

Administrative Approval Desk Reference

For all cases being submitted for Administrative Approval, the request for administrative approval should be submitted to supervisor via email along with consumer information and the following documentation:

For all cases being submitted for Administrative Approval, the case should be submitted to supervisor with explanation in email along with consumer information, in case notes, and [Administrative Approval \(RS-9h\)](#) form in AWARE™ case notes, along with the following documentation:

- Case note titled “Administrative Justification”
- Completed [Administrative Approval \(RS-9h\)](#)
- Draft IPE (for those services being provided pending plan approval)
- Completed financial statement with income documentation
- Documentation of consideration of comparable benefits

The Administrative Approval Form is available through DORS Forms in AWARE™, and can also be found in the [FORMS section of InDORS](#). Guidance on when Administrative Approval is needed can be found in [RSM 3, Section 1005](#).

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General Approvals

Purchase: Incidental goods required during assessment costing over \$200

(See [RSM 3, Section 1003](#))

Documentation needed to accompany request:

- Reports/assessments documenting need
- Justification of why service is needed prior to plan

Who needs to approve: Regional Management

Purchase: Specific service exceeding or expected to exceed \$5,000

(See [RSM 3, Section 1009.03](#))

Documentation needed to accompany request:

- Justification of need for service, to include assessments, reports, etc., and how service relates to goal

Who needs to approve: Regional Management

Purchase: Specific service exceeding or expected to exceed \$20,000

(See [RSM 3, Section 1009.03](#))

Documentation needed to accompany request:

- Justification of need for service, to include assessments, reports, etc., and how service relates to goal

Who needs to approve: Regional Management

Purchase: Goods/Services related to self-employment which are exceptions to DORS policy

Documentation needed to accompany request:

- Copy of Business Plan
- Recommendation for approval from Program Manager, Technical Assistance Branch

Who needs to approve: Regional Management.

Purchase: Assignment of Title for Goods to an Individual

(see [RSM 3, Section 1013.01](#))

Documentation needed to accompany request:

- Documentation that circumstances require that goods need to be titled to the individual
- For **medical appliances** provided by prescription and not considered transferrable to another individual, approval is needed for items costing over \$500.
- Goods are provided as **part of approved self-employment** business plan and are needed to leverage additional monies for establishment of the business.
- Other circumstances not mentioned above must be justified.

Who needs to approve: Regional Management.

Purchase: Airfare, AMTRAK Tickets, or Interstate Bus Tickets

Documentation needed to accompany request:

- Documentation as to why travel is necessary to achievement of employment goal

Who needs to approve: Regional Management, and coordination of purchase with AFS Director.

Purchase: Smartphone

(see [RSM 2, Section 1602.05](#))

Documentation needed to accompany request:

- Case note and/or documentation attached in AWARE™ providing justification for employment-related need for a smartphone.

Who needs to approve: Regional Management.

Job Development: Additional hours beyond initial 60 hours

Documentation needed to accompany request:

- Written justification by the provider as to why additional hours are needed, and what will be accomplished by providing additional hours. If the counselor intends to change providers, written justification as to how a new provider will make the difference for the individual.

Who needs to approve: Regional Management.

Vehicle Repair: All vehicle repair services

(see [RSM 2, Section 710](#))

Documentation needed to accompany request:

- Written justification to include substantial and direct relationship to the employment goal; cost of repairs does not exceed value of vehicle; no other source exists to fund repairs.

Who needs to approve: OFS/OBVS Director (or designee)

Pre-ETS WBLE: less than five hours per week

Documentation needed to accompany request:

- Written justification in a case note explaining the need for a WBLE Agreement to be developed for less than five hours per week. The counselor should request and receive this approval prior to completing the [Pre-ETS Work-based Learning Experience Agreement \(RS-10d\)](#).

