

UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND
REHABILITATIVE SERVICES
REHABILITATION SERVICES ADMINISTRATION
WASHINGTON, D.C. 20202

POLICY DIRECTIVE
RSA-PD-99-04
DATE: January 12, 1999

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

SUBJECT: Announcement of OMB Approval for Continued Collection of
Data Using the Existing Annual Vocational Rehabilitation
Program/Cost Report (RSA-2), OMB No. 1820-0017

POLICY
STATEMENT: Under the Paperwork Reduction Act, the Office of Management and
Budget (OMB) has approved the continued collection of data through
September 30, 1999, using the existing Annual Vocational Rehabilitation
Program/Cost Report (RSA-2), which was issued with RSA-PD-96-03, on
February 20, 1996.

The RSA-2 report form has been reinstated for two years only, which will
allow RSA to collect data for fiscal years 1998 and 1999.

In the interim, RSA will revise the form to reflect the changes made by the
Rehabilitation Act Amendments of 1998. We anticipate having the form
approved in the summer of 1999 to allow grantees sufficient time to make
adjustments to their data collection systems for any changes that are made
to the report form. The revised report form will be used to collect data
starting with FY 2000.

In completing Lines 1, 1a, and 1b on Schedule I, you should use the
definition of administrative costs that is in the program regulations at 34
CFR 361.5(b)(2), in lieu of the definition in the instructions for the report
form.

Also, even though the instructions for Line 3 of Schedule I indicate that
support for additional staffing for the establishment of a community
rehabilitation program may not exceed 51 months, the implementing

regulations at 34 CFR 361.5(b)(16) have changed the support period for staffing to four years, at declining rates of staffing costs. Finally, although the instructions for Line 5d of Schedule I indicate that at least 1.5 percent of the State's allotment must be expended on programs and activities for the innovation and expansion (I&E) of vocational rehabilitation services, there is no longer a requirement that the amount expended be at least 1.5 percent. Each State must expend some of its allotment on I&E programs and activities, but the amount need not be 1.5 percent; it could be less.

One copy of the form should be sent to the appropriate RSA Regional Office by no later than January 30 following the close of the fiscal year.

CITATIONS

IN LAW: Sections 3(b), 13, 14(a), 101 and 103 of the Rehabilitation Act of 1973, as amended.

**CITATIONS IN
REGULATION:**

34 CFR 361.40

**EFFECTIVE
DATE OF
POLICY:**

Date of this issuance.

**AFFECTED
POLICIES:**

None

**EXPIRATION
DATE:**

September 30, 1999

INQUIRIES:

Inquiries should be addressed to John Chapman, Chief, Data Management Unit, Financial Management and Information Systems Staff at 202-205-9290, or on the Internet at john_w._chapman@ed.gov.

Fredric K. Schroeder
Commissioner

Attachment

information about changes that affect this item.

SCHEDULE II. AGENCY WORKLOAD (STATUS 02-32) AND EXPENDITURES

TYPE OF SERVICE	<u>NO. OF CLIENTS</u>	<u>AMOUNT*</u>
1. Counseling, Guidance and Placement _____ (No other services purchased)		
2. Eligibility/Needs Assessment _____		<u>\$</u>
3. Physical and Mental Restoration _____		
4. Training:		
a. Post Secondary Institution of _____ Higher Education		
b. Personal and Vocational Adjustment _____		
c. All Other _____		
d. Total Receiving Training (Non-Dup.Count) _____		
5. Maintenance _____		
6. Transportation _____		
7. Personal Assistance Services _____		
8. Rehabilitation Technology Services _____		
9. Post Employment _____		
10. All Other (Including Services to Family Members and Small Business Enterprise) _____		
11. Total Workload and Expenditures _____		**
12. Total Section 110 Funds Spent on Services		
13. Total Title VI-C Funds Spent on Services		

* Report Whole Dollars (\$) Only

** Should equal sum of Schedule I, lines 2.b. - 2.f.

SCHEDULE III. CERTIFIED PUBLIC EXPENDITURES

1. Section 110 Certified State Funds Used for Matching from Cooperative Agreements	\$
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SCHEDULE IV. PERSON YEARS (F.T.E.) -- Report Whole Years Only

