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| **PART V. Case Management****Section B. Financial Responsibility and Accountability** |
| **CHAPTER 7. AUTHORIZING AND PROCESSING PAYMENTS FOR SERVICES** |
| **Objectives** | After completion of this training, VR&E staff is expected to:* Apply the guidelines in reviewing and determining appropriate authorizations for payments of services.
* Understand the methods for processing payments for rehabilitation services.
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| **Contents** | **General Information** **Processing Payments** a. Prompt Payment Rule (5 CFR 1315) 1. 5 CFR 1315.4 (b) 2. 5 CFR 1315.4 (f) 3. 5 CFR 1315.4 (g) b. Review of Invoice c. Receipt of Services d. Approval of an Invoice **Special Considerations** a. Facility Invoices 1. VAAR 831.7001-1 2. Public Law 111-377 3. Roles and Responsibilities 4. Procedures b. Invoices for Tutorial Services c. VetSuccess Contract Invoices d. Invoices for Supplies 1. Appropriateness 2. Lessening Competitive Disadvantage **Medical Services** |
| **Appendices** | Appendix O. VA FormsAppendix AS. Sample School Notification Letter |
| **Exercises** | 1. Define the specific directives under the Prompt Payment Rule.
2. What are the procedures for reviewing invoices?
3. What are the considerations when reviewing receipts of services for approval?
4. What is the provision regarding the Higher Education Act of 1965 or Pell Grant?
5. What are the responsibilities of the training facility and the VR&E case manager regarding school authorizations and invoices?
6. Discuss the procedures for processing payments for tuition and fees.
7. Describe the procedures for reviewing invoices for tutorial services, VetSuccess Contract services, medical services, and supplies.
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| **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titled Case Management, which was released on November 5, 2013, or to the KMP in Policies & Guidance under the column ‘Rescinded’. |