

RSM 3
FINANCIAL POLICIES AND PROCEDURES MANUAL
SECTION 1000

PURCHASE POLICY

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1001 Purchase Pre-Approval

Payment may be made only for goods and services that have been pre-approved and authorized in writing by a DORS official.

1002 Notification of Applicants and Eligible Individuals

At the initial interview, the time of the **Individualized Plan for Employment (IPE)** or **Independent Living Plan (ILP)** development and other times as appropriate, applicants and eligible individuals will be advised of the policies and procedures relating to the purchase of goods and services which will affect them.

The status and continued use of goods which may have been provided to the individual will be reviewed at the time of:

- a. The annual review of the **IPE** or **ILP**.
- b. Amendment of the **IPE** or **ILP**.
- c. Closure of the record of services.

Appropriate action will be taken in accordance with the findings of the review.

1003 Goods and Services Which May Be Purchased

Following exploration and use of comparable services and benefits consistent with **RSM 3, Section 1300**, consideration may be given to the following types of purchases:

- a. Goods and services may be purchased that are:
 1. Required during an assessment for determination of eligibility and priority of services.
 2. Required during trial work.
 3. Provided under an **IPE** or **ILP** that are required for the attainment of the individual's rehabilitation goal.
- b. Incidental goods required for an assessment (prior to **IPE** development) (e.g., eyeglasses) may be purchased if not available through comparable benefits. Such purchases in applicant or eligible status which exceed \$200 require the approval of the regional director or designee.
- c. DORS bases rates of payment on the least-cost goods and services which meet the rehabilitation needs of the individual, with consideration of informed choice. The DORS counselor shall assist the consumer in fully exploring the range of possible goods and services which address his/her rehabilitation needs. If the individual prefers a more costly good or service than the one determined to meet their rehabilitation needs, they may pay the difference for that good or service.

1004 Purchase Limitations

- a. Prescription goods, excluding medicinal cannabis, may be purchased only after receipt of a current prescription; a fax or other copy is acceptable provided DORS staff verify a prescription for drugs by contacting the prescriber. Verification will be documented in the record.
- b. Generic drugs shall be purchased unless the physician states in writing that a particular brand is medically necessary.
- c. DORS may not pay for:
 - Vehicles which require a license to operate
 - Land

- Buildings, or the construction of or addition to a building (except for ramps or lifts provided for accessibility)
- d. Purchase of used equipment requires the approval of the WTC Assistant Director, Rehabilitation Technology Services, or designee. Justification for the purchase shall be forwarded to the Assistant Director, along with:
1. Description of the equipment including model, make and age.
 2. Original purchase price.
 3. Serial or model number.
 4. Current purchase price.
 5. Suggested vendor's name and address.

If the purchase of used equipment is approved, the counselor will complete the purchase according to **RSM 3, Section 1100**.

1005 Purchase Approval

1005.01 Categories of Rehabilitation Counselors

For purposes of Purchase Policy, rehabilitation counselors are categorized as follows:

- a. **New rehabilitation counselors** are:
 1. All Vocational Rehabilitation (VR) Specialists I.
 2. VR Specialists II with less than one year of experience with DORS.
- b. **Experienced rehabilitation counselors** are VR Specialists II who have at least one year of experience with DORS.
- c. **Experienced rehabilitation counselors – full** are VR Specialists II who have at least 18 months of experience with DORS.
- d. **Experienced rehabilitation counselors – lead** are VR Specialists II with at least three years of experience with DORS.
- e. **Rehabilitation Technical Specialists** include:
 1. Those with delegated authority approved by the OFS or OBVS Director.
 2. Those without delegated authority.
- f. **Experienced Technical Specialists** are VR Technical Specialists who have at least 12 months experience as a Technical Specialist.
- g. **Rehabilitation Specialist Interns** are not DORS employees and work under the close supervision of a Rehabilitation Technical Specialist.

