

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

POLICY DIRECTIVE

RSA-PD-03-01

DATE: October 29, 2002

ADDRESSEES: STATE VOCATIONAL REHABILITATION AGENCIES (GENERAL)
STATE VOCATIONAL REHABILITATION AGENCIES (BLIND)
CLIENT ASSISTANCE PROGRAMS
REGIONAL REHABILITATION CONTINUING EDUCATION
PROGRAMS (RRCEPS)
CONSUMER ADVOCACY ORGANIZATIONS
RSA SENIOR MANAGEMENT TEAM

SUBJECT: Discontinuation of Data Collection Using Form RSA-636 (Annual
Supported Employment Caseload Report), OMB Number 1820-0551

POLICY

STATEMENT: The Form RSA-636 collects information on Supported Employment
Services provided under Title I and Title VI, Part B of the Rehabilitation
Act of 1973, as amended. The Office of Management and Budget (OMB)
approval of this form expires on October 31, 2002.

In an effort to reduce burden on State agencies, RSA has decided not to
seek approval to continue collecting data on supported employment using
Form RSA-636. However, State agencies will continue to collect and
report information on supported employment via the Case Service Report
(RSA-911). We believe that the RSA-911 will provide sufficient
information to help us determine the effectiveness of supported
employment services provided to individuals with disabilities served by
the State VR agencies. Therefore, beginning October 1, 2002, agencies
will no longer be required to collect information for or submit Form RSA-
636.

Since the form RSA-636 is an approved data collection instrument until
October 31, 2002, State agencies are required to submit information for
Fiscal Year 2002. Submissions for FY 2002 are due to us on October 30,
2002.

CITATIONS

IN LAW: The Paperwork Reduction Act of 1995, as amended

CITATIONS IN

REGULATIONS: Not applicable

EFFECTIVE DATE

OF POLICY: October 1, 2002

EXPIRATION

DATE: Not applicable

INQUIRIES

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

Joanne Wilson
Commissioner

cc: Council of State Administrators of Vocational Rehabilitation
National Organization of Rehabilitation Partners