

Spending Authority and IPE Approved Limits found in P&P Section 18 (pages 13-15).

The following two charts delineates the requirements for a higher-level review of an IPE before obtaining IPE signatures.

Job Title	Cumulative IPE (Costs to the Agency) Spending Limits
New Rehab Counselor	\$0*
Rehab Counselor I, II and III	Up to \$19,999
Rehab Supervisor	Up to \$24,999
District Manager	Up to \$34,999
Chief of Programs	Up to \$39,999
Deputy Administrator	Up to \$49,999
Administrator	\$50,000 and over

Review Level	IPE Approval Limits
Committee (Administrator, Program Deputy & Operations Deputy)	<ul style="list-style-type: none"> Any plan \$40,000 or over Any graduate training seeking Master's Degree or any post-graduate training beyond a Master's Degree (doctorate level degrees) Any plan requiring a vehicle or residential modifications Any residential independent living programs, in or out-of-state Any Self-Employment Plan (after review and approval by Self-Employment Panel) Any plan including out-of-state travel Any 4-year out-of-state college degree plan which requests agency funds for tuition Any plan including assistance with initial costs to purchase a vehicle
Bureau Chief (if unavailable Program Deputy Admin)	<ul style="list-style-type: none"> Any plan \$35,000-39,999 Any plan that includes purchase of a single good or service of \$8,000 or more
District Manager (if unavailable Bureau Chief)	<ul style="list-style-type: none"> Any plan \$25,000-\$34,999 Any 4-year college degree plan which requests agency funds for tuition Any plan that includes purchase of a single good or service over \$5000-\$7,999 Any plan including long-distance in-state travel Any plan that includes a surgery
Rehabilitation Supervisor	<ul style="list-style-type: none"> Any plan \$20,000-\$24,999 Any plan with vocational or academic training that is not included on the <i>Eligible Training Provider Listing (ETPL)</i> that is longer than 12

(if unavailable District Manager)	<p>weeks and results in an industry recognized credential, (NOTE: <u>ETPL trainings for certificates do not need to be approved unless they are for a 2-year AA college degree program</u>) https://www.employnv.gov/vosnet/drills/program/ApprovedPrograms.aspx</p> <ul style="list-style-type: none"> • Any 2-year/AA degree college degree seeking plan which requests agency funds (tuition) • Any automobile repairs; (Exception for Tires – No approval required) • Any provision of maintenance services for food and shelter
**Approval not required for trail semesters	
<p>Counselors:</p> <ul style="list-style-type: none"> • Please email all IPE approval requests to AA IV, Javier Fernandez (j-fernandez@detr.nv.gov). • Provide the following documentation to Javier; Client name, Case #, IPE and amount, summary of case, disability and services requested, the level at which the IPE must be approved, any other relevant information you wish to provide. • Javier will forward it on to the appropriate approving authority and get it back to you. • When the Committee reviews a case, the counselor will be asked to be present during the meeting to provide a clear overview and answer Committee questions. <p>Requests:</p> <ul style="list-style-type: none"> • Will not follow the chain of command but go directly to the person responsible for approving the plan (i.e. if there is a plan involving a 4-year out-of-state college degree, counselor would send the request to Javier; Javier will send directly to the Bureau Chief). • In some instances, approvals will be by a committee of the Administrator and one program staff (either Bureau Chief or Deputy of Programs) and one operations staff (either Deputy Administrator or MA IV). The committee will meet weekly. • The approving authority will review the request within 8 business days, enter a case note, and notify the counselor of such. (For all IPE plans not going to the committee) All cases going to the committee will be reviewed on the designated committee meeting day. • All plans that are submitted to the committee will need to be submitted by COB the day before the meeting which are held on Tuesdays at 2:00pm. Otherwise they'll be reviewed at the following scheduled meeting. 	

Note: VR has established a preference for in-state public institutions; all post-secondary, vocational and academic training must adhere to this policy as described in Subsection 12.5 Post-Secondary Education and Training at Vocational Training Facilities.

Supporting documentation requirements and communication update for cases closed with an employment outcome found in P&P Section 19 Closures (pages 3-4)

Page 3-4....addition

- The participant's file contains supporting documentation for start date of employment in primary occupation and wage information. This documentation is required at the beginning of employment and at or near case closure. At closure need to verify employment status; still working. Examples of supporting documentation:
 - Verification of Employment (VOE) and VOE Job Retention forms signed by the employer and participant that includes the participant's start date and hourly wage rate or annual salary.

- Pay Stub identifying the participant's start date and hourly wage rate or - annual salary.
- Copy of participant's bank statement verifying electronic payroll deposit from employer and a detailed case notes by the counselor in the case service record that includes the employment start date, hourly wage rate or annual salary and justification for the participant not providing Pay Stub.
- Detailed case notes by the counselor in the case service record that includes the employment start date, hourly wage rate or annual salary, the date verification was received and justification for the participant not providing formal documentation.
- Self- employment worksheets indicating the participant's start date and earnings.
- Verification received from employer (as appropriate) that documents the employment start date and wage information is placed in the case service record; including date of verification or copy of email, fax, or letter.

Page 4.... reworded

The above criteria must be documented in the case file before the case can be closed. Division staff must communicate directly with the participant to obtain accurate information prior to closure. The counselor must personally verify the participant is satisfied with and performing well in employment at or near 90 days prior to closure. A job developer's verification of employment is not a substitute for the counselor having direct contact with the participant. The criteria as indicated above are recorded in the AWARE Closure page and the conversation with the participant will be documented in case notes.