

UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES
REHABILITATION SERVICES ADMINISTRATION
WASHINGTON, D.C. 20202

POLICY DIRECTIVE

RSA-PD-14-02

DATE: October 25, 2013

TO: STATE VOCATIONAL REHABILITATION AGENCIES
STATE REHABILITATION COUNCILS
CLIENT ASSISTANCE PROGRAMS
AMERICAN INDIANS VOCATIONAL REHABILITATION
SERVICES
TECHNICAL ASSISTANCE AND CONTINUING EDUCATION
CENTERS

SUBJECT: Revision of PD-13-04 instructions for the completion of the Annual Vocational Rehabilitation Program/Cost Report (RSA-2) for the State Vocational Rehabilitation Services Program and the State Supported Employment Services Program.

POLICY

STATEMENT:

Through this Policy Directive (PD), the Rehabilitation Services Administration (RSA) is transmitting a copy of the revised RSA-2 form and instructions for the vocational rehabilitation (VR) and supported employment (SE) programs. The Office of Management and Budget has approved this information collection (OMB control number 1820-0017) until May 31, 2016. RSA will implement the revised RSA-2 form and instructions for federal fiscal year 2014 and all subsequent fiscal years, beginning on October 1, 2013.

RSA uses the RSA-2 to collect data on the VR SE programs authorized under Titles I and VI, respectively, of the *Rehabilitation Act of 1973*, as amended (*Rehabilitation Act*). The RSA-2 captures:

1. administrative expenditures for the VR and SE programs;
2. VR program service expenditures by category;
3. SE program service expenditures;
4. expenditures for the VR program by number of individuals receiving purchased services;
5. the costs by type of services provided; and
6. a breakdown of staff employed by VR agencies.

The basic data comprising the RSA-2 are mandated by the *Rehabilitation Act* as specified in Section 101(a)(10)(D). Section 13 of the *Rehabilitation Act* requires the Commissioner of RSA to collect and report information to

the Congress and the President through an Annual Report. Section 626 requires that the same information be reported for individuals who received SE services.

RSA uses the data to:

1. determine the average cost of services the VR program purchases;
2. provide information necessary for the completion of the Department of Education's annual budget request;
3. respond to inquiries from Congress, other federal agencies, states, organizations, and private individuals;
4. respond to audits conducted by the Department of Education's Office of Inspector General and the General Accountability Office; and
5. plan for the distribution of federal funds for training and manpower development.

In response to additional comments and questions received from grantees subsequent to the issuance of PD-13-04, RSA made minor grammatical and technical changes to further clarify the instructions and provide additional space to accommodate the reporting of multiple labor hour categories. Specifically, revisions to PD-13-04 include the following:

1. clarified that, since unliquidated obligations are not reported on the RSA-2 form, agencies must report expenditures that have been disbursed, or accrued in accordance with 34 CFR 80.3;
2. removed "Administration Personnel Costs" (Schedule I, Line A), which are included under "Direct Administration Costs" or "Indirect Administration Costs;"
3. added additional space for reporting multiple labor hour categories in Schedule II of the form, and revised the instructions under "Administrative Staff" and "Staff Supporting Counselor Activities" (Schedule II, lines 1 and 3) to be consistent with administration and service expenditures on Schedule I;
4. clarified that personnel costs of district and field office supervisors are reported as administrative personnel costs (as well as staff travel, rent, utilities, and supply costs, etc. of field offices), unless the supervisor is managing a caseload or performing functions of the VR counselor;
5. revised the definition of "Assessment, Counseling, Guidance, and Placement" to be consistent in reporting administration costs and services expenditure costs;
6. revised instructions under "Services Provided by Agency" (Schedule I line 2.A) to clarify and delineate service costs under agency provided field office and agency-operated community rehabilitation program (CRP) service costs, from administrative costs related to district or field office staff travel, rent, utilities, and supply costs, etc. (Schedule I, line 1);

7. clarified that “Establishment, Development or Improvement of [CRPs]” and “Construction of Facilities for [CRPs]” are only for applicants or eligible individuals of the VR program (Schedule I lines 3.A and 3.B);
8. expanded the instructions under “Business Enterprise Program” costs (Schedule I, line 3.C to include maintenance and repair of equipment);
9. expanded the examples provided under “Transition Consultation and Technical Assistance” (Schedule I, line 3.D);
10. clarified throughout the form that SE expenditures and labor hours reported are based upon both federal and non-federal SE funds;
11. added a reference to expenditures for third-party cooperative arrangements under the instructions for Schedule III, to ensure consistency with services purchased under the “Other Public Vendors” category (Schedule I, line 2.B.3);
12. revised the description under “Vocational Rehabilitation Counseling and Guidance” (Schedule III, line 3) to accurately reflect the definition within the VR regulations; and
13. revised the description under “On-the-job Supports – SE” (Schedule III, line 17) to accurately reflect the definition within the VR regulations.

Electronic Submission

Reports must be submitted electronically through RSA.ED.GOV. In addition, grantees are responsible for maintaining a hard copy of the report, signed by the certifying official, for verification purposes.

To enter data into this report online, visit the [RSA website at http://rsa.ed.gov](http://rsa.ed.gov). To enter data, individuals must have a user ID and password. If you do not have a user ID, select *Help* and then *Info for New Users* for instructions. The procedures for obtaining a user ID are also located in the [“Getting Started” section of the RSA.ED.GOV User Guide at http://www.ed.gov/rschstat/eval/rehab/rsamis/rsamis_help.html](http://www.ed.gov/rschstat/eval/rehab/rsamis/rsamis_help.html).

If you have any questions about completing the RSA-2, please contact the RSA Financial Management Specialist for your state.

CITATIONS

IN LAW:

Sections 3(b), 13(a), 101, 103, 131, and 625 of the Rehabilitation Act of 1973, as amended.