Who needs to approve: Regional Director

Purchase: Additional hearing aids before 6 years

(see [RSM 2, Section 705.03](#))

Documentation needed to accompany request:

- Hearing aid care and maintenance documentation.
- Provide justification for the employment-related need for additional hearing aids.

Who needs to approve: Regional Management.

Approvals Related to Modifications

(See [RSM 2, Section 1600](#))

Vehicle Modifications

(See [RSM 2, Section 1604](#))

Behind-the-Wheel Adapted Driving Assessment – Car or Van or Passenger-Only Van Assessment (not required to create IPE just for this assessment)

(see [RSM 2, Section 1604.01](#) and [Attachment 1600-1](#))

Documentation to accompany request – contained in AWARE™

- [Driving Assessment Determination & Justification \(RS-6x\)](#)
- Case note to explain need for driving assessment

Who needs to approve: Regional Management approval, and Central Office authorization.

Behind-the-Wheel Adapted Driving Training (Car or Van), Licensing Day Training, VEAPA, and VEAPA-Vehicle Consultation

(see [RSM 2, Attachment 1600-1](#))

Documentation to accompany request – contained in AWARE™:

- Driving Assessment Report
- MVA Driver Wellness and Safety Division (DWS) letter approving adapted driving training
- Proof of valid learner's permit or driver's license (copy of front and back)
- Letter from the consumer or family member stating that they already have a vehicle they are interested in getting modified or have the financial resources to purchase a vehicle appropriate for modification and is within our policy guidelines.
- [Driving Assessment Determination & Justification \(RS-6x\)](#)

Who needs to approve: Regional Management up to \$15,000; If projected cost is over \$15,000, OFS/OBVS Director (or designee) approval required. Central Office Issues authorization.

Vehicle Modification Procurement (Car or Van), Vehicle Consultation-Vehicle Purchase, Pre-Bid Conference Consultation, Fittings, and Post-Modification Training

(see [RSM 2, Attachment 1600-1](#))

Documentation to accompany request – contained in AWARE™:

- Facilitation-Adaptive Driving Process Report (WTC or Vendor)

Who needs to approve: Regional Management up to \$15,000; If projected cost is over \$15,000, approval of OFS/OBVS Director (or designee) is required. Central Office authorization.

Vehicle Modifications – Involving vehicles other than standard sedan, van or minivan

(see [RSM 2, Attachment 1600-1](#))

Documentation needed to accompany request:

- Justification of need (assessments, reports, etc.) – includes OT, PT and any other assessments deemed appropriate.
- Copy of valid Driver's License of principal driver
- Copy of MVA title for existing vehicle or "Bill of Sale" for newly purchased vehicle along with registration of vehicle being modified.
- Completed Facilitation-Adaptive Driving Process Report (WTC or Vendor)
- Specific justification as to why modifications to this specific vehicle are necessary

Who needs to approve: AFS Director

Vehicle Modifications Procurement: Less than 10 years since last Vehicle Modification service (see [RSM 2, Section 1604.03](#))

Documentation needed to accompany request:

- Justification of need (assessments, reports, etc.) – includes OT, PT and any other assessments deemed appropriate.
- Copy of valid Driver's License of principal driver
- Copy of MVA title for existing vehicle or "Bill of Sale" for newly purchased vehicle along with registration of vehicle being modified. Completed Facilitation-Adaptive Driving Process Report (WTC or Vendor)
- Specific justification as to why modification is needed at this frequency

Who needs to approve: DORS Director

Vehicle Modifications Procurement: Exceptions to the vehicle age and mileage requirements

Documentation to accompany request: Contained in AWARE™

- Full Maryland State Vehicle Inspection Certificate. Must not be older than 6 months.
- Vehicle Title and Registration
- Why does the Counselor support the request? Rationale examples:
 - Financial hardship
 - Inability to obtain loans.
 - The car the consumer owns is just over the policy age and/or mileage requirement.
 - Ease of transfer of modification equipment from one vehicle to another
- Case Notes of approval (or not) from Supervisor and Regional Management.

