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| **PART V. Case Management**  **Section A. Rehabilitation Planning** | |
| **CHAPTER 4. SUPPLIES AND EQUIPMENT** | |
| **Objectives** | After completion of this training, VR&E staff is expected to:   * Understand the process for authorizing supplies to Chapter 31 program participants. * Determine the supplies necessary for special programs and equipment. * Differentiate allowable from prohibited supplies. * Know the processes for upgrading, maintaining, replacing and recouping supplies. * Understand VR&E staff’s responsibilities in preventing abuse on purchase of supplies. |
| **Contents** | **General Information**  **Policy**  a. Determining When Supplies are Needed  b. Authorizing Supplies  1. Prior Authorization Not Required  2. Prior Authorization Required  3. Reasons for Early Release of Supplies  **Methods of Providing Supplies**  a. Training Facility  b. Government Purchase Card  c. Direct Reimbursement  **Providing Supplies for Special Programs**  a. Training in the Home  b. Farm Cooperative Training  c. Employment Services  d. Self-employment  e. Independent Living (IL)  f. On-the-Job Training (OJT)  g. Special Employer Incentive Program (SEI)  h. Non-paid Work Experience (NPWE)  **Special Equipment**  a. Equipment for Educational or Vocational Purposes  b. Sensory Aids and Prostheses  c. Modifications to Improve Access  d. Mobility Aids  **Vehicles**  **Firearms**  **Clothing, Magazines and Periodicals, and Items that May be Personally Used**  a. Clothing  b. Magazines and Periodicals  c. Items that May be Personally Used  **Supplies for Special Projects and Theses**  **Upgrades and Maintenance**  a. Extended Warranty/Service Plan  b. Upgrading to a New Computer System  c. End of VR&E Responsibility  **Replacement of Supplies**  a. Lost, Stolen, Misplaced or Damaged Supplies  b. Supplies Used in More Than One Part of the Program  **Repayment**  a. Consumable supplies  b. Non-consumable Supplies  c. Training in the Home and Self-employment  d. Transfers from Chapter 31 to Chapter 33  e. Procedures  f. Turn-in of Non-consumable Supplies  **Prevention of Abuse**  a. VRC Responsibilities  b. VR&E Officer Responsibilities |
| **Appendices** | Appendix O. VA Forms |
| **Exercises** | 1. Describe the process for determining and authorizing supplies for Chapter 31 Veterans. 2. When is prior authorization for supplies required? When is prior authorization not required? 3. Define the methods in which purchase of supplies may be authorized for Veterans. 4. In what instances can the Government Purchase Card be used for purchasing supplies? 5. Describe the process for providing supplies to Veterans participating in special programs. 6. What are the circumstances in which special equipment may be provided to a Veteran? 7. What are the equipment and supplies that may not be authorized for Veterans participating in a training program? 8. Describe the process for upgrading and maintaining computer system or special equipment for Veterans. 9. When is replacement of supplies authorized? 10. What are the circumstances in which a Veteran has to repay for purchase of supplies? 11. Describe the responsibilities of a VR&E Officer and VRC in the prevention of abuse in purchasing supplies. |
| **Rescissions** | Refer to VR&E Letter 28-24-14, Release of M28R, Part V, titled Case Management, which was released on November 5, 2013, or to the KMP in Policies & Guidance under the column ‘Rescinded’. |