CITATIONS IN REGULATIONS:

34 CFR 76.702, 76.707, 76.709; 34 CFR 77.1; 34 CFR 80.3, 80.20, 80.22, 80.23, 80.24, 80.25, 80.41(b), 80.50; 34 CFR 361.40; 361.60(b), 361.63, and 361.64.

EFFECTIVE
DATE: Immediately Upon Issuance

EXPIRATION
DATE: May 31, 2016

INQUIRIES: RSA Financial Management Specialists

/s/ _____
Janet L. LaBreck
Commissioner

Attachments:

cc: Council of State Administrators of Vocational Rehabilitation
National Council of State Agencies for the Blind
National Disability Rights Network

U.S. Department of Education
Office of Special Education and Rehabilitative Services
Rehabilitation Services Administration

ANNUAL VOCATIONAL REHABILITATION PROGRAM/COST REPORT (RSA-2)

State: _____

Fiscal Year: _____

Agency: _____

[] Blind [] Combined [] General

SCHEDULE I: Agency Expenditures

1. Administration Expenditures

- A. Direct Administration Costs \$ _____
B. Indirect Costs \$ _____
C. Administration Expenditures for the SE Program Included in 1.A and 1.B \$ _____

2. Service Expenditures

A. Services Provided by Agency

1. Services Provided by Agency Field Office Staff

- a. Assessment, Counseling, Guidance, and Placement Costs \$ _____
b. All other services, including Orientation, Mobility and Rehab Teaching/ Training Services Costs \$ _____

2. Services Provided by Agency-Operated Community Rehabilitation Program (CRP) Staff

- a. Assessment, Counseling, Guidance, and Placement Costs \$ _____
b. All other services, including Orientation, Mobility and Rehab Teaching /Training Services Costs \$ _____

B. Services Purchased by Agency From:

- 1. Public Community Rehabilitation Programs \$ _____
2. Private Community Rehabilitation Programs \$ _____
3. Other Public Vendors \$ _____
4. Other Private Vendors \$ _____

3. Services to Groups Expenditures

- A. Establishment, Development or Improvement of CRPs \$ _____
B. Construction of Facilities for CRPs \$ _____
C. Business Enterprise Program \$ _____
D. Transition Consultation and Technical Assistance \$ _____
E. All other services to groups \$ _____

4. Total Agency Expenditures

- A. Total SE Program Expenditures included in Sections 1, 2 and 3 above \$ _____
B. Total Innovation and Expansion Activity Costs included in 1, 2 and 3 above \$ _____

SCHEDULE II: Labor Hours

1. Staff Function Category 1

Category 1	Labor Hours
a. Number of hours per week considered full time for the positions reported on below	
b. Administrative Staff	
c. Counselor Staff	
d. Staff Supporting Counselor Activities	
e. Other Staff	

2. Staff Function Category 2 (for positions with different hourly full time requirement than Category 1)

Category 2	Labor Hours
a. Number of hours per week considered full time for the positions reported on below	
b. Administrative Staff	
c. Counselor Staff	
d. Staff Supporting Counselor Activities	
e. Other Staff	

SCHEDULE III: Number of Individuals Served and Purchased Service Expenditures by Service Category

Service Category	Number of Individuals	Amount
1. Assessment		\$
2. Diagnosis and Treatment of Impairments		\$
3. Vocational Rehabilitation Counseling and Guidance		\$
4. Graduate College or University Training		\$
5. Four-Year College or University Training		\$
6. Junior or Community College Training		\$
7. Occupational or Vocational Training		\$
8. On-the-job Training		\$
9. Apprenticeship Training		\$
10. Basic Academic Remedial or Literacy Training		\$
11. Job Readiness Training		\$
12. Disability Related Skills Training		\$
13. Miscellaneous Training		\$
14. Job Search Assistance		\$
15. Job Placement Assistance		\$
16. On-the-job Supports – Time-limited		\$
17. On-the-job Supports – Supported Employment		\$
18. Transportation		\$
19. Maintenance		\$
20. Rehabilitation Technology		\$

Service Category	Number of Individuals	Amount
21. Reader		\$
22. Interpreter		\$
23. Personal Attendant		\$
24. Technical Assistance		\$
25. Information and Referral		\$
26. Benefits Counseling		\$
27. Customized Employment		\$
28. Other		\$

29. Total Purchased Services Expenditure

A. Total SE Program Service Expenditures included in Schedule III above \$ _____

30. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

- A. Typed or Printed Name and Title of Authorized Certifying Official: _____
- B. Telephone (Area code, number and extension): _____
- C. Email Address: _____
- D. Signature of Authorized Certifying Official: _____
- E. Date Report Submitted (Month, Day, Year): _____

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0820-0017. Public reporting burden for this collection of information is estimated to average four hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0820-0017), Washington, DC 20503.

Instructions

Annual Vocational Rehabilitation Program/Cost Report (RSA-2)

The Annual Vocational Rehabilitation Program/Cost Report (RSA-2) collects data on the Title I, State Vocational Rehabilitation (VR) Services Program and Title VI-B, State Supported Employment (SE) Services Program authorized under the Rehabilitation Act of 1973, as amended (*Rehabilitation Act*). The RSA-2 captures:

1. administrative expenditures for the VR and SE programs;
2. VR program service expenditures by category;
3. SE service expenditures;
4. expenditures for the VR program by number of individuals receiving purchased services;
5. the costs by type of services provided; and
6. a breakdown of staff employed by the VR agencies.

The basic data comprising the RSA-2 are mandated by the *Rehabilitation Act* as specified in Section 101(a)(10)(D). Section 13 of the *Rehabilitation Act* requires the Commissioner to collect and report information to the Congress and the President in an Annual Report. Section 626 requires that the same information be reported for individuals who received SE services.