1005.02 Levels of Approval

Approval for the purchase of goods and services is indicated by signature on the authorization, **IPE** or **ILP**, or **AWARE™** Case Note related to the **Administrative Approval (RS-9h)** form as follows. DORS management may impose more restrictive procedures for drafting and issuing authorizations for goods and services.

- a. **Experienced rehabilitation counselors**, defined as a VR Specialist II with at least 12 months of experience with DORS (see above), may initiate and approve authorizations up to \$1,000.

- b. **Experienced rehabilitation counselors – full**, defined as a VR Specialist II with at least 18 months of experience (see above), may initiate and approve authorizations up to \$1,500.
- c. **Experienced rehabilitation counselors – lead**, defined as a VR Specialist II with more than three years of experience (see above), may initiate and approve authorizations up to \$2,500.
- d. **Rehabilitation technical specialists** may initiate and approve:
 - 1. Plans with an estimated agency cost up to \$7,500.
 - 2. Vendor Authorizations up to \$2,500.
- e. **Experienced technical specialists**, defined as a VR Technical Specialist with at least 12 months of experience as a Technical Specialist, may initiate and approve:
 - 1. Plans with an estimated agency cost up to \$10,000.
 - 2. Vendor Authorizations up to \$4,900.
- f. **Rehabilitation supervisors** review and issue:
 - 1. Plans with an estimated agency cost up to \$15,000.
 - 2. Vendor authorizations up to \$7,500, except for those authorized by an experienced rehabilitation counselor with delegated authority described in "a-c" above and those authorized by a VR technical specialist with delegated authority described in "d" above.
 - 3. Authorizations for recurring payments/ Maintenance & Transportation (M&T) up to \$5,000. See **Section 1012.05**.
- g. **Rehabilitation supervisors** review and issue all authorizations drafted by "experienced" rehabilitation counselors up to \$5,000 except for those:
 - 1. Authorized by an experienced rehabilitation counselor delegated such authority up to \$1,000.
 - 2. Authorized by a VR Technical Specialist delegated such authority up to \$4,900.
- h. **Regional Administrative Supervisor** may review and issue:
 - 1. Plans with estimated agency costs up to \$25,000.
 - 2. Recurring and vendor authorizations up to \$15,000.
- i. **OFS Regional Director/OBVS Program Manager** may review and issue:
 - 1. Plans with single service agency cost up to \$15,000 and/or total estimated agency costs up to \$40,000.
 - 2. Recurring and vendor authorizations up to \$20,000.
- j. **OFS/OBVS Director** may review and issue:
 - 1. Plans with estimated agency costs up to \$250,000.
 - 2. Central, recurring and vendor authorizations up to \$50,000.
- k. **DORS Director** or designee may review and issue:
 - 1. Plans with estimated agency costs above \$250,000.
 - 2. Central, recurring and vendor authorizations in excess of \$50,000.

1005.03 Special Circumstances Requiring Administrative Approval

Administrative approval (approval of the regional/program manager or designee) is required for the following purchases. The **Administrative Approval (RS-9h)** form is required, with an associated Case Note to document approval.

