBVS Director approval.
- ☐ **Home Modifications:**
  - ☐ **Costing up to \$10,000,** requires Regional Management approval.
  - ☐ **Costing over \$10,000,** requires OFS/OBVS Director approval, or designee.
  - ☐ Any/All Modifications when the **residence is not owned** by the individual/individual's family member, requires OFS/OBVS Director approval.

### Comments/Additional Information:

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**Approvals related to supported employment for youth or adults: (RSM 2, Section 800)**

- ☐ Milestone Payments: Reauthorization of a milestone or partial milestone within the same fiscal year, requires Regional Management approval.
- ☐ Amending IPE to include supported employment for natural supports development during or after provision of short-term job coaching, requires Regional Management approval.
- ☐ Development of a supported employment (SE) IPE for DORS-funded intensive hours when the source for ongoing supports is unknown and there is a reasonable expectation of natural supports availability, requires Regional Management approval.
- ☐ Additional intensive job coaching, including development of natural supports, for up to three more months, when the employment is not stable after the first 60 days employed, requires Regional Management approval.
- ☐ Amending SE IPE to include DORS funded extended services for up to one year (youth only), requires Regional Management approval.
- ☐ Amending SE IPE to include transition to extended services provided by natural supports to maintain current employment for an adult who previously received DORS funding for extended services as a youth, requires Regional Management approval.

**Comments/Additional Information:**

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### **Approvals related to post-secondary education: (RSM 2, Section 1500)**

- ☐ **Developmental/compensatory courses** for a second or subsequent semester, requires Regional Management approval.
- ☐ **Education-Related Support Services**, requires Regional Management approval.
- ☐ Funding when the individual is **not eligible for financial aid due to unresolved default, drug convictions, or certain non-citizens**, requires Regional Director approval. (Approval may not be delegated by the Regional Director).
- ☐ Funding for a post-secondary degree when the **individual already has a degree**, requires Regional Management approval.
- ☐ **Room and Board**, requires approval of OFS/OBVS Director (or designee).
- ☐ **Graduate school**, requires approval of OFS/OBVS Director (or designee) **before** drafting IPE (see Administrative Approval Desk Reference for specific instructions).
- ☐ **Payment of rates in excess of Montgomery College in-county for first 60 credits of a bachelor's degree, for a certificate program, or for an AA degree**, requires Regional Management approval.
- ☐ **Payment of rates in excess of UMCP in-state**, requires DORS Director approval.
- ☐ Inclusion of **Other Educational Expenses** on the RS-5b, requires Regional Management approval.
- ☐ Purchase of **in-class accommodations** for a student attending a post-secondary education institution that has claimed an "undue burden" preventing the institution from providing the service, requires Regional Management approval.
- ☐ **Short-term training not accredited by MHEC, VA** or recognized industry program, which is related to a specific job offer, requires OFS/OBVS Director (or designee) approval.
- ☐ **Comprehensive Transition Program (CTP)**, requires Regional Director approval.
- ☐ **Study Abroad**, requires DORS Director approval.
- ☐ **Summer School/Mini-Semester**, requires approval of the OFS/OBVS Director (or designee).

**Comments/Additional Information:**

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**Approvals related to Rehabilitation Communication Specialist (RCS) & Vocational Interpreter (VI) services:** (RSM 2, Section 706.09 and Section 706.10)

- ☐ **Authorizing RCS Job Development in excess of 60 hours**, requires Regional Management approval.
- ☐ **Authorizing RCS On-site Follow-Up hours** in excess of those approved in the job coaching fading schedule prior to transition to natural supports, requires Regional Management approval.
- ☐ **Authorizing RCS On-site Communication Support During a Work-Based Learning Experience** in excess of those approved in the short-term job coaching fading schedule, requires Regional Management approval.
- ☐ **Authorizing more than 20 hours of Vocational Interpretation** for a single employment placement, requires Regional Management approval.
- ☐ **Authorizing On-site Vocational Interpreter services hours during a Work-Based Learning Experience** in excess of those approved in the short-term job coaching fading schedule, requires Regional Management approval.

**Comments/Additional Information:**

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