

UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND
REHABILITATIVE SERVICES
REHABILITATION SERVICES ADMINISTRATION
WASHINGTON, DC 20202

INFORMATION MEMORANDUM
RSA-IM-05-02
DATE: October 20, 2004

ADDRESSEES: State Vocational Rehabilitation Agencies (General)
State Vocational Rehabilitation Agencies (Blind)
RSA Senior Management Team

SUBJECT: Timeliness of RSA-2 and RSA-113 Form

CONTENT: Section 101(a)(10) of the Rehabilitation Act of 1973, as amended, requires “that the designated State agency will submit reports in the form and level of detail and at the time required by the Commissioner regarding applicants for, and eligible individuals receiving, services under this title.”

The information RSA collects through the RSA-2 and the RSA-113 is used along with information from the RSA-911 in preparing various data tables used and requested by the Department of Education, the Office of Management and Budget (OMB), Congress, special interest groups, researchers and most importantly, RSA staff for monitoring and providing technical assistance to Vocational Rehabilitation agencies. Data users require the information as soon after the end of the federal fiscal year as possible.

The RSA-2 – Annual Vocational Rehabilitation Program/Cost Report must be forwarded to the RSA Regional Office serving the State by no later than January 31 following the close of each fiscal year. The RSA-113 – Quarterly Cumulative Caseload Report is due 30 days after the end of the first, second, and third quarters, but 60 days after the end of the fourth quarter. Like the RSA-2, this form must be submitted to the Regional Office.

Though timeliness in filing the RSA-2 and the RSA-113 has improved greatly in recent years, improvements still need to be made. For example, for the RSA-2, some agencies have been as late as seven months for fiscal year 2003. Also, submitting reports in a timely manner is not sufficient; the reports need to be correctly completed and mathematically correct.

Effective immediately, VR agencies that will not be able to meet required due dates for the RSA-2 or the RSA-113 will notify the Regional Commissioner as to which report will be late, the reason for the delay, and the expected submittal date.

In addition, because of the need for RSA to produce various data for the Department, Congress, and others on a timely basis, RSA will run reports for FY 2004 and future years as of March 31 of the following year. Agencies that have not submitted their forms will not have their data included in the reports. Any revisions to the data submitted by state agencies, though expected to be insignificant, will be incorporated into the form's database in RSA's MIS after the run date, however reports will only be run once, at the March 31 date.

If you have questions about this IM or the completion of the forms, contact your RSA Regional Office or Patricia Nash (patricia.nash@ed.gov or 202-245-7463) for the RSA-113 or Joe Pepin (joe.pepin@ed.gov or 202-245-7598) for the RSA-2.

Thank you very much for your cooperation

Joanne Wilson
Commissioner