- a. Purchase of incidental goods required during assessment in applicant or eligible status, the cost of which exceeds \$200.
- b. Purchase of a specific service, including post-secondary education expenses, which exceeds, or is expected to exceed, \$5,000 or an extension, revision or adjustment of a service originally costing less than that amount which results in a cumulative cost for that service in excess of \$5,000 from the time the record of services is opened. Determination of whether the \$5,000 threshold for administrative approval has been met will be made by adding the amounts of all purchases provided and anticipated to be provided to the individual for the specific service.
- c. Purchase of post-secondary education services, consistent with **RSM 2, Section 1500**. Review of post-secondary education cases shall include the following:
 1. Developmental courses for a second or subsequent semester.
 2. Fee-for-Service Disability Support Programs (to support the consumer while taking credit courses).
 3. Payment for an individual not eligible for financial aid due to unresolved loan default or drug convictions.
 4. Payment for a second or subsequent degree.
 5. Room and board (requires approval of the OFS or OBVS Director).
 6. Graduate school (also requires approval of the OFS or OBVS Director).
 7. Short-term training related to a specific job offer not accredited by MHEC, or a comparable agency in another state (also requires approval of the OFS or OBVS Director).
 8. Payment of rates in excess of Montgomery College in-county rates (RSM 2, Attachment 1500-1) for a certificate program or an AA degree.
 9. Payment of rates in excess of University of Maryland College Park in-state rates (RSM 2, Attachment 1500-1) (requires approval of the Director of DORS).
 10. Inclusion of "other" Education Expenses on the **Determination of DORS Financial Assistance for Post-Secondary Education (RS-5b)** form.
- d. Purchase of a smartphone or any tablet with cell phone capacity/data plan.
- e. Home modifications:
 1. Assessment for potential home modifications.
 2. Costing up to \$10,000 require Regional/Program Director approval.
 3. Projected to cost over \$10,000 require approval of the OFS or OBVS Director.
 4. Involving a residence not owned by the individual served by DORS or the individual's family member require approval of the OFS or OBVS Director.

- f. Approval related to vehicle modifications:
 - 1. Modifications for an individual more frequently than once every 10 years requires approval of the DORS Director.
 - 2. Behind-the-wheel adapted driving assessment for a car or van.
 - 3. Behind-the-wheel adapted driving equipment training for a car or van, Vehicle Consultation and VEAPA. (Projected cost up to \$15,000 requires Regional Director approval. Projected cost over \$15,000 requires OFS/OBVS Director approval.)
 - 4. Vehicle modification procurement for a car or van. (Projected cost up to \$15,000 requires Regional Director approval. Projected cost over \$15,000 requires OFS/OBVS Director approval.)
 - 5. Vehicle modification procurement involving vehicles other than standard sedan, van or minivan require approval of the AFS Director.
- g. Sole source purchases, also requires approval of the OFS/OBVS Director and the AFS Director.
- h. Business Plan for self-employment, prior to inclusion on an **IPE**. Business Plans for self-employment involving a franchise also require prior approval of the AFS Director.
- i. Purchase of in-class accommodations (e.g., interpreter services, reader services, note taking services) for an individual attending an institution of post-secondary education that has claimed "an undue administrative or financial burden" preventing the institution from providing such services (see **RSM 2, Section 706.03**).
- j. Additional hours of job development beyond the initial 60 hours.
- k. Milestone Payments, Evidence-Based Practice in Supported Employment – reauthorization of a milestone or a partial milestone within the same fiscal year.
- l. Assignment of title for goods to the eligible individual in accordance with **Section 1014**.
- m. Purchase of airfare, AMTRAK tickets and interstate bus tickets for consumers. The AFS Director will coordinate such out-of-state travel requests with applicable MSDE policies and procedures. Requests must be made to AFS at least 60 days in advance to meet required MSDE timelines.
- n. Vehicle repair (also requires approval of the OFS/OBVS Director).
- o. Short-term job coaching in excess of 100 hours for the purpose of stabilizing the employment.
- p. Purchase of supported employment services, consistent with **RSM 2, Section 800**. Review of supported employment cases shall include the following:
 - 1. Amending **IPE** to include supported employment for natural supports development during or after provision of short-term job coaching.
 - 2. Development of a supported employment **IPE** for DORS-funded intensive hours when the source for ongoing supports is unknown and there is a reasonable expectation of natural supports availability.
 - 3. 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.

4. Amending supported employment **IPE** to include DORS funded extended services for up to one year (youth only). With justification, this approval may be granted for up to four years in a row.
5. Amending supported employment **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.