	(1)	(2)	(3)	TITLE
		110		
	<u>NO. OF YEARS</u>	<u>ONLY</u>	<u>VI C</u>	
1. Administrative Staff _____		<u>XXXXX</u>	<u>XXXXX</u>	
2. Counselor Staff _____		<u>XXXXX</u>	<u>XXXXX</u>	
3. Staff Supporting Counselor _____ Activities			<u>XXXXX</u>	<u>XXXXX</u>
4. Other Staff _____		<u>XXXXX</u>	<u>XXXXX</u>	
5. Total _____		_____	_____	

SCHEDULE V. OTHER REHABILITATION EXPENDITURES \$

SCHEDULE VI. TOTAL VI C FUNDS EXPENDED \$

CERTIFICATION

This Report is Complete and Correct

Signed:

Date:

Agency Point of Contact for this Report

Name:

Phone:

Public reporting burden for this collection of information is estimated to average 4.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, D.C. 20202-4651; to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503; and to the Director, Financial Management and Information Systems Staff, Rehabilitation Services Administration, Room 3042, 330 C St. SW, Washington, D.C. 20202-2551.

Instructions (Revised FY 1995)
**Annual Vocational Rehabilitation
 Program/Cost Report (RSA-2)**

Each State VR Agency that has expended funds in providing services to individuals with disabilities under Section 110 and Title VI-C Programs of the Rehabilitation Act (hereafter referred to as the Act) of 1973, as amended (including the 1992 Amendments to the Act), must submit an Annual Vocational Rehabilitation Program/Cost Report (RSA-2) for each Federal fiscal year (October 1 - September 30).

One copy of the RSA-2 report is due in the RSA Regional Office by January 30 following the close of the fiscal year. Mail or FAX the form to the Regional Office, or see page 13 for the electronic transmission option.

The RSA Regional Office will review the reports for completeness and accuracy, notifying the RSA Central Office of any discrepancies and their corrections.

The RSA-2 report must reflect Federal and State expenditures recorded for the 12 month Federal fiscal year ending September 30. It must include those expenditures made this fiscal year but charged to either the Section 110 or Title VI-C Federal funds or program income funds that were carried over from the previous fiscal year in accordance with Section 19 of the Act. For the purpose of this report **all liquidated and unliquidated obligations will be considered as expenditures**. The RSA-2 report consists of six schedules as shown below:

<u>Schedule</u>	<u>Title</u>
Schedule I	Fiscal Year Expenditures
Schedule II	Services Provided
Schedule III	Certified Public Expenditures
Schedule IV	Person Years
Schedule V	Other Rehabilitation Expenditures
Schedule VI	Total VI-C Funds Expended

Definitions

The terms used in these instructions are defined in 34 CFR Part 361 and Part 363, and in Part 80 (previously Part 74) of this title which establishes uniform administrative requirements and cost principles. All of these administrative requirements and cost principles contained in 34 CFR Part 80 apply under the Title VI-C Program. They also apply to the Section 110 Program, except for the provision that authorizes in-kind contributions for matching purposes. For the purpose of these instructions, the following definitions apply:

Section 110 Funds -

Unless the context indicates otherwise, these funds include the Section 110 Federal funds, State matching funds, State funds used to meet the Maintenance of Effort (MOE) requirement, and eligible State funds in excess of those required for matching the Federal funds or meeting the MOE requirement

Title VI-C Funds -

These are the Federal funds awarded under the Title VI-C Program.

Other Rehabilitation Funds -

These are funds under the control of the State VR agency that are not eligible to match Federal funds. Included are funds derived from program income which have been authorized by RSA pursuant to 34 CFR 80.25(g)(2) to be used for additional program expenditures, or which have been deducted from program outlays in accordance with 34 CFR 80.25(g)(1). Examples of sources of program income include: reimbursement payments from the Social Security Administration for rehabilitating Social Security disability beneficiaries; payments received from insurance carriers; payments received from workers compensation funds; fees for services to defray part or all of the costs of services provided to particular clients; and income generated by State operated rehabilitation facilities.