RSA uses the data to:

1. determine the average cost of services the VR program purchases;
2. provide information necessary for the completion of the Department of Education's annual budget request;
3. respond to inquiries from Congress, other federal agencies, states, organizations, and private individuals;
4. respond to audits conducted by the Department of Education's Office of Inspector General and the General Accountability Office; and
5. plan for the distribution of federal funds for training and manpower development.

When these data are analyzed in conjunction with data collected through other instruments (RSA-113, Quarterly Cumulative Caseload Report and the RSA-911, Case Service Report), RSA can determine the average cost of the services the VR program provides, compare single agency data across a given timespan, as well as make comparisons both between agencies and to national averages. This assessment allows RSA to identify problem areas and target technical assistance. Additionally, the labor hours reported on the RSA-2 are used as the basis for distributing funds allotted under discretionary grants, such as those for in-service training of state agency personnel.

VR agencies must submit an RSA-2 for each Federal Fiscal Year (FY) (October 1 – September 30). The RSA-2 report must be submitted to the Rehabilitation Services Administration (RSA) by *December 31* following the close of the FY, to ensure RSA's ability to meet the timelines for distributing the discretionary in-service training funds and completing required federal reporting. As a result, RSA will not grant extensions to the December 31 due date.

For the purpose of this report, expenditures include non-federal and federal funds, including program income, used in the VR and SE programs. *Expenditures do not include unliquidated obligations.* The RSA-2 requires reporting expenditures that have been disbursed, or accrued in accordance with 34 CFR 80.3. If the recipient's accounting records are kept on an accrual basis, the recipient shall not be required to convert its accounting system; however, the recipient is required to report the amount of expenditures accrued.

The RSA-2 report consists of three schedules:

<u>Schedule</u>	<u>Title</u>
Schedule I	Agency Expenditures
Schedule II	Labor Hours
Schedule III	Number of Individuals Served and Purchased Service Expenditures by Service Category

Definitions

Unless otherwise defined in this document, the terms used in these instructions are defined in the *Rehabilitation Act* or program regulations at 34 CFR Parts 361 or 363, or in the Education Department General Administrative Regulations (EDGAR) at 34 CFR Part 80. VR regulations at 34 CFR 361.4(a)(5) make it clear that 34 CFR Part 80 applies to the VR program. The only exception, according to 34 CFR 361.4(a)(5) of the VR regulations, is 34 CFR 80.24(a)(2). No other exceptions are made for 34 CFR Part 80 with regard to the VR program. SE program regulations at 34 CFR 363.5(a)(4) identifies 34 CFR Part 80 as applicable to the SE program.

For the purpose of these instructions, the following definitions also apply:

1. Assessment, Counseling, Guidance, and Placement:

Assessment, counseling, guidance and placement includes:

- trial work experiences;
- the development of an individualized plan for employment (IPE);
- services for extended evaluation;
- collection and retrieval of information (e.g., medical records or school transcripts);
- expenditures made in providing periodic reviews and reevaluations of individuals with disabilities who were determined to be ineligible for VR services or have been placed in extended employment in CRPs to determine the feasibility of obtaining or maintaining employment, or participating in training for future employment in the competitive labor market; and
- salaries and fringe benefits of all personnel providing assessment, counseling, guidance, and placement services.

2. Community Rehabilitation Program (CRP):

A program that provides directly or facilitates the provision of VR services to individuals with disabilities, and that provides, singly or in combination, for an individual with a disability to enable the individual to maximize opportunities for employment, including career advancement (*Rehabilitation Act* Section 7(5); 34 CFR 361.5(b)(9)). Specifically, in accordance with the *Rehabilitation Act* Section 7(5) and 34 CFR 361.5(b)(9), CRP is defined as follows:

- (i) Community rehabilitation program means a program that provides directly or facilitates the provision of one or more of the following vocational rehabilitation services to individuals with disabilities to enable those individuals to maximize their opportunities for employment, including career advancement:
- (A) Medical, psychiatric, psychological, social, and vocational services that are provided under one management.
 - (B) Testing, fitting, or training in the use of prosthetic and orthotic devices.
 - (C) Recreational therapy.
 - (D) Physical and occupational therapy.
 - (E) Speech, language, and hearing therapy.
 - (F) Psychiatric, psychological, and social services, including positive behavior management.

- (G) Assessment for determining eligibility and vocational rehabilitation needs.
 - (H) Rehabilitation technology.
 - (I) Job development, placement, and retention services.
 - (J) Evaluation or control of specific disabilities.
 - (K) Orientation and mobility services for individuals who are blind.
 - (L) Extended employment.
 - (M) Psychosocial rehabilitation services.
 - (N) Supported employment services and extended services.
 - (O) Services to family members if necessary to enable the applicant or eligible individual to achieve an employment outcome.
 - (P) Personal assistance services.
 - (Q) Services similar to the services described in paragraphs (A) through (P) of this definition.
- (ii) For the purposes of this definition, the word program means an agency, organization, or institution, or unit of an agency, organization, or institution, that provides directly or facilitates the provision of vocational rehabilitation services as one of its major functions.

3. Comparable Services and Benefits:

In accordance with 34 CFR 361.5(b)(10), comparable services and benefits refer to services and benefits that are:

- (A) Provided or paid for, in whole or in part, by other Federal, State, or local public agencies, by health insurance, or by employee benefits;
 - (B) Available to the individual at the time needed to ensure the progress of the individual toward achieving the employment outcome in the individual's individualized plan for employment, in accordance with 34 CFR 361.53; and
 - (C) Commensurate to the services the individual would otherwise receive from the designated State VR agency.
- (ii) For the purpose of this definition, comparable benefits do not include awards and scholarships based on merit.

4. Field Office:

Locations, other than the designated State unit's central office, where services are provided to consumers by a state VR agency. Field offices are typically located strategically throughout a state to be within reasonable reach of any person with a disability.