1006 Administrative Approval Procedure

- a. Prior to approving an **IPE** or **ILP** including the purchase of goods and services which require administrative approval, the counselor shall assure that pertinent information and supporting documentation is available in AWARE™ and shall forward the **Administrative Approval (RS-9h)** form through supervisory channels. Documentation in the record shall include the following:
 1. Justification of purchase to include prescriptions, forms and reports.
 2. Recommendations of the WTC Assistant Director, Rehabilitation Technology Services, or designee, as appropriate.
- b. The regional/program director, or designee as applicable, shall complete Part B of the **Administrative Approval (RS-9h)** form, by entering a Case Note in AWARE™ indicating their approval/disapproval:
 1. For goods and services requiring Administrative Approval but not approval of the OFS/OBVS Director or the DORS Director.
 2. For goods and services requiring Administrative Approval and the approval of the OFS/OBVS Director and/or DORS Director when the goods/services are not recommended for purchase.
- c. If the regional director/designee recommends providing the goods/services and approval of the OFS/OBVS Director, the AFS Director and/or the DORS Director is required, the regional/program director or designee shall not enter a Case Note per Part B of the **Administrative Approval (RS-9h)** form. The regional/program director shall request Central Office staff, as appropriate, to review the **Administrative Approval (RS-9h)** form and supporting documentation in AWARE™ and enter a Case Note indicating approval/disapproval.

1007 Provider/Vendor Approval

All individuals and entities providing goods and/or services to individuals served by DORS must be approved by DORS. Individuals requiring approval as providers include, for example, medical and allied medical practitioners, tutors, assistive technology providers, and architectural modifications contractors. Entities requiring approval include private career schools, other post-secondary educational facilities and community rehabilitation programs (CRPs).

Information for prospective providers/vendors is available on the DORS website (dors.maryland.gov). This includes information for:

- a. CRPs interested in providing employment services for individuals in the vocational rehabilitation program.
- b. Benefits planning specialists interested in providing services to DORS consumers.
- c. Private practitioners interested in providing Career Assessment Services.

- d. Employment, medical and allied services providers and vendors.
- e. Additional information for prospective Assistive Technology service providers and vendors.

The site includes:

- **DORS Provider/Vendor Application (RS-9g)**
- **DORS Provider/Vendor Fact Sheet (RS-9m)**
- **AT Provider Certification Standards & Process (RS-9n)**
- **AT Provider Service Report Requirements (RS-9o)**

1007.01 Standards for Approved Providers/Vendors

DORS purchases services for applicants and eligible individuals only from providers/vendors who:

- a. Are licensed and/or certified according to state law, as appropriate.
- b. Comply with federal and state laws regarding anti-discrimination, specifically, Title VII of the Civil Rights Act of 1964; Title V of the Rehabilitation Act of 1973, as amended; and Titles I, II and III of the Americans with Disabilities Act, as amended.

Regarding provision of vocational training services:

- a. Institutions of post-secondary education shall be currently accredited by an appropriate state or national accrediting organization.
- b. Private career schools shall provide evidence of a current, valid certificate of approval by the Maryland Higher Education Commission (MHEC), or if out of state, evidence of a current, valid certificate of approval by a similar commission in that state, or demonstrate industry-based (e.g., Microsoft) or Department of Veterans Affairs accreditation/approval. An exception may be considered for short term employment training not approved by MHEC related to a specific job offer; such exception requires approval of the OFS or OBVS Director.

1007.02 Provider/Vendor Inquiry Process

To determine if a specific provider or vendor is approved by DORS, staff shall access the Vendor Inquiry system (see the AWARE™ Vendor Module). If the individual/entity is not included as a Provider/Vendor in AWARE™, DORS staff will refer the prospective provider/vendor to the DORS website dors.maryland.gov for information about the approval process.

1007.03 Provider/Vendor Approval Process

The Provider/Vendor approval process is managed as follows:

- a. Approval of CRPs is managed by the Staff Specialist for Community Rehabilitation Programs.
- b. Approval of benefits planning, employment, medical and allied services providers and vendors, vendors in construction trades and vehicle modifications is managed by the AFS Director, as follows.
 - 1. Application for Approval – Individuals and organizations interested in becoming approved to provide employment, medical and allied goods and services to persons served by DORS' public rehabilitation program shall submit the following to the AFS Director:
 - The completed **DORS Provider/Vendor Application (RS-9g)**.
 - A copy of the Internal Revenue Service W-9 form.

