

U.S. DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES  
REHABILITATION SERVICES ADMINISTRATION  
WASHINGTON, D.C. 20202-2800

POLICY DIRECTIVE

RSA-PD-06-03

DATE: December 2, 2005

TO : STATE VOCATIONAL REHABILITATION AGENCIES (GENERAL)  
STATE VOCATIONAL REHABILITATION AGENCIES (BLIND)

SUBJECT : Review of Randolph-Sheppard Program Statistical Information.

POLICY

STATEMENT: The Rehabilitation Services Administration (RSA) has reviewed Randolph-Sheppard program data contained in RSA-15 reports for fiscal years 2003 and 2004 submitted by state vocational rehabilitation agencies. RSA believes that vocational rehabilitation (VR) agencies should review the information that has been provided in these data collections for completeness and accuracy, particularly in regard to category (2) "cafeteria" and category (5) "other" sales. As you review the 2003 and 2004 data and prepare the RSA-15 report for FY 2005, please pay particular attention to cafeteria contracts, especially with the Department of Defense. Not all states have military food service contracts. The dollar amount of such contracts during the reporting period should be included in "gross sales." Food, supplies and merchandise purchased, payroll and other expenses are to be considered and treated similarly to information from other vending facilities. Data from these operations should be reflected in the "cafeteria" category. All vendors' earnings, and income derived from the operation of vending facilities, are to be reported.

The accuracy and comprehensiveness of the information derived from the RSA-15 reports is important to the credibility of the program's annual report and other information disseminated to the public.

RSA requests that each state review its RSA-15 submissions for fiscal years 2003 and 2004 to assure the accurate and complete reporting of data regarding all vending facilities and blind vendors. If after the review, the information is determined to be complete and accurate as previously submitted, a letter of confirmation from the director of the designated state unit (DSU) serving as the state licensing agency (SLA) is requested. If revisions are required, a corrected RSA-15 form or forms for the appropriate year or years should be submitted to RSA with the director of the DSU signing the certification page. Please send revisions and

certifications by FAX to RSA by December 20, 2005. If changes in previous submissions are made, it would be helpful to identify the source and nature of the changes.

Every effort should be made to capture and, to the extent possible within ADA guidelines, to accurately report information about individuals with disabilities employed in vending facilities. Your prompt attention to this matter is appreciated and vital to the program.

INQUIRIES : Direct to Ray Hopkins of our staff by telephone at (202) 245-7308 or by e-mail at [Raymond.Hopkins@ed.gov](mailto:Raymond.Hopkins@ed.gov). Please FAX revised forms and certifications of accuracy to the attention of Ray Hopkins, FAX (202-245-7591). Mr. Hopkins' mailing address is U.S. Department of Education, Office of Special Education and Rehabilitative Services, PCP Room 5023, 400 Maryland Avenue, S.W., Washington, D.C. 20202-2800, but FAX will avoid delay due to the security screening of hardcopy mail.

---

Edward Anthony, Ph.D.  
Delegated the Authority to Perform the  
Functions of Commissioner for  
Rehabilitation Services Administration