5. VR Program Funds:

Except where indicated otherwise in these instructions, VR program funds refer to Title I, State VR Services Program, federal and non-federal funds. *This includes amounts in excess of the required non-federal share (match).* In accordance with 34 CFR 361.60, non-federal funds include funds obtained through:

- A. state appropriations;
- B. third-party cooperative arrangements (34 CFR 361.28);
- C. funds from establishment, development, or improvement of a public or nonprofit community rehabilitation program (34 CFR 361.5(b)(17));
- D. Business Enterprise programs (34 CFR 361.49); and
- E. interagency transfers.

6. SE Program Funds:

Title VI-B, State Supported Employment Services Program, federal and non-federal funds. SE Program funds are administered under a State Plan supplement to the state agency's Title I State plan for VR services (34 CFR 361.34(a)). Include in this category state appropriations and other non-federal funds expended in the SE program prior to the transition to extended services. Extended services refers to ongoing support services and other appropriate services provided by a state agency,

private non-profit organization, employer, or any other appropriate resource from funds other than funds received for VR or SE program purposes after an individual with the most severe disabilities has made the transition from state VR agency support (34 CFR 363.6(c)(iv)).

7. Other Rehabilitation Funds:

Funds, other than VR or SE program funds, that are under the control of the state VR agency and are not eligible to be used as match for VR program federal funds. *Program income is included in this category because it cannot be used as match.* This category may also include other sources of funds; however, do not include any funds under the control of other agencies or programs (e.g., comparable benefits).

8. Other Services, including Orientation, Mobility and Rehabilitation Teaching/Training Services:

Expenditures for services provided directly by state VR agency personnel other than assessment, counseling, guidance and placement services. The amount reported for this category includes the salaries and fringe benefit costs of all staff that provide these services, as well as other agency expenses incident to the provision of these services. Examples of services under this category include orientation and mobility training, rehabilitation teaching, and job coaching. Do not include the salaries of staff and support personnel, and other agency expenses for the provision of management and supervision and other services under the Business Enterprise Program, those expenditures should be reported on Schedule I, line 3C.

9. Program Income:

Gross income received by the state VR agency that is directly generated by an activity supported under the VR or SE program (34 CFR 80.25). Sources of program income include:

- A. payments from the Social Security Administration for assisting Social Security beneficiaries and recipients to achieve employment outcomes;
- B. payments received from workers' compensation funds;
- C. fees for services to defray part or all of the costs of services provided to particular individuals;
- D. income generated by state VR agency-operated CRPs;
- E. consumer financial contributions resulting from financial means tests; and
- F. payments or reimbursement from insurers for consumer services.

Form Instructions

Note: All amounts must be reported in whole dollars only.

Schedule I: Agency Expenditures

Schedule I is used to report the total amount of expenditures from federal and non-federal VR and SE program funds and other rehabilitation funds.

1. Administration Expenditures - Expenditures incurred in the performance of administrative functions under the vocational rehabilitation program, including expenses related to program planning, development, monitoring, and evaluation. Examples include, but are not limited to: expenditures for quality assurance; budgeting, accounting, financial management and information systems; providing program information to the public; technical assistance and support services to other State agencies, private nonprofit organizations, and businesses and industries; State Rehabilitation Council and other advisory committees; professional organization membership dues for DSU employees; the removal of architectural barriers in State VR agency offices and State-operated rehabilitation facilities; operating and maintaining designated State unit (DSU) facilities, equipment, and grounds; supplies; administration of Comprehensive System of Personnel Development, including personnel administration, training and staff development; administrative salaries, including support staff; travel costs, costs incurred in conducting reviews of determinations made by personnel of the DSU; and legal expenses (34 CFR 361.5(b)(2)).

1.A. Direct Administration Costs

Enter the amount expended on direct costs, including administration personnel, and all other VR and SE program administrative expenses. Other administrative expenses include staff travel, rent, utilities, and supply costs, etc. of administration, district, and field offices, as well as personnel costs of supervisors who do not manage a caseload or perform the functions of a VR counselor.

1.B. Indirect Administration Costs

Enter the amount expended for administrative costs claimed through either an approved Indirect Cost Rate Agreement or Cost Allocation Plan (2 CFR 225, Appendix B), including administration personnel.

1.C. Administration Expenditures for the SE Program Included in 1.A and 1.B

Enter the total amount of SE program expenditures reported on lines 1.A and 1.B.

2. Service Expenditures

2.A. Services Provided by Agency

Report in this category expenditures made by the state VR agency for services provided directly by its personnel. The expenditures are calculated based on the location of the personnel providing the services (Field Offices or Agency-Operated CRPs). *Do not include in this section expenses related to staff travel, rent, utilities, and supply costs, etc. of agency operated CRPs, district offices, and field offices, which are reported under Administration Expenditures in line 1 above.* Under this section report the portion of personnel costs that supervisors or rehabilitation teachers spend managing caseloads and performing the functions of a VR counselor.

2.A.1. Services Provided by Agency Field Office Staff

- a. **Assessment, Counseling, Guidance, and Placement Costs**
Enter the amount expended for assessment, counseling, guidance, and placement services provided by agency field office staff.
- b. **All other services, including Orientation, Mobility and Rehab Teaching/Training Services Costs**
Enter the amount expended for all other services, including orientation, mobility, and rehab teaching/training services provided by agency field office staff.

2.A.2. Services Provided by Agency-Operated Community Rehabilitation Program (CRP) Staff

- a. **Assessment, Counseling, Guidance, and Placement Costs**
Enter the amount expended for assessment, counseling, guidance, and placement services provided by staff employed at agency-operated CRP(s).
- b. **All others services, including Orientation, Mobility and Rehab Teaching/Training Services Costs**
Enter the amount expended for all other services, including orientation, mobility, and rehab teaching/training services provided by staff employed at agency-operated CRP.