- Supporting documentation such as copies of licenses, certificates or public information prepared by the school which references accreditation.
2. The AFS Director, or designee, shall review the application to assure it is complete and then forward applications to the OFS Director, OBVS Director, WTC Director and other DORS staff, as applicable, for review and recommendations. The **DORS Provider/Vendor Application Review Checklist**, available in the Admin, Facilities and Fiscal Resources section of InDORS, shall be used to document the approval process.
 3. The AFS Director will review recommendations of the Directors and verify the individual's or the organization's credentials. Within 30 days of DORS receipt of the Application and required supporting information, DORS will notify applicants whether they have been approved, including the timeframe for renewal based on expiration of credentials/licensure.

1007.04 DORS Consumers as Providers/Vendors

The policies and procedures in this section apply to DORS consumers who wish to be providers/vendors for DORS. In such instances, while the consumer/provider's DORS record is open, the DORS counselor of the consumer/provider may not refer other consumers to the consumer/provider for services. Once the DORS record is closed, the DORS counselor may refer other consumers to the provider/vendor, as appropriate.

1008 Rate of Payment for Goods and Services

1008.01 Rate of Payment for Goods

DORS shall pay for authorized goods as follows:

- a. At a rate established by the State Department of General Services Purchasing Bureau, if the item is on state contract (see **Section 1009**);
- b. At a rate established as a result of competitive bidding conducted by DORS, if the item is not on contract and competitive bidding is required (see **Section 1009**); or
- c. If the item is not on contract and competitive bidding is not required, DORS shall pay at a rate equal to the lower of:
 1. The provider's customary charge; or
 2. The maximum rate established in DORS Vendor Fees.

1008.02 Rate of Payment for Services

- a. DORS shall pay for authorized services at a rate equal to the lower of:
 1. The provider's customary charge; or
 2. The maximum rate established in DORS Vendor Fees.
- b. An **Enhanced Rate** may be applied to services provided by CRPs who demonstrate certification and/or completion of a training program as defined in **RSM 1, Section 1304.03**.
- c. **Out-of-State Services** – If an individual chooses an out-of-state service at a higher cost than an in-state service, if either service would meet the individual's rehabilitation needs, DORS shall not provide payment for those costs in excess of the cost of a comparable in-state service (see **RSM 2, Section 601**).

- d. **Least-Cost Services** – The Division shall provide payment for the least-cost service that meets the rehabilitation needs of the individual, considering the informed choice of the individual. The individual may pay the difference if they prefer a more costly service than one which meets their rehabilitation needs.

1008.03 Exceptions and Fees Not Included in Fee Schedule

DORS payment may exceed the maximum rate established in DORS Vendor Fees only when the OFS, OBVS, WTC or DDS Director, as appropriate, or their designee authorizes the exception.

When a fee is not included in DORS Vendor Fees, or when an exception is warranted, a **Fee Exception/Approval Request (RS-3h)** will be forwarded via supervisory channels to the OFS, OBVS, WTC or DDS Director, as appropriate, or their designee. Supporting documentation, as appropriate, will be submitted with the request form. Staff shall scan the signed copy of the **Fee Exception/Approval Request (RS-3h)** and attach it in AWARE™.

1008.04 Rate Charged to Applicant or Eligible Individual by Vendor

Vendors providing goods and services authorized by DORS may not charge or accept payment from the individual, the individual's family, or a third party for those goods and services.

1009 Methods of Procurement of Goods and Services

Goods and services will be purchased for applicants and eligible individuals by DORS through three methods of procurement:

1. State contracts
2. Competitive bidding
3. Directly from the vendor

In all three instances, once the decision is made regarding the specific item, cost and vendor, the purchase shall be completed according to **RSM 3, Section 1100**.

1009.01 State Contracts

Certain goods and services (e.g., note taker devices, tools, and interpreter services) will be purchased consistent with contracts established between vendors and the State Department of General Services Purchasing Bureau or the Department of Budget & Management. Such contracts establish costs, conditions and procedures to be followed in securing these goods. (Regional and program directors maintain copies of State contracts.)