This category also includes other sources of funds such as Welfare, Job Training Partnership Act, etc., but does not include any funds under the control of others (e.g., Similar Benefits).

PLEASE NOTE: ALL AMOUNTS SHOULD BE REPORTED IN WHOLE DOLLARS ONLY

Schedule I - Fiscal Year Expenditures

The purpose of Schedule I is to provide a method for State VR Agencies to report the amount expended in providing services to individuals with disabilities under the Rehabilitation Act of 1973, as amended. The amounts entered in this Schedule include expenditures from Section 110 Funds, Title VI C funds, and other rehabilitation funds (Schedule V funds). These would also include expenditures charged to the Section 110 Federal funds or Title VI C Federal funds or program income funds that were carried over from the previous fiscal year in accordance with Section 19 of the Act.

[NOTE: Before completing Lines 1, 1a, and 1b, please refer to the recent policy directive that reinstated the RSA-2 for information about changes that affect these items.]

Line 1 - Administration

The amount entered on Line 1 (Administration) includes total expenditures associated with the performance of administrative duties, statewide in purpose, scope and impact, within the vocational rehabilitation program, including those expenditures reported on Line 1a, Title VI-C funds and Line 1b Indirect Costs. This includes among other things: planning, budgeting, evaluation, accounting, financial management, statistical systems and related data processing. Under this definition, most, if not all, the salaries of district and regional office supervisors would not be attributable to Administrative Costs (since they are generally not of statewide scope), but rather be attributable to supervising staff in the delivery of services and be included on Line 2a. The costs (e.g. salaries) associated with the person-years recorded on Schedule IV, Line 1, Administrative Staff are to be included here. All indirect costs claimed by the State agency for the fiscal year pursuant to an approved Indirect Cost Agreement or Cost Allocation Plan are to be reported here, irrespective of the base used in computing the amount claimed.

Note that the total on Line 1 is not the sum of amounts reported on Lines 1a and 1b, and should exceed the total of those two amounts.

Line 1a - Administrative Costs Paid with Title VI-C Funds

Enter those Title VI-C funds expended on administrative costs, including any indirect costs claimed under the VI-C Program. This amount should not exceed 5% of the amount of the total amount of the grant.

Line 1b - Indirect Costs

Enter those funds expended for indirect costs under an Approved Indirect Cost (I/C) Agreement or Cost Allocation Plan. This amount also includes I/C claimed under the Title VI-C program and reflected on line 1a.

Line 2 - Services for Individuals

The amounts entered include both Section 110 funds and Title VI-C funds used for services, and any funds reported in Schedule V which are used for services.

Line 2a - Counseling, Guidance and Placement

The amount entered on this line is for expenditures for Counseling, Guidance and Placement (C/G/P) Services provided by the State agency. It includes the costs to provide periodic review and reevaluation of individuals with disabilities who have been closed as ineligible or have been placed in extended employment in community rehabilitation programs (formally referred to as a rehabilitation facilities) to determine the feasibility of their employment or their training for future employment in the competitive labor market.

Please note that charges to these accounts include salaries and related expenses of all personnel providing C/G/P services or supervising their provision or providing consultation in their provision. Included in this category are counselors, interviewers, case aides, etc. Clerical personnel whose duties support these functions are included in this category as are supervisory and consultative personnel whose responsibilities cover these activities. When personnel employed in these activities devote part of their time to administration of the program at a statewide impact level, that portion of their time and "related" expenses should be charged to administration (Line 1 above).

Line 2b - Other Services Provided by State Agency

The amount entered on this line is for expenditures for services provided by State VR agency personnel other than Counseling, Guidance and Placement (C/G/P). The charges to this category include the salaries and related expenses of staff who provide services to clients other than C/G/P. Also included are the salaries of clerical and supervisory personnel whose duties support the provision of these other services. Examples of services that would be classified under this category include orientation and mobility training, rehabilitation teaching, and job coaching.