2.B. Services Purchased by Agency From:

2.B.1. Public Community Rehabilitation Programs

Enter the amount expended for services purchased from public CRPs. Public CRPs are programs that are operated by a state, county, municipal, or other local government.

2.B.2. Private Community Rehabilitation Programs

Enter the amount expended for services purchased from private CRPs.

2.B.3. Other Public Vendors

Enter the amount expended for services purchased from public vendors other than CRPs. Public vendors are organizations or agencies of State, county, municipal or other local government. Include expenditures for services purchased from vendors (e.g., doctors, schools, etc.) and third-party cooperative arrangements.

2.B.4. Other Private Vendors

Enter the amount expended for services purchased from private vendors other than CRPs. Private vendors include private not-for-profit organizations, such as VR providers (other than CRPs), as well as proprietary businesses, such as private hospitals and mental health clinics. Include expenditures for services purchased from vendors (e.g., doctors, schools, etc.) as well as contracted service delivery staff.

3. Services to Groups Expenditures

3.A. Establishment, Development or Improvement of Community Rehabilitation Programs (34 CFR 361.5(b)(17); 34 CFR 361.5(b)(18))

Enter the amount expended for the establishment, development or improvement for public or nonprofit CRPs that benefit VR applicants or eligible individuals.

3.B. Construction of Facilities for Community Rehabilitation Programs

(34 CFR 361.5(b)(12); 34 CFR 361.60(a)(2))

Enter the amount expended for the construction of facilities for public or nonprofit CRPs that benefit VR applicants or eligible individuals. The federal share of expenditures made for the construction of a facility for CRP purposes may not be more than 50 percent of the total cost of the project.

3.C. Business Enterprise Program (34 CFR 361.49(a)(5))

Enter the amount expended for the Business Enterprise Program (e.g., Randolph-Sheppard). The Business Enterprise Program is the program in which individuals with significant disabilities operate vending facilities or other small businesses *under the management and supervision of the State VR agency*. Include in this total the expenditures for management services and supervision, initial stock and supplies, the operational costs of a small business enterprise during its initial establishment period not to exceed six months (PAC-89-02), and the maintenance and repair of equipment (PD-99-05).

3.D. Transition Consultation and Technical Assistance

Consultative and technical assistance services to assist educational agencies in planning for the transition of students with disabilities from school to post-school activities, including employment (e.g., general VR training sessions with school staff (e.g., special education teachers, school guidance counselors, transition coordinators, social workers, etc.) regarding the VR program; or contracts to provide technical assistance to educational agencies).

3.E. All other services to groups

Enter the total amount expended for services to groups of individuals with disabilities that was not reported elsewhere on lines 3.A through 3.D. All services to groups should include the expenditure of VR funds.

Examples of the types of services that would be included in this category are:

- a. Telecommunications systems, including telephone, television, video conferencing systems, satellite, radio, and similar systems, that have the potential for substantially improving service delivery methods of activities described in the State plan, and developing appropriate programming to meet the particular needs of individuals with disabilities.
- b. Special services to provide non-visual access to information for individuals who are blind, including the use of telecommunications, Braille, sound recording, or other appropriate media;
- c. Captioned television, films, or other media for individuals who are deaf or hard of hearing; tactile materials for individuals who are deaf-blind; and other special services that provide information through tactile, vibratory, auditory, and visual media.
- d. Technical assistance and support services to businesses that are not subject to Title I of the Americans with Disabilities Act of 1990 and that are seeking to employ individuals with disabilities.
- e. Other services that promise to contribute substantially to the rehabilitation of a group of individuals but that are not related directly to the IPE of any one individual with a disability.

4. Total Agency Expenditures

4.A. Total SE Program Expenditures included in Sections 1, 2 and 3 above

Enter the total amount of SE program expenditures (both federal and non-federal) that are included in Schedule I, Sections 1, 2 and 3.

4.B. Total Innovation and Expansion Activity Costs included in Sections 1, 2 and 3 above
Enter the total amount of Innovation and Expansion Activity Costs included in Schedule I Sections 1, 2 and 3.

Schedule II: Labor Hours

This schedule reports the number of labor hours for agency staff who perform services for the VR and SE programs. Agency personnel whose salaries are charged in whole or in part to VR, SE, or other rehabilitation funds must be reported.

Labor hours are calculated using the number of hours worked during the reporting period. Since the reporting period for the RSA-2 report is October 1 – September 30, the number of weeks in the reporting period is 52. When calculating labor hours, include authorized leave (e.g., sick, vacation, jury duty, etc.).

- To compute the number of labor hours worked by full-time employees, multiply the number of full-time employees by 40 (hours per week) by 52 (number of weeks in the reporting period). For example, if calculating labor hours per year and the agency had five full-time employees, the agency would multiply $5 \times 40 \times 52$ to get 10,400 hours.
- To compute the labor hours worked by part-time employees, multiply the number of hours worked per week by the number of weeks worked. Continuing the example, if the agency had one part-time employee who worked 20 hours per week for 30 weeks of the year and two others who worked 10 hours per week for 52 weeks, multiply $1 \times 20 \times 30$ to equal 600 and $2 \times 10 \times 52$ to equal 1,040. Then, add 600 and 1,040 to equal a total of 1,640 labor hours for part-time workers.
- Add the number of labor hours for full-time and part-time employees. In this example, add 10,400 to 1,640 to equal a total of 12,040 labor hours worked.