All non-adapted computers and software for consumers shall be purchased through the MEEC contract; such purchases shall be coordinated by the Regional fiscal associates and regional management.

1009.02 Purchase Directly from Vendor (less than \$5,000)

Goods and services may be purchased directly from a vendor if the amount of the purchase is \$5,000 or less and is for:

- a. Assistive aids and devices
- b. Training supplies
- c. Tools and equipment
- d. Miscellaneous goods and services

In making all purchases directly from a vendor, staff shall compare prices of equivalent items and shall shop and spend case service monies with due diligence, care and prudence. The DORS counselor shall provide documentation of comparative pricing in the record of services for all items costing between \$500 and \$5,000 which shall be on a Case Note.

1009.03 Competitive Bidding

a. **Requirements** – Competitive bidding will be used for the purchase of the following:

1. Assistive aids and devices costing more than \$5,000.
2. Training supplies and rehabilitation technology equipment costing more than \$5,000.
3. Tools and equipment costing more than \$5,000 and not under a State contract.
4. Miscellaneous goods and services costing more than \$5,000.

In cases involving competitive bidding, detailed specifications shall be developed by either DORS Rehabilitation Technology Services (RTS) or a DORS-approved vendor. For vehicle modifications, the VEAPA is required.

b. **Procedures:**

1. **Competitive Bids between \$5,000 and \$10,000** – Purchases between \$5,000 and \$10,000 require the approval of the regional/program director. Upon approval, the detailed specifications will be forwarded to the DORS Procurement officer. The DORS Procurement officer will oversee the bidding process and will advise the counselor of the selected vendor and cost. The counselor will then complete the authorization according to **RSM 3, Section 1100**.
2. **Competitive Bids between \$10,000 and \$25,000** – Purchases between \$10,000 and \$25,000 require the approval of the regional/program director and the director of OFS or OBVS. Upon approval, the detailed specifications will be forwarded to the DORS Procurement Officer. The DORS Procurement Officer will oversee the bidding process and will advise the counselor of the selected vendor and cost. The counselor will then complete the authorization according to **RSM 3, Section 1100**.
3. **Competitive Bids Over \$25,000** – Purchases of \$25,000 or more require the approval of the regional/program director and the director of OFS or OBVS. Upon approval, the detailed specifications will be forwarded to the DORS Procurement Officer. The DORS Procurement Officer will coordinate with the Maryland Department of Budget & Management the bidding of the item or service to be provided. The DORS Procurement Officer will advise the counselor of the selected vendor and cost. The DORS counselor will then complete the authorization according to **RSM 3, Section 1100**.

1009.04 Circumstances Permitting Direct Purchase from Vendor for Goods/Services Costing over \$5,000

In limited circumstances involving availability of goods/services from a single source, and Medicare assignment, purchases may be made directly from the vendor as follows. Completion of the **Sole Source Justification** form, including signature of the AFS Director, is required in each instance prior to including the service on the Individualized Plan for Employment.

- a. **Sole Source Procurement** – In exceptional circumstances, including when there is only one available source for the goods and services being requested, sole source procurement may be considered. Having only one possible source from which to obtain goods or services is highly unusual and requires detailed documentation and a high standard of justification. Sole source procurement requires administrative approval (see **Section 1005**), and completion of the **Sole Source Justification** form. Staff may refer to the **Completing the Sole Source Form Guide** in

the Admin, Facilities & Fiscal Resources section of InDORS for assistance in completing a request for sole source procurement.

- b. **Medicare Assignment** – In cases that involve partial payment by DORS for goods covered by Medicare, goods will be purchased directly from the vendor if the vendor accepts the Medicare assignment. In such instances, staff are required to complete the **Sole Source Justification** form and may refer to the **Completing the Sole Source Form Guide** in the Admin, Facilities & Fiscal Resources section of InDORS for assistance.

