

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

POLICY DIRECTIVE

RSA-PD-00-02

Date: November 29, 1999

ADDRESSEES: STATE VOCATIONAL REHABILITATION AGENCIES (GENERAL)
STATE VOCATIONAL REHABILITATION AGENCIES (BLIND)
CLIENT ASSISTANCE PROGRAMS
REGIONAL REHABILITATION CONTINUING EDUCATION
PROGRAMS (RRCEPS)
AMERICAN INDIAN VOCATIONAL REHABILITATION SERVICE
PROGRAMS
RSA SENIOR MANAGEMENT TEAM

SUBJECT: Announcement of OMB Approval for the Annual Supported Employment
Caseload Report (Form RSA-636), OMB Number: 1820-0551

POLICY

STATEMENT: This is to inform you that the Office of Management and Budget has
reinstated its approval of the Annual Supported Employment Caseload
Report (Form RSA-636) through October 31, 2002. Please use this form
when reporting for FY 2000 on individuals who received supported
employment services.

We have made revisions to Item 4 on the reporting instrument and the
instructions to reflect the Rehabilitation Act Amendments of 1998. The
due date for submitting Form RSA-636 is October 30 each fiscal year.
Information on transmittal of the form, including electronic transmission,
is found on pages 8 and 9 of the instructions.

CITATIONS

IN LAW: Sections 12(a), 13, 14(a), 101(a)(10) and 626 of the Rehabilitation Act of
1973, as amended, and the Paperwork Reduction Act of 1995, as amended.

CITATIONS IN
REGULATIONS: 34 CFR 361.40 and 363.52

EXPIRATION
DATE: October 31, 2002

INQUIRIES
TO: RSA Central Office (202-245-7488) or Regional Offices.

Fredric K. Schroeder, Ph.D.
Commissioner

Attachment

Cc: CSAVR
NAPAS
NCIL
NRFC

UNITED STATES DEPARTMENT OF EDUCATION
Office of Special Education and Rehabilitative Services
Rehabilitation Services Administration
Washington, DC 20202

Annual Supported Employment Caseload Report

State & Agency _____ Blind _____ Fiscal Year _____
General/Combined

CASELOAD ITEM	TOTAL RECEIVING SUPPORTED EMPLOYMENT SERVICES (a)	NUMBER SERVED USING TITLE VI, PART B FUNDS (b)
1. Receiving supported employment services, October 1		
2. Started receiving supported employment services this fiscal year		
3. Total receiving supported employment services during fiscal year (Sum of Lines 1 and 2 for Column (a). Also must equal sum of Lines 4 and 5 for Columns (a) and (b))		
4. Total service records closed during fiscal year (Sum of Lines 4a to 4e)		
a. Competitively employed in supported employment		
b. Competitively employed - not in supported employment		
c. Not competitively employed in supported employment		
d. Not competitively employed - not in supported employment		
e. Closed without employment outcome		
5. Receiving supported employment services, September 30 (Line 3 minus Line 4)		
6. Total State and Federal funds expended during the fiscal year for supported employment services after an IPE has been developed (computed to nearest dollar)		

Person to contact if questions arise about this form (print name): _____

Phone: _____ E-mail address (if applicable) _____

Authorized Signature _____ Date _____

FORM RSA-636 - ANNUAL SUPPORTED EMPLOYMENT CASELOAD REPORT

REPORTING INSTRUCTIONS

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0551. The time required to complete this information collection is estimated to average one hour per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: OSERS/RSA/FMISS, U.S. Department of Education, 400 Maryland Avenue, S.W., Room 3030 MES, Washington, DC 20202-2703.

GENERAL PURPOSE

Form RSA-636 was developed to provide broadly based monitoring information on the progress of individuals receiving vocational rehabilitation (VR) services leading to an employment outcome/vocational goal in a supported employment setting. The State Supported Employment Services program was established by the 1986 amendments to the Rehabilitation Act of 1973. The purpose of the program is to reach individuals with the most significant disabilities for whom competitive employment has not traditionally occurred or has been interrupted or intermittent. Section 626 of the Rehabilitation Act requires the collection of information separately for eligible individuals receiving supported employment services under Title I and Title VI, Part B.

The additional information required by Section 101(a)(10)(E) has been established in the Case Service System (RSA-911), which will generate much detail about who the individuals with supported employment goals are, how they interact with the rehabilitation process, and what their outcomes are. The RSA-911 system, however, is a closed case system and cannot provide current caseload information. Form RSA-636 has been designed to fill the data gap and to permit the tabulation of data on supported employment services provided by State VR agencies more quickly.