Staff Function Category 1 and 2

a. State's Full Time Hours

Enter the number of hours per week considered full time in the State (e.g., 37.5 hours, 40 hours, etc.). For states that have job classifications with different requirements regarding the number of weekly hours that constitute full-time employment, report separately the total labor hours associated with the full-time hourly requirement for those positions. For example, a State that uses: 1) 40 hours per week as full time for one category of job classification, report those hours in Staff Function Category 1; and 2) uses 37.5 hours per week as full time for a separate category of job classification, report those hours in Staff Function Category 2.

b. Administrative Staff

Enter the number of labor hours for agency personnel that perform administrative functions. Included in this category are program evaluators, program planners, budgeting and fiscal personnel, and staff development. Clerical personnel who support the above administrative staff functions are also included. The individuals who comprise administrative staff typically include headquarters staff, and district and field office supervisors (except that portion or their time assigned to a caseload). They are the staff whose costs were reported on line 1.A of Schedule I. Do not include in this category the labor hours for staff whose salaries are subject to distribution pursuant to an approved Indirect Cost Rate Agreement or Cost Allocation Plan.

c. Counselor Staff

Enter the number of labor hours for agency personnel who carry a VR caseload and perform VR counselor functions. Include the hours that supervisors or rehabilitation teachers spend managing caseloads and performing the functions of a VR counselor.

d. Staff Supporting Counselor Activities

Enter the number of labor hours for agency personnel, other than those included as administrative or counselor staff above, who directly or indirectly support counselor staff in providing services to individuals with disabilities. Included in this category are medical consultants, interviewers, placement officers and specialists, non-caseload carrying rehabilitation teachers, psychologists, social workers, and other professional personnel who do not have a caseload carrying responsibility.

e. Other Staff

Enter the number of labor hours for agency personnel that are not recorded in any of the above categories. Included in this category are staff providing management and supervision services under the Business Enterprise Program (e.g., Randolph-Sheppard Program), State Coordinators for the Deaf and the Deaf/Blind, etc.

Schedule III: Number of Individuals Served and Purchased Service Expenditures by Service Category

The purpose of this schedule is to provide information on the number of individuals with disabilities receiving purchased services and on the funds expended on their behalf by the State VR agency for each major type of VR service using VR or SE program funds during the fiscal year for which the form is being prepared. The service categories in Schedule III are the same as those reported on the RSA-911. The dollar amounts to be reflected on this schedule are the same as the total of the amounts included in Schedule I Section 2.B., Services Purchased by Agency, lines 1 through 4. The number of individuals served under third-party cooperative arrangements, and the funds spent providing VR services to those individuals under the arrangements, are included in this schedule.

In the column “Number of Individuals,” enter the number of individuals for whom services were purchased by the State VR agency. If an individual received a service under one of the categories more than one time, count that individual only once for that service category. For the lines in the columns titled “Amount,” enter the amount of purchased service expenditures made by the State VR agency for the respective VR service categories.

In the “Number of Individuals” column, no individual may be counted more than once in a single category, but the same individual may be included in more than one category. However, if, during the FY covered by this report, an individual had his or her record of services closed and that individual later reapplied for services by September 30th of that FY, count that individual as two separate individuals for the purposes of reporting the number of individuals on Schedule III.

1. Assessment

Assessment means services provided and activities performed to determine an individual’s eligibility for VR services, to assign an individual to a priority category of a State VR agency that operates under an order of selection, and/or to determine the nature and scope of VR services to be included in the IPE. Include here trial work experiences and extended evaluation. Assessments to determine eligibility, assignment of a priority category or the nature or scope of services to be included on the IPE include, but are not limited to psychological assessments, audiological evaluations, dental and medical exams and other assessments of personality, interests, interpersonal skills, intelligence and related functional capacities, educational achievements, work experience, vocational aptitudes, personal and social adjustments, and employment opportunities of the individual and the medical, psychiatric, psychological, and other pertinent vocational, educational, cultural, social, recreational, and environmental factors that affect the employment and rehabilitation needs of the individual. (34 CFR 361.5(b)(6) and 34 CFR 361.48)

2. Diagnosis and Treatment of Impairments

Diagnosis and treatment of impairments are those services beyond assessment as defined in 34 CFR 361.5(b)(6). This category is not meant to include assessment services such as a psychological or psychiatric evaluation, medical or dental exam. The services in this service category refer to the diagnosed disability and are necessary for the achievement of the individual’s employment goal. (34 CFR 361.48)

Diagnosis and treatment of impairments means:

- a) Corrective surgery or therapeutic treatment that is likely, within a reasonable period of time, to correct or modify substantially a physical or mental impairment that constitutes a substantial impediment to employment;
- b) Diagnosis and treatment for mental and emotional disorders by qualified personnel who meet State licensure laws;
- c) Dentistry;
- d) Nursing services;

- e) Necessary hospitalization (either inpatient or outpatient care) in connection with surgery or treatment;
- f) Drugs and supplies;
- g) Prescription of prosthetics and/or orthotics related to the individual's diagnosed disability and is necessary for the achievement of the employment outcome;
- h) Prescription of eyeglasses and visual services, including visual training, related to the individual's diagnosed disability and necessary for the achievement of the employment outcome;
- i) Podiatry;
- j) Physical therapy;
- k) Occupational therapy;
- l) Speech or hearing therapy;
- m) Mental health services;
- n) Treatment of either acute or chronic medical complications and emergencies that are associated with or arise out of the provision of physical and mental restoration services or that are inherent in the condition under treatment;
- o) Special services for the treatment of individuals with end-stage renal disease, including transplantation, dialysis, artificial kidneys, and supplies;
- p) Other medical or medically related rehabilitation services; and
- q) Medical care for acute conditions arising during rehabilitation and constituting a barrier to the achievement of an employment outcome is also included in this category.

3. Vocational Rehabilitation Counseling and Guidance

Vocational rehabilitation counseling and guidance includes information and support services to assist an individual in exercising informed choice.

General Note on Training

Training services are designed to help the individual improve educationally or vocationally or to adjust to the functional limitations of his or her impairment. If the individual receives more than one type of training, each type should be recorded. For those individuals not seeking a degree or certificate, but are attending a course in a college or university, code this type of training under Miscellaneous Training.

