



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

RSA TRANSMITTAL #19-05

TO: RSA Managers, VR Specialists, Supervisory VR Specialists

CC: State Rehabilitation Council

FROM: Darryl Evans, RSA Deputy Director

DATE: 02/25/2019

RE: RSA Case Closure Procedure

Today the District of Columbia Department on Disability Services (DDS) releases the RSA Case Closure Procedure, 2019-RSA-PROC001. This procedure supplements the RSA Case Closure Policy (2017).

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

- The new procedure specifies that closure notices are sent via regular US mail rather than certified mail.
- The new procedure includes closure in Status 35 (Youth Only) with is a new closure status for youth closed from extended services.
- The new procedure no longer references extended evaluation which was eliminated with the implementation of WIOA.

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

