

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

INFORMATION MEMORANDUM  
RSA-IM-96-21  
DATE: July 11, 1996

TO : STATE VOCATIONAL REHABILITATION AGENCIES (GENERAL)  
STATE VOCATIONAL REHABILITATION AGENCIES (BLIND)  
CLIENT ASSISTANCE PROGRAMS  
PROTECTION AND ADVOCACY OF INDIVIDUAL RIGHTS  
PROGRAMS  
REGIONAL REHABILITATION CONTINUING EDUCATION  
PROGRAMS (RRCEPS)  
RSA SENIOR MANAGEMENT TEAM

SUBJECT : FY 1996 Reallotment Schedule for Formula Grants under the  
Rehabilitation Act

CONTENT : The Rehabilitation Act of 1973, as amended, grants the Commissioner the authority to reallot to other grant recipients that portion of a recipient's annual grant that cannot be used. To maximize the use of appropriated funds under the formula grant programs, RSA establishes the following FY 1996 reallotment schedules for the Basic Support (Title I); Independent Living, Part B (IL); Supported Employment (SE); Client Assistance (CA); and Protection and Advocacy of Individual Rights (PAIR) Programs.

Each grant recipient will submit to its respective RSA Regional Office (RO), by the dates indicated, information as to whether or not it is relinquishing funds, is requesting additional funds, or will not seek to change its award level. The RSA RO will then report the information, provided by the grant recipients in its region, to the RSA Central Office (CO). The RSA CO will then issue award documents reflecting any reallotment change of funds.

REALLOTMENT SCHEDULE FOR FY 1996

FIRST REALLOTMENT

	<u>Title I CAP/PAIR SE/IL</u>		
States Report to RSA RO	7/30	7/24	7/23
RSA RO Reports to RSA CO	8/01	7/26	7/25
RSA CO Issues Awards	8/08	7/31	8/02

SECOND REALLOTMENT - TITLE I ONLY

States Report to RSA RO	8/29
RSA RO Reports to RSA CO	9/09
RSA CO Issues Awards	9/19

In accordance with Section 19 of the Act, as added by the 1992 Amendments, any funds appropriated in FY 1996 to carry out the formula grant programs covered by this information memorandum, including original allotments and reallocated funds, that are not obligated or expended by recipients prior to October 1, 1996, may be carried over for obligation for an additional 12 months (no later than September 30, 1997), provided the recipient has fully met any matching requirement on the funds to be carried over by September 30, 1996.

Funds reallocated to another State are considered to be an increase to that State's allotment for the fiscal year for which funds were appropriated.

Unobligated Balances

To minimize unobligated balances, State agencies are strongly advised that proper recordkeeping is essential in order to identify obligations made. It is also essential that all State agencies work to minimize unobligated balances through better recordkeeping and methods for more

timely and accurate estimates of obligations.

Cancellation of Reallotment

If, during the first reallotment, ample funds are not relinquished, RSA will exercise its discretion to cancel any scheduled reallotment for each program. RSA will notify the grantees that the reallotment has been canceled. Under the Title I program, each grantee will reaffirm or change its reallotment request and report that information in the subsequent reallotment.

Reallotment Reporting Format

To request or relinquish funds during the reallotment process, please use the format shown below to request your increased or decreased amounts for each program separately.

Current Total Grant Amount	\$ _____
Requested Total Grant Amount	\$ _____
Increased or Decreased Amount	\$ _____

Please note that this is the **only written notice recipients will receive** to request or relinquish funds for FY 1996 for the periods indicated above. However, as a reminder, your regional representative will contact each of you prior to these dates.

**INQUIRES:** Any questions concerning this reallotment schedule should be addressed to the Director, Financial Management and Information Systems Staff at (202) 205-8358.

Fredric K. Schroeder, Ph.D.  
Commissioner