

**APPENDIX J  
AGENCY DIRECTIVES**

## Order of Selection

Under the Vocational Rehabilitation Act (Title IV of the Workforce Investment Act of 1998) certain state Vocational Rehabilitation agencies are required to have an order of selection. An order of selection requires that a priority be given to individuals with the most significant disabilities in the provision of vocational rehabilitation services. The order of selection is required in the event that the state is unable to provide the full range of vocational rehabilitation services to all eligible individuals or, in the event that vocational rehabilitation services cannot be provided to all eligible individuals in the State who apply for the services.

The ARS Order of Selection assures the highest priority in service provision is reserved for eligible individuals with the most significant disabilities. Services and expenditures are closely monitored to enable the ARS Commissioner to close or open priority categories as deemed appropriate. This will assure services are continued for cases determined eligible and receiving services under an Individualized Plan for Employment. Adequate funds will be reserved to provide diagnostic services for applicants to determine eligibility and category placement.

The Order of Selection status is changed by the Commissioner notifying the Rehabilitation Services Administration (RSA). Notification of this change to ARS staff is made available through a directive from the Chief of Field Services. The notification of change of Order of Selection to ARS staff is placed permanently in **Appendix J** for reference. (P&PM, Section III Pages 6-9.)

**Note:** (OOS effective 8/01/91) **History:** Non-Significant cases were served from 6/11/03-6/30/03 & 2/26/04-9/30/04 and 05/04/05 –12/19/05. Order of Selection suspended effective 10/01/2011.

## AUTHORIZATION PROCESS OF SERVICES

ARS requires that in order for an invoice to be used as a final bill, the original invoice must be attached to the ARS Purchase Authorization and ARS Authorization Payment Approval; the final cost must match the service provided. The counselor will verify the individual actually received and is satisfied with services, in addition to verifying the amount and date are listed on the invoice as well as attached to the ARS Authorization Payment Approval form. The counselor will ensure that all information is current and correct as well as documenting in the ECF. In addition, if provider's final cost has changed; a final bill with the agreed upon amount is needed and must be attached to ARS Authorization Payment Approval form; the counselor will also need to follow same procedure listed above.

The ARS Authorization Process assures the most effective internal controls for authorizing services. ARS wants to ensure that services and expenditures are closely monitored and documented for record keeping purposes.

Notification of this change to ARS staff is made available through a directive from the Chief of Field Services. The notification of change of the PROCEDURES - PROVISION AND AUTHORIZATION OF SERVICES to ARS staff is placed permanently in **Appendix J** for reference. (P&PM, Section VI Pages 3-4.)

Note: (Effective 3/4/2015)