Who needs to approve: DORS Director

Home Modifications

(See [RSM 2, Section 1603](#))

Home Modifications Assessment: Assessment for Potential Home Modifications

(See [RSM 2, Section 1603.05](#) and [Section 1603.06](#))

Documentation needed to accompany request:

- [Residential Modifications – Preliminary Information \(RS-6u\)](#)
- Case note indicating the potential need for home modifications and the relationship between home modifications and the training/employment goal indicated on the IPE.

Who needs to approve: Regional Management

Home Modifications Assessment: Assessment for Potential Modifications, residence not owned by individual or family member

(see [RSM 2, Section 1603.03](#))

Documentation needed to accompany request:

- [Residential Modifications – Preliminary Information \(RS-6u\)](#)
- Case note indicating conversation with Consumer and the Owner of the Residence, regarding the potential need for home modifications, and the relationship between home modifications and the training/employment goal indicated on the IPE.

Who needs to approve: OFS/OBVS Director

Home Modifications: Projected to Cost up to \$10,000

(see [RSM 2, Section 1603.07](#))

Documentation needed to accompany request:

- [Residential Modifications – Preliminary Information \(RS-6u\)](#)
- RTS Home Mod Assessment report with Estimate and the CORF OT Report.

Request for Administrative Approval shall be made before the [Residential Modifications Services Agreement \(RS-6v\)](#) is completed.

Who needs to approve: Regional Management

Home Modifications: Projected to cost over \$10,000

(see [RSM 2, Section 1603.07](#))

Documentation needed to accompany request:

- [Residential Modifications – Preliminary Information \(RS-6u\)](#)
 - RTS Home Mod Assessment report with Estimate and the CORF OT Report.
- Request for Administrative Approval shall be made before the [Residential Modifications Services Agreement \(RS-6v\)](#) is completed.

Who needs to approve: OFS/OBVS Director (or designee)

Home Modifications: Residence not owned by individual or family member, regardless of Cost

(see [RSM 2, Section 1603.03](#))

Documentation needed to accompany request:

- [Residential Modifications – Preliminary Information \(RS-6u\)](#)
- RTS Home Mod Assessment report with Estimate and the CORF OT Report
- Request for Administrative Approval shall be made before the [Residential Modifications Services Agreement \(RS-6v\)](#) is completed.

Who needs to approve: OFS/OBVS Director

Approvals Related to Supported Employment for Youth or Adults

(See [RSM 2, Section 800](#))

Milestone Payments: Reauthorization of a milestone or partial milestone within same fiscal year

Documentation needed to accompany request:

- Written justification by the provider which includes an explanation of the change in circumstances and/or disability factors which would require additional intensive services in order for the consumer to achieve competitive integrated employment.
- Issuance of a partial milestone is limited to very exceptional circumstances.

Who needs to approve: Regional Management

Amending IPE: to include supported employment for natural supports development during or after provision of short-term job coaching

Documentation needed to accompany request:

- [Natural Supports Worksheet for Supported Employment Assessment \(RS-4u\)](#), **or**
- Draft Supported Employment IPE, signed by consumer, containing description of reasonable expectation of availability of natural supports to provided extended services.
- [Employment Services Progress Report \(RS-7d\)](#) attached in AWARE™ or case note containing written justification by the provider which includes an explanation of the change in circumstances and/or disability factors which demonstrate consumer's need for supported employment services, including extended employment services, in order to achieve and maintain stability in competitive integrated employment.

Who needs to approve: Regional Management

Development of 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

Documentation needed to accompany request:

- [Natural Supports Worksheet for Supported Employment Assessment \(RS-4u\)](#), **or**
- Draft Supported Employment IPE, signed by consumer, containing description of reasonable expectation of availability of natural supports to provided extended services after the transition from DORS-funded intensive job coaching.

