



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
**DEPARTMENT ON DISABILITY SERVICES**

**RSA TRANSMITTAL #19-01**

**TO: RSA Managers, VR Specialists, Supervisory VR Specialists**

**CC: State Rehabilitation Council**

**FROM: Darryl Evans, RSA Deputy Director**

**DATE: 02/25/2019**

**RE: RSA Intake Policy**

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Today the District of Columbia Department on Disability Services (DDS) releases the RSA Intake Policy, 2019-RSA-POL001. This policy, along with the Eligibility Policy, 2019-RSA-POL002, supersedes RSA Policy Section II Referral Application and Assessment (2010).

Below are highlights of key changes, but please do review the revised Policy carefully:

- By separating the Referral Application and Assessment section of the Policy Manual into an Intake Policy and an Eligibility Policy DCRSA is emphasizing that the intake process shall not be used to pre-screen eligibility. During intake, the VR Specialist will begin to identify and collect documentation needed to determine eligibility, but shall neither state nor imply that the person will or will not be eligible based on information presented at intake.
- The intake policy includes a cross reference to DDS Language Access Policy ensuring that all persons interested in VR services shall have access to, and receive program information through, appropriate modes of communication that meet their specific language needs.
- The intake policy includes a statement of non-discrimination in accordance with the D.C. Human Rights Act.

RSA thanks the State Rehabilitation Council Policy Subcommittee for reviewing and providing feedback on this Policy.