If the staff providing these other services are employed in a community rehabilitation program operated by the State rehabilitation agency, the costs of these services are not to be reported in this category but on line 2.c. Also, salaries of staff and support personnel, and related expenses for the provision of management and supervision under the Small Business Enterprise Program (34 CFR 361.72) would not be reported here but on line 5a.

Line 2c - Services Purchased from Public Community Rehabilitation Programs

The amount entered on this line is for expenditures relating to Services Purchased from Public Community Rehabilitation Programs for individuals with disabilities. Public Community Rehabilitation Programs include those owned and operated by the State rehabilitation agency or unit of State, county, municipal or other local government. This includes services purchased from a Public Community Rehabilitation Program from another State. For State VR agency owned and operated Community Rehabilitation Programs, all costs associated with the provision of VR services including salary, wages and expenses should be included.

Line 2d - Services Purchased from Private Community Rehabilitation Programs

The amount entered on this line is the expenditures for services purchased from Private Community Rehabilitation Programs.

Lines 2e, 2f - Services Purchased from Sources Other than Community Rehabilitation Programs

The amounts entered on these lines will be the expenditures for Services Purchased from sources other than Community Rehabilitation Programs. These amounts represent services purchased from vendors (doctors, schools, etc.) and will include expenditures related to the establishment of Small Businesses excluding those reported on line 5a. These expenditures must be separated as either (1) Public or (2) Private. Public vendors are organizations or agencies of State, county, municipal or other local government. All other vendor expenditures would be so identified as private vendors.

Line 3 - Establishment of Community Rehabilitation Program

[NOTE: Before completing Line 3, please refer to the recent policy directive that reinstated the RSA-2 for information about changes that affect this item.]

The amount entered on this line will be the expenditures for the establishment of community rehabilitation programs in accordance with 34 CFR 361.73. This amount includes the cost of acquisition, expansion, remodeling, or alteration of existing buildings necessary to adapt them to community rehabilitation program purposes or to increase their effectiveness for such purposes, and may include such additional equipment and staffing for a period not to exceed 51 months.

Line 4 - Construction of Community Rehabilitation Programs

The amount entered on this line will be the expenditures for the construction of facilities for Community Rehabilitation Programs in accordance with 34 CFR 361.74. The Federal share of the cost of constructing facilities for community rehabilitation programs may not be more than 50% of the total cost of the project.

Line 5 - Other

The amount entered on this line will be the total of other expenditures, reported on lines 5.a. through 5.e., made for vocational rehabilitation purposes and not reported in lines 1 through 4.

Line 5a - Business Enterprise Program

The amount entered on this line will be the expenditures for management services and supervision provided by State agency, along or together with the acquisition by the State agency of vending facilities or other equipment and initial stocks and supplies.

Line 5b - Facilities and Services to Groups

The amount entered on this line will be the expenditures for other services to groups. These services are the development or improvement of public community rehabilitation programs, including the provision of other services which promise to contribute substantially to the rehabilitation of a group of individuals but which are not related directly to the IWRP of any one individual with a disability. The use of existing telecommunications systems which have the potential for substantially improving service delivery methods, and the development of appropriate programming to meet the particular needs of individuals with disabilities is included here. The use of services providing recorded material for individuals who are blind and captioned films or video cassettes for individuals who are deaf are included here.

Line 5c - Technical Assistance and Support Services

Expenditures for technical assistance and support services to businesses that are not subject to Title I of the Americans with Disabilities Act of 1990 (42 U.S.C. 12111 ET SEQ.) and that are seeking to employ individuals with disabilities are to be reported here. In addition, for those employers who are subject to the requirements of Title I of the Americans with Disabilities Act of 1990, also include on this line funds used in carrying out a program to train them in compliance with Title I of the Act, as well as informing them of the existence of the program and the availability of services of the program.

Line 5d - Innovation & Expansion of VR Services

[NOTE: Before completing Line 5d, please refer to the recent policy directive that reinstated the RSA-2 for information about changes that affect this item.]

The amount entered here will be the total expenditures made by the State VR agency for programs and activities identified in its strategic plan for the innovation and expansion of Vocational Rehabilitation services. The 1992 Amendments to the Act require that not less than 1.5% of the state's section 110 allotment be used for such purposes.

