

**UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES
REHABILITATION SERVICES ADMINISTRATION
WASHINGTON, DC 20202-2800**

**INFORMATION MEMORANDUM
RSA-IM-11-03
DATE: May 17, 2011**

ADDRESSEES: STATE VOCATIONAL REHABILITATION AGENCIES

SUBJECT: Announcement of the Rehabilitation Services Administration's FY 2011 National Financial Management Conference

CONTENT: The purpose of this information memorandum is to provide information regarding the FY 2011 National Financial Management Conference, sponsored by the Rehabilitation Services Administration (RSA), in collaboration with the regional Technical Assistance and Continuing Education (TACE) centers. The conference is scheduled for August 23-26, 2011, at the Hyatt Regency Crystal City Hotel, located at 2799 Jefferson Davis Highway, Arlington, Virginia. Joining RSA and the TACE centers on the program will be state partners from vocational rehabilitation (VR) agencies and other federal partners, including the Office of the Inspector General, the Indirect Cost Group, the Office of the Chief Financial Officer, and Risk Management Services. TACE 3 at The George Washington University will serve as the conference coordinator.

This conference is intended to provide training and technical assistance to management and staff of VR agencies responsible for the financial management of the VR program. The conference will focus on key areas of financial management identified in the VR monitoring process as areas of need for technical assistance, including resource management, match and maintenance of effort, fiscal controls and contract management, and allowable and allocable costs. Topics under each of these four areas (tracks) will be covered in sessions featuring experiential exercises for participants. Each session will be repeated multiple times to allow participants the opportunity to attend more sessions. Please note that during the on-line registration, participants will be asked to sign up for their preferred timeslot for each session in order to manage the number of participants per session.

The conference will also provide opportunities for VR agencies to share practices in the area of financial management that have been effective in their agencies as well as practices in other areas, such as strategic planning and needs assessment, that enhance VR program improvement. The final session of the conference, to be led by TACE staff, will provide an opportunity to join together with VR agencies in your geographic region

to plan next steps regarding how you use information from the conference when you return to your state and how you can work together to continue to enhance your skills and knowledge.

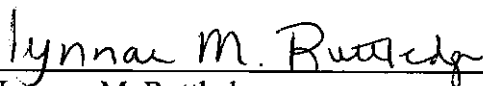
To ensure the success of this interactive format and maximize the learning experience for participants, RSA and the TACE centers have established a registration cut-off number of 260 participants. Priority should be given to those VR agency management and staff with direct responsibility for the financial management of the VR program.

RSA will provide stipend support through the TACE centers, including transportation and lodging, for at least one representative from each VR agency. The VR agency director will be responsible for designating stipend recipients and alternate designees. A letter will be forthcoming from TACE 3 to VR directors with instructions for submitting and registering the stipend nominees.

Conference updates are available at <http://www.regonline.com/2011fiscal>, or you may contact Lindsay Hill at TACE 3 by telephone at 202-973-1550 or electronically at lmhill@gwmail.gwu.edu if you require additional assistance. The hotel room rate is \$142.44 per night, including tax. Phone reservations can be made by calling 1-888-421-1442; online reservations can be made through <https://resweb.passkey.com/go/GWU2011>. Please specify that you are making room reservations for the National Financial Management Conference. Reservations must be made by August 8, 2011. There is no registration fee.

The conference promises to be an excellent opportunity to enhance your knowledge of financial management for the VR program and share information with other VR agencies. Please reserve the dates of August 23-26, 2011, on your calendar today and plan to participate in this important conference.

If you have comments or suggestions that you would like to share about the conference, please contact Mary Williams on my staff by telephone at 202-245-7586 or electronically at mary.williams@ed.gov, or Maureen McGuire-Kuletz at TACE 3 at 202-973-1558 or mkuletz@gwu.edu.



Lynnae M. Rutledge
Commissioner
Rehabilitation Services Administration

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