1. **PRINCIPLES**
   
   The following principles are followed by IVRS when purchasing goods or services for job candidates:
   
   a. IVRS may purchase goods or services as needed for the Potentially Eligible as well as for eligible job candidates. For the Potentially Eligible, purchases must align with at least one of the five required Pre-Employment Transition Services (Pre-ETS) indicated on the Pre-ETS Agreement. For eligible job candidates, purchases are allowable once it has been determined that the services are needed to achieve the employment outcome outlined on the Individualized Plan for Employment (IPE) or are necessary to assess the individual’s eligibility and vocational rehabilitation needs. This includes the use of inventories and activities purchased by the agency.
   
   b. Items purchased become the job candidate’s property on the date the items are purchased. Liability is assumed by the job candidate from that date.
   
   c. IVRS will not pay for additional features that exceed the requirements to meet the job candidate’s vocational objective. Job candidates will have the option of purchasing at their own expense those features that exceed vocational needs, but may enhance the individual’s family or social life.
   
   d. IVRS seeks and purchases the most economical goods (items/models) or services that meet the job candidate’s vocational needs.
   
   e. IVRS will inform job candidates that all purchases must be approved jointly by the job candidate and IVRS prior to the purchase. Additionally, any change to planned
purchases must also be discussed and approved jointly by IVRS and the job candidate prior to making a purchase.

f. IVRS will encourage all job candidates to develop strategies and savings programs to pay for replacement goods (items/models) or upgrades. This conversation should be documented through the case notes.

g. When considering what goods (items/models) or services to purchase for a job candidate, the following questions should always be asked:
   i. Is the good or service necessary and required by the disability so the individual can successfully perform the training/job function?
   ii. Is the good or service truly needed for the individual to be able to perform the essential functions of their job?
   iii. Is there an economical good or service that will permit the individual to perform the essential functions of their job?
   iv. Are there other parties or entities responsible for providing or contributing to the cost(s) of a good or service?

h. Refer to the Procurement Policy for the procurement process.

2. EXCEPTIONS
   a. None

3. APPLICABLE FORMS/DOCUMENTS
   a. Purchases for home modifications require completion of the Home Modification Checklist.
   b. Purchases for vehicle modifications require completion of the Vehicle Modifications Checklist.
   c. Procurement Policy