4. Graduate College or University Training

Full-time or part-time academic training leading to a degree recognized as being beyond a baccalaureate degree, such as a Master of Science, Arts (M.S. or M.A.) or Doctor of Philosophy (Ph.D.) or Doctor of Jurisprudence (J.D.). Such training may be provided by a college or university.

5. Four-Year College or University Training

Full-time or part-time academic training leading to a baccalaureate degree, a certificate or other recognized educational credential. Such training may be provided by a four-year college or university or technical college.

6. Junior or Community College Training

Full-time or part-time academic training above the high school level leading to an associate degree, a certificate or other recognized educational credential. Such training may be provided by a community college, junior college, or technical college.

7. Occupational or Vocational Training

Occupational, vocational, or job skill training provided by a community college and/or business, vocational/trade or technical school to prepare students for gainful employment in a recognized occupation, not leading to an academic degree or certification. This would include selected courses

or programs of study at a community college, four-year college, university, technical college, or proprietary schools or programs.

8. On-the-job Training

Training in specific job skills by a prospective employer. Generally the trainee is paid during this training and will remain in the same or a similar job upon successful completion.

9. Apprenticeship Training

An apprenticeship program is a work-based employment and training program that combines hands-on, on-the-job work experience in a skilled occupation with related classroom instruction. Structured apprenticeship programs generally have minimum requirements for the duration of on-the job work experience and classroom instruction, and/or could utilize competency-based elements but should have mechanisms in place to ensure quality and consistency of skills acquisition. Other elements that distinguish apprenticeship programs from other work-based efforts including co-op education, on-the-job training, and internships are the following: includes supervision and structured mentoring; provides for wage increases as an apprentice's skills increase; is based on an employer-employee relationship; and provides an Industry recognized certificate of completion of the program.

10. Basic Academic Remedial or Literacy Training

Literacy training or training provided to remediate basic academic skills that are needed to function on the job in the competitive labor market.

11. Job Readiness Training

Training to prepare an individual for the world of work (e.g., appropriate work behaviors, getting to work on time, appropriate dress and grooming, increasing productivity).

12. Disability-Related Skills Training

Disability-related skills training includes but is not limited to: orientation and mobility; rehabilitation teaching; training in the use of low vision aids; Braille; speech reading; sign language; and cognitive training/retraining.

13. Miscellaneous Training

Any training not recorded in one of the other categories listed, including GED or high school training leading to a diploma, or courses taken at four-year, junior or community colleges.

General Note on Job-Related Services:

Job-related services include job search assistance, job placement assistance, and on-the-job support services.

14. Job Search Assistance

Job search activities support and assist an individual in searching for an appropriate job. Job search assistance may include help in resume preparation, identifying appropriate job opportunities, developing interview skills, and making contacts with companies on behalf of the consumer.

15. Job Placement Assistance

Job placement assistance is a referral to a specific job resulting in an interview, whether or not the individual obtained the job.

16. On-the-job Supports – Short term

Support services provided to an individual who has been placed in employment in order to stabilize the placement and enhance job retention. Such services include short-term job coaching for persons who do not have a supported employment goal consistent with the employment goal on their IPEs.

17. On-the-job Supports – SE

On-going support services and other appropriate services needed to support and maintain an individual with a most significant disability in supported employment for a period of time generally not to exceed 18 months, prior to the closure of the VR case and transition to long-term extended SE supports. On-the-job supports, such as job coaching, are for individuals who have SE and long-term supports identified on their IPEs, and are funded using Title VI, Part B, and Title I funds; however, long-term extended SE supports may not be funded with Title VI, Part B, or Title I funds.

18. Transportation

Transportation, including adequate training in the use of public transportation vehicles and systems, means travel and related expenses that are necessary to enable an applicant or eligible individual to participate in a VR service. Examples of transportation services/expenses include, but are not limited to:

- a. travel and related expenses for a personal care attendant or aide if the services of that person are necessary to enable the individual to travel to participate in any VR service;
- b. relocation expenses incurred by the individual in connection with a job placement that is a significant distance from the individual's current residence;
- c. the purchase and repair of vehicles, including vans. This specifically excludes the modification of vehicles, which is to be reported as rehabilitation technology; and
- d. training in the use of public transportation vehicles and systems.

19. Maintenance

Maintenance means monetary support provided for those expenses such as food, shelter and clothing that are in excess of the normal expenses of the individual, and that are necessitated by the individual's participation in an assessment for determining eligibility and VR needs or while receiving services under an IPE. Examples of maintenance expenses include, but are not limited to:

- a. cost of uniforms or other suitable clothing required for an individual's job placement or job seeking activities;
- b. cost of short-term expenses, such as food and shelter, that is required in order for an individual to participate in assessment or vocational training at a site that is not within commuting distance of an individual's home;
- c. initial one-time costs, such as security deposits or charges for the initiation of utilities, that are required in order for an individual to relocate for a job placement; and
- d. cost of an individual's participation in enrichment activities related to that individual's training program.

20. Rehabilitation Technology

Rehabilitation technology means the systematic application of technologies, engineering methodologies, or scientific principles to meet the needs of, and address the barriers confronted by, individuals with disabilities in areas that include education, rehabilitation, employment, transportation, independent living, recreation, home and vehicular modification, other assistive devices including, but not limited to hearing aids, low vision aids and wheelchairs. Rehabilitation technology includes rehabilitation engineering, assistive technology devices, and assistive technology services. See also 34 CFR 361.5(b)(45). The term includes the following:

Rehabilitation Engineering Services, which are the systematic application of engineering sciences to design, develop, test, evaluate, apply, and distribute technological solutions to problems confronted by VR individuals in functional areas such as mobility, communications, hearing, vision, and cognition, and

in activities associated with employment, independent living, education, and integration into the community.