1010 Petty Cash Vouchering System

The petty cash voucher system may be used in limited circumstances for the purchase of the following client goods and services, not to exceed \$1,000:

- a. Advance payment for maintenance and transportation.
- b. Licensing examination fees.
- c. Emergency services.

Administrative approval is required and is documented on the **Petty Cash Request (RS-3f)**. A petty cash voucher will be used when pre-payment by check is required. See **RSM 3, Section 1104.03** for required documentation for petty cash purchases.

1011 GED® Testing Procurement Arrangements

When purchasing General Educational Diploma (GED®) testing for an individual, staff shall follow procedures delineated in **RSM 2, Section 715.04**.

1012 Recurring Payments (Maintenance & Transportation)

1012.01 Provision of Maintenance & Transportation

Maintenance & Transportation (M&T) payments may be established as a support service for consumers based on demonstrated need over and above their usual living expenses due to participation in a rehabilitation program. DORS staff shall emphasize to consumers that M&T may be provided for a specific purposes related to the employment goal, and is not a general supplement to their income. See **RSM 2, Section 717** for description of appropriate usage of M&T.

1012.02 IPE Service

M&T requests on the **Request to Establish Recurring Payments to Participants (RS-3d)** which exceed \$200 shall be included on the **IPE, ILP** (for Independent Living Older Blind), or amendment, as appropriate.

1012.03 Form of Payment for M&T

M&T will be paid to the individual by check, except when paid to an institution or vendor. Transportation will be paid to the individual by check, except when paid to a carrier for monthly transit fares or long distance travel.

1012.04 Procedures to Establish M&T

Recurring payments shall be established in accordance with procedures outlined in **RSM 3, Section 1105**.

1012.05 Approval of M&T

Supervisory approval is required for all M&T requests. Approval for M&T is indicated by signature of the supervisor on the **Request to Establish Recurring Payments to Participants (RS-3d)** and by issuance of the authorization.

- a. Administrative approval is required for recurring authorizations between \$5,000 and \$10,000.
- b. Approval of the OFS or OBVS Director is required for a series of recurring authorizations for the same service or a single authorization that exceeds \$10,000.

1012.06 Monitoring of M&T Payments and Usage

- a. In discussing M&T with the consumer, the DORS counselor will emphasize the responsibility of the consumer to use the M&T for the specific purpose for which it is given and to complete the **M&T Log (RS-3k)** or the **PAS Monthly Log (RS-6s)**, as appropriate, attaching receipts as applicable, and forward to the counselor at least monthly.
- b. The counselor shall regularly verify participation of the individual in the rehabilitation program activity which the M&T funds were intended to support. Documentation of participation of the individual will include progress reports, medical reports or similar documentation.
- c. Determine if M&T should be continued, per the number of pays indicated on the **Request to Establish Recurring Payments to Participants (RS-3d)** and consistent with **RSM 3, Section 1105.04**.
- d. M&T funds not used for the specified rehabilitation activity will be deducted from future payments or reimbursed directly to DORS. In such cases, the DORS counselor shall request reimbursement from the individual in writing, including reference to the specific date/dates and rate of payment. If reimbursement is not received in 30 days, the DORS counselor shall notify their supervisor, who shall forward a copy of the letter sent to the client and a copy of the **Request to Establish Recurring Payments to Participants (RS-3d)** to the AFS Director, who will determine if the matter will be referred to State of Maryland Central Collection.

1013 Issuance of Goods

It is the responsibility of the DORS counselor to assure that the **Receipt for Supplies, Equipment and/or Appliance (RS-3g)** is completed, signed and dated by DORS staff and the consumer for all goods which have been purchased for and issued to consumers. A receipt for all goods issued (except for bus/mobility passes) is to be attached to the second page of the **Receipt for Supplies, Equipment and/or Appliance (RS-3g)**. DORS staff and the consumer are required to review the form, including the receipt and sign/date verifying accuracy and that the consumer actually received all items listed on the receipt.