Line 5e - Miscellaneous

Allowable costs for services not reported in 5a - 5d should be reported on this line.

Line 6 - Total Expenditures

The amount entered on this line will be the total of the expenditures reported on lines 1 through 5.

Line 7 - Amount of current Fiscal Year Section 110 allotment to be carried over to next FY in accordance with Section 19 of the Act

Enter the amount of the Federal funds that are not obligated and expended prior to the

beginning of the next Fiscal Year and which shall remain available for obligation and expenditure during the next fiscal year. Such funds shall remain available only to the extent that any applicable Federal share requirements for the funds were complied with.

Line 8 - Amount of previous Fiscal Year Section 110 allotment carried over and expended this FY in accordance with Section 19 of the Act

Enter the amount of Federal funds that were carried over from the previous FY and expended this FY.

Line 9 - Amount of Current Fiscal Year Title VI-C Allotment Carried Over to Next FY in accordance with Section 19 of the Act

Enter the amount of the Federal funds that are not obligated and expended prior to the beginning of the next fiscal year and which shall remain available for obligation and expenditure during the next fiscal year.

Line 10 - Amount of Previous Fiscal Year Title VI-C Allotment Carried Over and Expended this FY in accordance with Section 19 of the Act.

Enter the amount of Federal funds that were carried over from the previous fiscal year and expended this fiscal year.

Schedule II - Agency Workload and Expenditures

The purpose of this schedule is to provide information on funds expended on individuals for each major type of VR service. The dollar amounts consist of those reported on Lines 2b - 2f in Schedule I. For the line items under the column titled "No. of Clients", enter the number of clients who had expenditures made in their behalf by the State VR agency for the respective type of VR services furnished. If a client received a service, but the cost of that service was covered through "similar benefits", the client should not be counted against the classification of the service received. If a client received one service more than one time, count that client only once for that service. In other words, a client receiving a particular service multiple times should only be counted once for that category.

Line 1 - Counseling, Guidance and Placement

The count of clients shown on this line will represent the clients who received no purchased services (Schedule I, lines 2.c. - 2.f.) or other services provided by the State Agency (Schedule I. line 2.b.), and clients who received services that were obtained through the use of similar benefits, resulting in no cost to the VR Agency. This line should also include all clients in status 02 and status 06 where no case service expenditures (lines 2 through 10) are made.

Line 2 - Eligibility/Needs Assessment

The count of clients shown on this line will be the number receiving an assessment for determining eligibility and vocational rehabilitation needs by qualified personnel. Assessment services provided by personnel skilled in rehabilitation technology should be reported under Rehabilitation Technology Services below. Enter under the AMOUNT column the amount of VR expenditures made for these clients.

Line 3 - Physical and Mental Restoration

The count of clients shown on this line will be the number receiving "Physical and Mental Restoration" services paid by the VR Agency. Enter under the amount column the amount of VR expenditures made for these clients.

Line 4 - Training

The classification of Training covers books, training materials for the use of individuals with disabilities and any other organized training needed to meet the rehabilitation needs of the individuals with disabilities being served.

The training may be provided at schools, colleges or universities, community or junior colleges, at community rehabilitation programs, by tutor or correspondence or apprenticeship or in an organized on-the-job training situation or trade school or by some other organized training program.

Line 4a - Post Secondary Institution of Higher Education

The count of clients shown on this line will be the number of individuals receiving Post Secondary Training services paid for by the VR agency. Under the amount column enter the amount of expenditures made on behalf of these clients. The students must have the ability to benefit from training, and, by the definition of post secondary, have the recognized equivalent of a high school diploma. Section 34 CFR 361.42(4) defines institutions of higher learning as "...universities, colleges, community/junior colleges, vocational schools, technical institutes, or hospital schools of nursing."

Line 4b - Personal and Vocational Training

The count of clients shown on this line will be the number of individuals receiving personal and vocational training services paid for by the VR agency. Under the amount column enter the amount of expenditures made on behalf of these clients. This includes training in the use of artificial limbs; prevocational training; work adjustment training; training in the use of hearing aids or other appliances; remedial training; speech and hearing training which is not medically directed; training in lip reading and mobility training.