Assistive Technology Devices, which are any items, piece of equipment, or product system, whether acquired commercially off the shelf, modified or customized, that is used to increase, maintain, or improve the functional capabilities of a VR customer.

- a) Assistive Technology Services, which are any services that directly assist an individual with a disability in the selection, acquisition, or use of an assistive technology device. Services may include:
 - 1) evaluating the needs of an individual, including a functional evaluation of the individual in his/her customary environment;
 - 2) purchasing, leasing, or otherwise providing for the acquisition by an individual of an assistive technology device;
 - 3) selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices;
 - 4) coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
 - 5) training or providing technical assistance for an individual or, if appropriate, the family members, guardians, advocates, or authorized representatives of the individual; and
 - 6) training or providing technical assistance for professionals (including individuals providing education and rehabilitation services), employers, or others who provide services to, employ, or are otherwise substantially involved in the major life functions of VR individuals to the extent that training or technical assistance is necessary for individuals to achieve an employment outcome.

General Note on Personal Assistance Services

Personal Assistance Services are a range of services provided by one or more persons designed to assist an individual to perform daily living activities on or off the job that the individual would typically perform without assistance if he or she did not have a disability. The services must be designed to increase the individual's control in life and ability to perform everyday activities on or off the job. The services must be necessary to the achievement of an employment outcome and may be provided only while the individual is receiving other VR services. The services may include training in managing, supervising, and directing personal assistance services.

Three distinct services that are considered personal assistance services are reader services, interpreter services, and personal attendant services. Further information on recording each of these services follows. Record only whether and which of these services were provided to the individual (e.g., if the same person provided both reader service and personal attendant service to an individual, indicate both services).

21. Reader Services

Reader services are for individuals who cannot read print because of blindness or other disability. Reader services include, in addition to reading aloud, transcription of printed information into Braille or sound recordings if the individual requests such transcription. Reader services are generally for individuals who are blind or deaf-blind, but may also include individuals unable to read because of serious neurological disorders, specific learning disabilities, or other physical or mental impairments.

22. Interpreter Services

Interpreter services are sign language or oral interpretation services for individuals who are deaf or hard of hearing and tactile interpretation services for individuals who are deaf-blind. Specially trained individuals perform sign language or oral interpretation. Also include here real-time captioning services for persons who are deaf or hard of hearing. Do not include language

interpretation in this category, but in "other services."

23. Personal Attendant Services

Personal attendant services are those personal services that an attendant performs for an individual with a disability including, but not limited to bathing, feeding, dressing, providing mobility and transportation, etc., in multiple settings to include home, work and training facilities/school.

24. Technical Assistance Services

Technical assistance and other consultation services provided to conduct market analyses, to develop business plans, and to provide resources to individuals in the pursuit of self-employment, telecommuting and small business operation outcomes.

25. Information and Referral Services

Information and referral services are provided to individuals who need services from other agencies (e.g., through cooperative agreements) not available through the VR program.

26. Benefits Counseling

Assistance provided to an individual who is interested in becoming employed but is uncertain about the impact of work income on any disability benefits and entitlements being received and/or may not be aware of benefits, such as access to healthcare, that might be available to support any work attempt. This typically involves an analysis of an individual's current benefits, such as social security disability insurance (SSDI) and supplemental security income (SSI), the individual's financial situation, and what effect different income levels from work will have on the individual's future financial situation. This assistance is intended to give the individual an opportunity to make an informed choice regarding the pursuit of employment. Ongoing assistance may also be provided as the individual decides upon employment goals, searches for jobs, and obtains employment.

27. Customized Employment Services

Services that involve a blend of flexible strategies that result in the provision of individually negotiated and designed services, supports, and job opportunities for an individual with a disability and that lead to an employment outcome of customized employment, including self-employment. A key factor in deciding if a service is a customized employment service is the presence of employer negotiation, including customizing a job description based on current unidentified and unmet needs of the employer and the needs of the employee; developing a set of job duties or tasks; developing a work schedule (including determining hours worked); determining a job location; developing a job arrangement (such as job carving, job sharing, or a split schedule); or determining specifics of supervision.

28. Other Services

Use this category for all other VR services that *cannot* be recorded elsewhere. Included here are occupational licenses, tools and equipment, initial stocks and supplies.

29. Total Purchased Service Expenditures

29.A. Total SE Program Service Expenditures included in Schedule III above

Enter the total amount of SE program service expenditures (both federal and non-federal) included in lines 1 through 28 above.

30. Certification

A. Typed or Printed Name and Title of Authorized Certifying Official

Enter the name and title of the authorized certifying official.

B. Telephone (Area code, number and extension)

Enter the telephone number of the authorized certifying official using the specified format.

C. Email Address

Enter the email address of the authorized certifying official.

D. Signature of Authorized Certifying Official

E. Date Report Submitted (Month, Day, Year)

Enter the date the report is submitted using the specified format.

REPORT SUBMISSION

RSA-2 data must be submitted electronically through RSA.ED.GOV. In addition, grantees are responsible for maintaining a hardcopy of the report, signed by the certifying official, for verification purposes.

To enter data into this form online, visit <http://rsa.ed.gov>. Individuals must have a user ID and password. If you do not have a user ID, select *Help* and then *Info for New Users* for instructions. The procedures for obtaining a user ID are also located in the “Getting Started” section of the RSA.ED.GOV User Guide at:

http://www.ed.gov/rschstat/eval/rehab/rsamis/rsamis_help.html

Questions regarding the RSA-2 form or instructions may be sent to david.steele@ed.gov or mailed to:

U.S. Department of Education
State Monitoring and Program Improvement Division
Fiscal Unit
Attn: David Steele, PCP 5034
400 Maryland Avenue, SW
Washington, DC 20202-2800