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| <b>Policy No.</b> 311                              | <b>Subject:</b> Computer Request |
| <b>Section:</b> Services                           | <b>Revised:</b> 04/2019          |
| <b>Signature:</b> Brandy McOmber, Resource Manager | <b>Version:</b> FINAL            |

**1. SCOPE OF SERVICES**

Computer purchases are made when there is a disability-related need for a computer and the purchase is necessary to achieve the employment goal on the Individualized Plan for Employment (IPE). The purchase of a computer may occur when:

- a. It is part of the IVRS Self-Employment Program (ISE) and paid for through financial assistance;
- b. It is needed for job placement;
- c. It is needed due to the nature of the disability;
- d. It is needed for independent living services; or
- e. It is an academic-related need in post-secondary training.

**2. AGENCY EXPECTATIONS**

- a. The job candidate and IVRS staff must complete the Personal Computer Purchase Review Guide any time a computer purchase is considered.
- b. The Counselor agrees or disagrees with the computer purchase, signs the Guide, and submits it to the area office Supervisor for review.
- c. The Supervisor reviews the information in the Personal Computer Purchase Review Guide and either agrees or disagrees with the purchase of a computer and signs the Guide.
- d. When both the Supervisor and Counselor agree that the purchase is necessary, or when the Counselor disagrees but the Supervisor is in agreement with the purchase, the purchase can proceed and the RSB Bureau Chief does not need to sign.
- e. If the Supervisor disagrees with the purchase, the RSB Bureau Chief must review.
- f. The decision as to whether or not a computer should be purchased should be made in a timely manner and documented in the case notes. If the Bureau Chief’s review leads to a decision not to purchase the computer, communication to the job



candidate should include a letter which describes the reason for the denial and information on the job candidate's rights, such as the right to mediation or appeal and the availability of the Client Assistance Program (CAP).

- g. IVRS staff should follow the Purchase Principles policy when purchasing computers. The R-406 Financial Inventory should be completed as well.
- h. The IVRS Assistive Technology Specialists should be consulted whenever a computer is being purchased as part of an assistive technology need.
- i. Option available: Once the request is approved, the Personal Computer Purchase Review Guide may be sent to ITE, IVRS Help Desk to address any specific questions IVRS staff may have or when a quote is needed. If there are no questions or concerns, and there is full agreement to purchase, there is no need to forward the Personal Computer Purchase Review Guide to ITE for approval.
- j. Warranties for computers purchased may be considered. If it is determined that a warranty makes sense for the item purchased, the IVRS counselor may consider this type of purchase.

### 3. EXCEPTIONS

- a. Purchasing more than one computer during the life of the case with the job candidate.
- b. See applicable policies for possible exceptions.

### 4. APPLICABLE FORMS/DOCUMENTS

- a. [Personal Computer Purchase Review Guide](#)
- b. [Financial Inventory \(R-406\)](#)
- c. [Request for Exception to Policy](#)
- d. [Purchase Principles](#)

### 5. TRAINING

- a. [Computer Request Policy Training](#)