Supported employment services are ongoing support services and other appropriate services, provided by the designated State unit, that are needed to support and maintain individuals with the most significant disabilities in supported employment. Supported employment means competitive work in integrated settings, or employment in integrated settings in which individuals are working toward competitive work, for individuals with the most significant disabilities who require intensive supported employment services in order to perform such work.

Instructions for Completing the Form RSA-636

General Information

State and Agency - Enter the name of the State and check the appropriate box to indicate a general/combined agency or an agency providing services to persons who are blind.

Fiscal Year - Enter the appropriate fiscal year (October 1 to September 30) to which the form relates.

Column (a) - Total receiving supported employment services

Each line in Column (a) reflects the caseload item for all persons receiving supported employment services, regardless of the source of funding. For the purpose of this report, individuals receiving supported employment services are those persons whose individualized plan for employment (IPE) specified an employment outcome/vocational goal in a supported employment setting. Retain the classification of "supported employment" even if the IPE is revised to eliminate the provision of supported employment services.

Column (b) - Number served using Title VI, Part B Funds

Each line in Column (b) reflects the caseload item of those individuals receiving supported employment services on which some amount of money under Title VI, Part B of the Rehabilitation Act has been spent. The number served reported on each line in Column (b) may equal, but cannot exceed the comparable figure in Column (a). For purposes of Form RSA-636, the number served using Title VI, Part B funds are individuals on which Title VI, Part B money was spent at any time during the VR process (not necessarily in the fiscal year of reporting). Retain the classification of "number served using Title VI, Part B funds" even if the State VR agency is no longer using Title VI, Part B monies to provide services.

Line 1 - Receiving supported employment services, October 1

Enter the number of persons receiving supported employment services at the beginning (October 1) of the reporting fiscal year. This figure should be the same as the number receiving supported employment services at the end (September 30) of the previous fiscal year.

Line 2 - Started receiving supported employment services this fiscal year

Enter the cumulative number of individuals whose IPE reflects, for the first time, an employment outcome/vocational goal in a supported employment setting. This number is comprised of (a) individuals who started receiving supported employment services this fiscal year and (b) individuals whose plans were revised during this fiscal year to reflect a vocational goal of supported employment.

Line 3 - Total receiving supported employment services during fiscal year

For Column (a), Line 3 is the sum of Lines 1 and 2 and represents the total number of individuals receiving supported employment services during the fiscal year of reporting.

Line 3 is also the sum of Line 4 (total service records closed during fiscal year) and Line 5 (receiving supported employment services, September 30).

For Column (b), Line 3 is the sum of Lines 4 and 5 and represents the total number of individuals receiving supported employment services on whom some Title VI, Part B monies have been expended during the VR process but not necessarily in the reporting fiscal year.

Line 4 - Total service records closed during fiscal year

Enter the total number of persons receiving supported employment services whose service records were closed during the fiscal year with or without an employment outcome. For both Columns (a) and (b), Line 4 is the sum of Lines 4a, 4b, 4c, 4d and 4e.

Line 4a - Competitively employed in supported employment

Enter the number of individuals whose service records were closed and who achieved full or part time employment in an integrated setting with ongoing support services. Compensation for such employment is at or above the minimum wage, but not less than the customary wage and level of benefits paid by an employer for the same or similar work performed by individuals who are not disabled.

Line 4b - Competitively employed - not in supported employment

Enter the number of individuals whose service records were closed and who achieved full or part time employment in an integrated setting without supports at or above the minimum wage. Also include self-employed persons (including State agency managed business enterprises) working at or above the minimum wage and at no less than the customary wage and level of benefits paid to individuals who are not disabled doing the same or similar work.

NOTE: Minimum wage is the Federal or State minimum wage, whichever is higher.

Line 4c - Not competitively employed in supported employment

Enter the number of persons who achieved employment in integrated work settings requiring intensive support services in order to perform the job. These individuals have not achieved but are working toward competitive work. Compensation for such work is below the minimum wage.

Line 4d - Not competitively employed - not in supported employment

Enter the number of individuals who achieved employment outcomes other than competitive or supported employment. Employment statuses that fall into this category are extended employment, self-employment below minimum wage (including State agency managed business enterprises), homemaking and unpaid family work.

Line 4e - Closed without employment outcome

Enter the number of individuals whose case records were closed either before services were initiated or after services were initiated, but before an employment outcome is achieved.

Line 5 -Receiving supported employment services, September 30

Enter the number of individuals still receiving supported employment services when the reporting fiscal year ended (September 30). For both Columns (a) and (b), Line 5 must equal Line 3 minus Line 4.