Who needs to approve: Regional Management

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

Documentation needed to accompany request:

- [Employment Services Progress Report \(RS-7d\)](#) attached in AWARE™ or case note containing written justification by the provider which includes an explanation of the change in circumstances and/or disability factors which would require additional intensive services in order for the consumer to achieve stability in competitive integrated employment.

Who needs to approve: Regional Management

Amending SE IPE: To include DORS-funded extended services for up to one year (youth only)

Documentation needed to accompany request:

- [Employment Services Progress Report \(RS-7d\)](#) attached in AWARE™ or case note containing written justification by the provider which includes an explanation of the circumstances and/or disability factors which result in Natural Supports being insufficient, long-term funding being unavailable, and DORS funding for Youth Extended Services being required.

Who needs to approve: Regional Management

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

Documentation needed to accompany request:

- [Employment Services Progress Report \(RS-7d\)](#) attached in AWARE™ or case note containing written justification by the provider which includes an explanation of the circumstances and/or disability factors which would require additional time to develop or improve natural supports after job stabilization has been achieved and DORS-funding for Youth Extended Services has been provided.

Who needs to approve: Regional Management

Approvals Related to Post-Secondary Education

(See [RSM 2, Section 1500](#))

All approvals related to post-secondary education require:

- Draft IPE/amendment
- Completed financial statement with income documentation
- Completed [Financial Aid Information Exchange \(RS-5a\)](#) and [Determination of DORS Financial Assistance for Post-Secondary Education \(RS-5b\)](#) with copy of FAFSA or SAR, as appropriate
- Documentation that post-secondary education is required for achievement of employment goal, and that the individual has the resources and capabilities to complete a post-secondary course of study (e.g., at least 3.0 GPA in high school diploma program, results of placement testing, etc.)

Developmental/compensatory courses for 2nd or subsequent semester

(see [RSM 2, Section 1507.04](#))

Documentation needed to accompany request:

- Grades/reports from post-secondary institution documenting progress in developmental/remedial courses, results of placement testing, and justification that subsequent semesters will contribute to achievement of employment goal.

Who needs to approve: Regional Management

Educationally-Related Support Services (see [RSM 2, Section 1507.05](#))

Documentation needed to accompany request:

- Documentation of necessity for such services to achieve employment goal, and individual's ability to succeed with these additional supports.

Who needs to approve: Regional Management

DORS funding for post-secondary degree when individual already has a degree

(see [RSM 2, Section 1507.02](#))

Documentation needed to accompany request:

- Documentation that disability precludes achievement of employment with current credentials (or other reason; e.g., degree is 20 years old and the consumer has not worked in 15).

Who needs to approve: Regional Management

Room and Board

(see [RSM 2, Section 1510.01d](#) and [Section 1515.04a](#))

Documentation needed to accompany request:

- Documentation to include justification that the individual lives 45 or more miles from the nearest public institution (community college; four-year college) where programs related to the individual's employment goal are available to the individual.

Who needs to approve: DORS Office of Field Service or Office for Blindness & Vision Services Director or designee

Graduate School

(see [RSM 2, Section 1507.01](#))

Documentation needed to accompany request:

- Documentation that graduate school is the commonly recognized standard for entering the employment field on approved IPE.
- Submit for review and approval **prior to drafting an IPE**.
- After Admin Approval is documented in AWARE™, the IPE is Drafted with the Consumer, and standard IPE approval process follows.

Who needs to approve: DORS OFS/OBVS Director (or designee)

Payment of rates in excess of Montgomery College in-county for certificate program or for AA degree program

(see [RSM 2, Section 1510\(a\)](#))

Documentation needed to accompany request:

- Documentation of necessity of specific institution based on disability-related factors or program availability

Who needs to approve: Regional Management

Payment of rates in excess of UMCP in-state rates

(see [RSM 2, Section 1510\(b\)](#) and [Section 1515.04b](#))

Documentation needed to accompany request:

- Documentation of necessity of specific institution based on disability-related factors

Who needs to approve: DORS Director (or designee)

Inclusion of “Other” Educational Expenses on [Determination of DORS Financial Assistance for Post-Secondary Education \(RS-5b\)](#)

(see [RSM 2, Section 1510.01\(e\)](#))

Documentation needed to accompany request:

- Documentation that services are necessary to participate in training at the post-secondary institution; can include such things as childcare, tutoring.