DORS staff making purchases for consumers must make separate purchases and receive separate receipts for each consumer. A separate **Receipt for Supplies, Equipment and/or Appliance (RS-3g)** is required for each purchase documented by one receipt.

The original **Receipt for Supplies, Equipment and/or Appliance (RS-3g)** shall be filed in the hard copy record of services, unless the purchase was made by DORS corporate credit card, in which case the original is included in the credit card jacket and a copy retained in the record of services. The completed **Receipt for Supplies, Equipment and/or Appliance (RS-3g)** shall be scanned into AWARE™.

1013.01 Ownership of Goods

- a. **State Retention of Title** – Except as provided in **Section 1013.01(b)**, the State retains legal title to tools, equipment, shelters and supplies purchased as part of the individual's rehabilitation program. The individual may not sell or mortgage items provided by DORS. An exception may be considered if DORS determines that, based on the cost and age of the items, the items have no useful value for another consumer. In such instances, DORS may authorize the consumer to give away or in any manner dispose of the tools, equipment or AT provided.
- b. **Assignment of Title** – Legal title to goods may be assigned to the eligible individual in limited circumstances, as follows:
 1. The goods are a medical appliance provided for the individual and are not considered transferable to or useable by another person. This includes eyeglasses and dentures. Assignment of title to the individual for such medical appliances costing less than \$500 may be made by the rehabilitation counselor and will be documented on the **Receipt for Supplies, Equipment and/or Appliance (RS-3g)**. Administrative approval is required to assign title of such goods costing in excess of \$500.
 2. The goods are items of clothing purchased for the individual for employment purposes.
 3. The goods are provided as part of an approved business plan for self-employment and will be used as collateral to leverage additional monies for establishment of the business. Assignment of title to the individual for this purpose will be indicated on the **Receipt for Supplies, Equipment, and/or Appliance (RS-3g)** and requires administrative approval (see **Section 1005**).
 4. Title may be assigned to the individual in other exceptional circumstances with administrative approval.

1013.02 Maintenance of Goods

At the time of:

- a. Annual Review of the **IPE**,
- b. Amendment of the **IPE/ILP**,
- c. Closure of the record of services, and
- d. Other times when necessary,

the DORS counselor and eligible individual will review the individual's continuing need for goods which have been provided. Goods not being used will be returned, in accordance with **Section 1013.03**.

- a. **Warranty for Goods** – DORS staff will assist the consumer to complete warranty information.
- b. **Service:**
 1. DORS staff will discuss with the individual warranty and service information prior to issuing goods and will include this information, as appropriate, on the **Receipt for Supplies, Equipment, and/or Appliance (RS-3g)**.
 2. Individuals will be responsible for obtaining and paying for maintenance, service and repairs for goods issued to them which are no longer under warranty.

1013.03 Return of Goods

- a. The individual must advise their DORS counselor or other DORS staff if and when goods purchased by DORS for which the State retains title are no longer needed for the rehabilitation

program, employment or independent living. Based on the DORS determination described in **Section 1013.01(a)**, DORS may request the return of such goods.

- b. DORS counselors will advise the OFS Technical Assistance Program Manager when they become aware that goods purchased and owned by DORS are no longer needed by an individual.
- c. The OFS Technical Assistance Program Manager, in consultation with Rehabilitation Technology Services staff, as appropriate, will determine and implement appropriate disposition. Factors to be considered include the value of the item, cost of recovery/removal, cost and availability of storage, current usefulness of the item by DORS (e.g., for another individual or organization), and other relevant factors.
- d. Individuals will be responsible to reimburse DORS on a prorated basis upon the sale or disposal of goods provided by DORS which become an integral part of an item owned by the individual, or goods for which the individual paid part of the cost.

1014 Payment to Vendors

Immediately following the delivery of goods and services and upon receipt of the invoice and any required reports, the DORS counselor or supervisor, as appropriate, shall authorize payment for those goods and services which have been provided. The DORS staff person initiating the purchase may not authorize payment (see **RSM 3, Section 1200**).