Line 6 - Total State and Federal funds expended during the fiscal year for supported employment services after an IPE has been developed

Enter the total funds (computed to the nearest dollar) expended during the fiscal year for supported employment services after an IPE has been developed. The total should include all State and Federal funds. This computation should include services provided to individuals with an initial vocational goal of supported employment, as well as, individuals whose vocational goal was revised to supported employment only after another course had been attempted. For the latter, the expenditures will be those made subsequent to the development of the revised IPE. The amount on Line 6 should apply to the total number of individuals receiving supported employment services during the fiscal year (Line 3, Column (a)).

Contact Information

Contact Person - Print or type the name of the person to contact about data presented on the Form RSA-636 including this person's telephone number and E-mail address (if applicable).

Date and Authorized Signature - Enter the date that the report is transmitted and the signature of the Director of the State Agency, or designee.

Transmittal

Please send the data for your State agency on Form RSA-636 within 30 days after the end of the Federal fiscal year; one copy to your RSA Regional Office and one copy to the RSA Central Office.

The RSA-636 reports may be sent by mail or electronically using one of the options listed below.

A. Electronic Mail addresses via INTERNET--

The RSA Central office Internet e-mail address for the RSA-636 is:

gloria_somerville@ed.gov

Regional office E-mail addresses are:

Region I	john_szufnarowski@ed.gov	Region VI	loerance_deaver@ed.gov
Region II	gennaro_iodice@ed.gov	Region VII	douglas_burleigh@ed.gov
Region III	ralph_pacinelli@ed.gov	Region VIII	marian_fuller@ed.gov
Region IV	diane_mccuen@ed.gov	Region IX	gilbert_williams@ed.gov
Region V	charles_linster@ed.gov	Region X	chris_smith@ed.gov

B. US Mail and Facsimile--

This report may be faxed to the RSA Central Office at 202-205-9772, or mailed via US mail to:

Rehabilitation Services Administration
Financial Management Information Systems Staff
Data Management Unit
Room 3030, MES Building
Washington, DC 20202-2703

RSA Regional Office addresses are as follows:

Region I
Mr. John J. Szufnarowski
RSA Regional Commissioner
Dept. of Education, OSERS
J.W. McCormack Post Office
and Courthouse, Room 232
Boston, MA 02109
Phone: 617-223-4086
Fax: 617-223-4573

Region II
Mr. John J. Szufnarowski
RSA Regional Commissioner
Dept. of Education, OSERS
75 Park Place, Room 1236
New York, NY 10007
Phone: 212-264-4016
Fax: 212-264-3029

Region III
Dr. Ralph N. Pacinelli
RSA Regional Commissioner
Dept. of Education, OSERS
The Wanamaker Building, Suite 512
100 Penn Square East
Philadelphia, PA 19107
Phone: 215-656-8531
Fax: 215-656-6188

Region IV
Dr. Ralph N. Pacinelli
RSA Regional Commissioner
Dept. of Education, OSERS
61 Forsyth Street, S.W., Room 18-T-91
Atlanta, GA 30303-3104
Phone: 404-562-6330
Fax: 404-562-6346

Region V
Dr. Douglas Burleigh
RSA Regional Commissioner
Dept. of Education, OSERS
111 N. Canal Street, Room 1048
Chicago, IL 60606-7204
Phone: 312-886-8630
Fax: 312-353-8623

Region VI
Mr. Loerance Deaver
RSA Regional Commissioner
Dept. of Education, OSERS
Harwood Center
1999 Bryan Street, Suite 2740
Dallas, TX 75201-6817
Phone: 214-880-4927
Fax: 214-880-4931

Dr. Douglas Burleigh
RSA Regional Commissioner
Dept. of Education, OSERS
10220 N. Executive Hills Boulevard
Kansas City, MO 64153-1367
Phone: 816-880-4107
Fax: 816-891-0807

Region VIII
Mr. Loerance Deaver
RSA Regional Commissioner
Dept. of Education, OSERS
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Phone: 303-844-2135
Fax: 303-844-6269

Region IX
Mr. Gilbert Williams
RSA Regional Commissioner
Dept. of Education, OSERS
50 United Nations Plaza, Room 215
San Francisco, CA 94102
Phone: 415-556-4070
Fax: 415-437-7848

Region X
Mr. Gilbert Williams
RSA Regional Commissioner
Dept. of Education, OSERS
915 Second Avenue, Room 2848
Seattle, WA 98174-1099
Phone: 206-220-7840
Fax: 206-220-7842

Region VII