Who needs to approve: Regional Management

Purchase of in-class accommodations for student attending post-secondary institution that claims “undue burden” preventing the institution from providing the service

(see [RSM 2, Section 1510.01e](#))

Documentation needed to accompany request:

- Justification on institution letterhead and signed by institution official that in-class accommodations would constitute “undue burden” to the institution

Who needs to approve: Regional Management

Short-term training not accredited by MHEC, VA or recognized industry program

Documentation needed to accompany request:

- Draft IPE; description of the training program and specific employment outcome.

Who needs to approve: OFS/OBVS Director (or designee)

Comprehensive Transition Programs (CTP)

Documentation needed to accompany request:

- Draft IPE; description of the training program and specific employment outcome.

Who needs to approve: Regional Director (or designee)

Training Outside the United States/Study Abroad

Documentation needed to accompany request:

- Draft IPE; description of the training program and specific need for study abroad.
- Must meet **all conditions** outlined in [RSM 2, Section 1507.09](#).

Who needs to approve: DORS Director (or designee)

Summer School/Mini-Mesters

Documentation needed to accompany request:

- Draft IPE; description of the training program and specific need for summer school/Mini-Memester.
(see [RSM 2, Section 1507.08](#))

Who needs to approve: Regional Director (or designee)

Approvals Related to Rehabilitation Communication Specialist (RCS) & Vocational Interpreter (VI) Services

(See [RSM 2, Section 706.09](#) and [Section 706.10](#))

Authorizing RCS Job Development in excess of 60 hours

(See [RSM 2, Section 706.09](#))

Documentation needed to accompany request:

- Written justification by the provider as to why additional hours are needed, and what will be accomplished by providing additional hours. If the counselor intends to change providers, written justification as to how a new provider will make the difference for the individual.

Who needs to approve: Regional Management

Authorizing RCS On-site Follow-Up hours in excess of those approved in the job coaching fading schedule prior to transition to natural supports

(See [RSM 2, Section 706.09](#))

Documentation needed to accompany request:

- [Employment Services Progress Report \(RS-7d\)](#) if available, or case note containing written justification by the provider which includes an explanation of the change in circumstances and/or disability factors which would require additional intensive services in order for the consumer to achieve stability in competitive integrated employment.

Who needs to approve: Regional Management

Authorizing RCS On-site Communication Support during a WBLE in excess of those approved in the short-term job coaching fading schedule

(See [RSM 2, Section 706.09](#))

Documentation needed to accompany request:

- Reports/assessments documenting need
- Written justification by the provider as to why additional hours are needed, and what will be accomplished by providing additional hours. The counselor should request and receive this approval prior to completing the [Pre-ETS Work-based Learning Experience Agreement \(RS-10d\)](#).

Who needs to approve: Regional Management

Authorizing more than 20 hours of Vocational Interpreter services for a single employment placement

(See [RSM 2, Section 706.10](#))

Documentation needed to accompany request:

- Justification of need for service, to include assessments, reports, etc., and how service relates to goal

Who needs to approve: Regional Management

Authorizing On-site Vocational Interpreter services hours during a WBLE in excess of those approved in the short-term job coaching fading schedule

(See [RSM 2, Section 706.10](#))

Documentation needed to accompany request:

- Reports/assessments documenting need
- Written justification by the provider as to why additional hours are needed, and what will be accomplished by providing additional hours. The counselor should request and receive this approval prior to completing the [Pre-ETS Work-based Learning Experience Agreement \(RS-10d\)](#).

Who needs to approve: Regional Management