



### Policy on Service Transition Criteria

It is the policy of MORE Group that persons referred and accepted for services shall be accepted for and served by the program best designed to meet the individual needs, preferences and expectations of the person served. Advisors making decisions on acceptance for services shall refer to the individual entrance criteria for individual programs, Employment Services and Supported Employment Services. Each program has its own distinct entrance criteria.

In the event an individual begins one service and circumstances later indicate the other service would be more appropriate, the Advisor shall contact the referring VR Counselor and provide justification for transitioning to what is considered the more appropriate service. If both parties agree, the Advisor discusses the factors with the person served and obtains his/her approval to move ahead with a change in authorization for the new services. If the VR Counselor does not agree with the transfer, the Advisor will seek justification from the referral source to continue with authorized services. If the Advisor can't accept the VR Counselor's justification for the existing service, the Advisor may recommend discontinuation of services and referral to another provider.

For individuals who require services beyond the end date of the service authorization, the Advisor shall contact the referring VR Counselor for an extended authorization date. The Advisor shall provide justification for continuing services and an extension. Services will not be continued without proper VR authorization.