



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

POLICY	
Department on Disability Services	Subject: RSA-2 Federal Report
Responsible Program or Office: Rehabilitation Services Administration	Policy Number: 2018-RSA-POL-01
Date of Approval by Director: 10/24/2018	Number of Pages: 3
Effective Date: 10/25/2018	Expiration Date: N/A
Supersedes	
Cross References, Related Policies and Procedures, and Related Documents: Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act (WIOA), DCRSA RSA-2 SOP.	

**I. PURPOSE**

The purpose of this policy is to establish uniform guidelines to ensure an accurate accounting of expended funds for services provided by the District of Columbia Department on Disability Services (DDS), Rehabilitation Services Administration (DCRSA) during the fiscal year as it relates to the mandatory requirements of filing the annual Vocational Rehabilitation Program/Cost Report (RSA-2).

**II. APPLICABILITY**

This policy applies to the DDS employees who supervise or administer vocational rehabilitation (VR) services and the Office of Chief Financial Officer (OCFO)/ Human Support Services Cluster (HSSC).

**III. AUTHORITY**

The authority for this policy is established in the Department on Disability Services as set forth in the D.C. Law 16-264, the “Department on Disability Services Establishment Act of 2006,” effective March 14, 2007 (D.C. Code §§ 7-761.01 *et seq.*).





The basic data comprising the RSA-2 are mandated by the Rehabilitation Act of 1973, as amended by WIOA (The Act) as specified in Section 101(a)(10)(D). Section 13 of The Act requires the Commissioner to collect and report information to the Congress and the President in an Annual Report. Section 607 requires that the same information be reported for persons who received supported employment services.

#### **IV. POLICY**

It is the policy of DDS to comply with the directives, requirements and instructions issued by the United States Department of Education, Rehabilitation Services Administration, as it relates to the timely annual submission of the RSA-2 report. The RSA-2 collects data on the Title I, State VR Services Program and Title VI-B, State Supported Employment (SE) Services Program authorized under The Act.

#### **V. RESPONSIBILITY**

The responsibility for this policy is vested in the Director of DDS. The implementation of this policy is the responsibility of the Deputy Director of DCRSA and the DDS Chief of Staff.

#### **VI. STANDARDS**

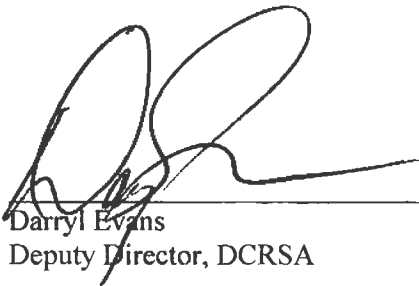
In order to ensure compliance with this policy, the agency has adopted the following standards:

- A. DDS Chief of Staff shall obtain the most recent policy directive, instruction and grant awards issued by the U.S. Department of Education RSA related to the reporting of the RSA-2.
- B. DDS Chief of Staff or Deputy Director of DCRSA shall contact the U.S. Department of Education RSA representative regarding any questions and concerns related to filing the RSA-2 report.
- C. DDS Operations division shall use the RSA client information system to report the number of clients served.
- D. DDS Chief of Staff shall obtain an official detailed financial expenditure report from the OCFO for the reporting fiscal year.
- E. DDS Chief of Staff shall obtain an official financial Schedule A report from the OCFO as of September 30 of the reporting fiscal year.





- F. DDS Chief of Staff shall obtain the DCRSA incurred indirect cost from the OCFO for the reporting fiscal year.
- G. DDS Chief of Staff shall consult with the OCFO and obtain the details and supporting documentation related to the accrual and journal entry transactions.
- H. The DCRSA Deputy Director, or his or her designee, shall submit the annual RSA-2 report in accordance with the guidelines and timeframes established by the U.S. Department of Education.

  
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Darryl Evans  
Deputy Director, DCRSA

10/25/18  
Approval Date

  
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Andrew P. Reese, Director

10/24/18  
Approval Date