Line 4c - All Other Training

The count of clients and amount of VR funds expended on this line will be for those clients receiving training not falling into the above categories and including high school, business school, on-the-job, or any other training which cannot be classified above.

Line 4d - Total Receiving Training

Enter the **unduplicated** count of clients (this count will not necessarily equal the sum of 4a-4c) receiving one or more training services and under the amount column enter the total amount of VR expenditures made for training of any kind.

Line 5 - Maintenance

Enter the number of clients receiving "Maintenance" that is being paid for by VR funds. Under the amount column enter the dollar amount expended. Maintenance covers the clients' basic living expenses such as food, shelter, clothing, and other subsistence costs that are in excess of the clients' normal living expenses and that are necessitated by the clients' participation in a program of Vocational Rehabilitation services.

Line 6 - Transportation

Enter the number of clients receiving "transportation" that is being paid for by VR funds. Under the amount column enter the dollar amount expended. Transportation means travel and related expenses that are necessary to enable an applicant or eligible individual to participate in any vocational rehabilitation service. It includes payment for travel and subsistence costs while in travel status for applicants and clients and, if necessary, their escorts, attendants, or guides, in connection with providing vocational rehabilitation services.

Line 7 - Personal Assistance Services

Enter the number of clients receiving personal assistance services that are being paid for by VR funds. Under the amount column enter the dollar amount expended. Personal assistance services means a range of services, provided by one or more persons while an individual with a disability is receiving Vocational Rehabilitation services provided and paid for by the VR agency and, designed to assist an individual with a disability to perform daily living activities on or off the job that the individual would typically perform if the individual did not have a disability. The services must be necessary to the achievement of an employment outcome and may be provided only while the individual is receiving other VR services.

Line 8 - Rehabilitation Technology Services

Enter the number of clients receiving rehabilitation technology services that are being paid for by VR funds. Under the amount column enter the dollar amount expended. Counts and amounts should not include services covered under other line items. Rehabilitation Technology Services means the systematic application of technologies, engineering methodologies, or scientific principles to meet the needs of and address the barriers confronted by individuals with disabilities in areas which include education (training services), transportation, independent living, and recreation; and includes Rehabilitation Engineering services, supplying Assistive Technology Devices, and Assistive Technology Services.

The term Rehabilitation Engineering is defined as a complex of services entailing an original design or concept intended to help the individual maintain or enhance his or her ability to function personally, socially, and/or vocationally. The original design or concept encompasses not only devices, equipment, and aids, but also modifications to the environment, worksite, and in transportation on behalf of the client. To count as Rehabilitation Engineering the service must truly be innovative and not merely an adaptation of an existing mode of accommodation. Typically, the involvement of a rehabilitation technology specialist would be required.

The term Assistive Technology Devices is defined as any item, piece of equipment or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities.

The term Assistive Technology Services is defined as any service that directly assists an individual with a disability in the selection, acquisition, or use of an assistive technology device.

Line 9 - Post Employment

Enter the number of clients receiving "Post Employment" services that are being paid for by VR funds. Under the amount column enter the dollar amount expended. Post Employment services are those services, such as placement services, which are provided on a post employment basis to assist an individual to maintain or regain other suitable employment.

Line 10 - All Other

Enter the number of clients receiving services that do not fall into the above services categories and are being paid for from VR funds. Under the amount column enter the dollar amount expended. This line will include expenditures for Small Business Enterprises.

Line 11 - Total Agency Workload (Status 02-32) and Total Expenditures

Enter in the first column (No. of Clients) the Unduplicated Count of the Agency's workload (caseload) (this count will not equal the sum of line items 1-10).

Under the amount column enter the total dollars (add total) expended for VR services. The

expenditures reported on this line should equal the total of lines 2b - 2f in Schedule I. Please note that the amount reported in subtotal line 4d is not to be double counted in this total.

Also note that the unduplicated count should equal the total number of applicants and clients, as reported on the RSA-113 for the fourth quarter (statuses 02 to 30), plus any post employment cases closed as rehabilitated prior to this Federal fiscal year, who receive services during this fiscal year.

Line 12 - Total Section 110 Funds Spent on Services

Enter Section 110 Funds which were used to provide services to clients as included in lines 2b-2f in Schedule I.

Line 13 - Total Title VI-C Funds Spent on Services

Enter Title VI-C funds which were used to provide services to clients as included in lines 2b-2f in Schedule I.

Note: The difference between the amount reported on line 11 and the sum of lines 12 and 13 will equal the amounts of Schedule V funds which were used for services.

Schedule III - Certified Public Expenditures

Enter on this line under the amount column the amount of "Certified Public Expenditures." Certified Public Expenditures are funds expended as a result of a cooperative agreement between the State VR Agency and another State or local public agency that is making the expenditures of State or local public funds under the terms of a cooperative agreement, in accordance with 34 CFR 361.13. The funds expended are also reported under their respective categories in Schedules I and II above.

Schedule IV - Person-Years

Person-years means the actual time vocational rehabilitation jobs were filled during the period covered by this report. If a job is filled throughout a fiscal year, it counts as one person-year (F.T.E. [full time equivalent] means equivalent to one full time position); two jobs each filled ½ year would count as one person-year, etc. Person-years, in full year increments, must be reported in column 1 for all State Agency personnel whose salaries are charged in whole or in part to Section 110, Title VI-C or other rehabilitation funds. The total number of person years supported by the Section 110 funds and the Title VI C funds will be entered in columns 2 and 3, respectively.

Note: a. The difference between the total reported in column 1 and the sum of the entries in columns 2 and 3 represents the total number of person years of staff supported with

Schedule V funds.

b. Person-years are to be reported in whole year increments. Ensure that totals reflect rounding of these figures.

Line 1 Administrative Staff

Record the person-years for the number of personnel that are not in direct line to service providers. Included in this category are program evaluators, program planners, budgeting and fiscal personnel, and staff development. Clerical personnel who support the above administrative staff functions are to be included here. The costs (e.g. salaries) associated with all these person-years are to be included on Schedule I Line 1 - Administration.

Line 2 - Counselor Staff

Record the person-years for the number of personnel that are involved in direct service to clients. Included in this category are counselors, counselor aides, supervisors and rehabilitation teachers who carry a caseload. Do not include person-years for clerical personnel supporting the staff defined in this section. Clerical support should be included on Line 3 - Support Staff below.

Line 3 - Staff Supporting Counselor Activities

Record the person-years for the number of personnel, other than those included as Counselor Staff above, who directly or indirectly support Counselor Staff in providing services to clients. Included in this category are clerical personnel (other than those included in Line 1 - Administrative above), medical consultants, interviewers, placement officers, and specialists, district and local supervisors (except that portion of time assigned to a caseload), non-caseload carrying rehabilitation teachers, psychologists, social workers, and other professional personnel who do not have a caseload carrying responsibility.

Line 4 - Other Staff

Record the person-years for the number of personnel that are not recorded in any of the above categories. Included in this category are Randolph-Sheppard managers, State Coordinators for Deaf and Deaf/Blind, etc.

Line 5 - Total

Record the total person years. This is the sum of lines 1 - 4 above.

Schedule V - Other Rehabilitation Expenditures

Enter the total amount of all other rehabilitation funds expended for vocational rehabilitation purposes made by and under the control of the State VR agency which were reflected in Schedules I and II. See definition for details.

Schedule VI - Total Title VI-C Funds Expended

Enter the total Title VI-C funds expended during the fiscal year which were reflected in Schedule I.

ELECTRONIC TRANSMISSION OPTION:

Electronic Mail via the Internet, as follows:

<u>Regional Office</u>	<u>Individual</u>
I	john_szufnarowski@ed.gov
II	john_szufnarowski@ed.gov
III	ralph_pacinelli@ed.gov
IV	ralph_pacinelli@ed.gov
V	douglas_burleigh@ed.gov
VI	loerance_deaver@ed.gov
VII	douglas_burleigh@ed.gov
VIII	loerance_deaver@ed.gov
IX	gilbert_williams@ed.gov
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