

POLICY	
Department on Disability Services	Subject: Randolph Sheppard Vending Facilities Program
Responsible Program or Office: Rehabilitation Services Administration	Policy Number: 2026-RSA-POL01
Date of Approval by the Director: 6/24/26	Number of Pages: 4
Effective Date: 6/24/2026	Expiration Date, if Any:
Supersedes Policy Dated: July 5, 2007	
Cross References, Related Policies and Procedures, and Related Documents: 29 DCMR Chapter 2 <i>et seq.</i> ; 34 C.F.R. Part 395 <i>et seq.</i>	

1. APPLICABILITY

The applicability of this policy is to Department on Disability Services (DDS) Operations and Rehabilitation

Services Administration (RSA) Randolph Sheppard Vending Facilities Program (RSVFP) staff, applicants, trainees, and licensed vendors.

2. AUTHORITY

The authority for this policy can be found in the federal and District RSVFP regulations at 34 C.F.R. Part 395 *et seq.* and 2 DCMR Chapter 2 *et seq.*, respectively.

3. DEFINITIONS

Active Participation: As defined in 34 C.F.R. § 395.14(b), active participation consists of the following expectations of the Blind Vendors Committee (BVC):

- Actively participate with the State Licensing Agency(S.L.A.) in major administrative decisions and policy and program development decisions affecting the overall administration of the State’s vending facility program.

- Receive and transmit grievances to the S.L.A. at the request of blind vendors and serve as advocates for such vendors in connection with such grievance.
- Actively participate with the S.L.A. in the development and administration of a state system for the transfer and promotion of blind vendors.
- Actively participate with the S.L.A. in the development of training and retraining programs for blind vendors.
- Sponsor, with the assistance of the S.L.A., meetings, and instructional conferences for blind vendors within the District of Columbia.

Applicants: RSA vocational rehabilitation clients who are interested and determined by their Vocational Rehabilitation (VR) counselor to be appropriate for referral to the Randolph Sheppard Vending Facilities Program.

Blind Vendors Committee or BVC: Elected group of seven (7) vendors fully representative of all blind vendors in the District of Columbia's program based on such

factors as geography within the District and vending facility type with a mutual goal of providing for proportional representation of blind vendors on Federal property and blind vendors on other properties.

Licensed Vendor or Vendor: A vendor who has completed an application and all training including classroom, on the job training, job shadowing and has been certified by the S.L.A. to be qualified to operate a vending facility.

Randolph Sheppard Vending Facilities Program or RSVFP: The program which licenses blind vendors and provides ongoing support services in accordance with the Randolph-Sheppard Vending Stand Act, 34 C.F.R. § 395.7, and 29 DCMR Chapter 2.

State Licensing Agency or S.L.A.: The State agency designated by the Secretary of the U.S. Department of Education to issue licenses to blind persons for the operation of vending facilities on Federal and other property as stated in 34 C.F.R. § 395.1(v).

RSVFP Trainee: An individual who: (a) is not a licensed vendor pursuant to the Randolph-Sheppard Vending Stand Act; and (b) is receiving vocational rehabilitation services/training pursuant to the Rehabilitation Act of 1973, 34 C.F.R. § 395.11, and 29 DCMR Chapter 2.

4. POLICY

DDS, as the S.L.A., has primary responsibility for administration of the RSVFP in the District of Columbia. The S.L.A. engages the BVC in active participation in major administrative decisions and program policy and procedure development, as well as the development of the system of transfer and promotion of vendors and training programs for vendors in the program. Through the BVC's position as elected representatives of the vendors at large, it serves as the liaison of information on policy information with the Vendors-at-Large (VAL). It is also the BVC's responsibility to actively collect and transmit grievances from the vendors to the S.L.A. and advocate on vendors' behalf in relation to these grievances. To

effectively administer the program, the S.L.A., with the active participation of the BVC, will establish, regularly review, maintain, and develop program procedures that define the rights and responsibilities of the program staff, licensed vendors, applicants and trainees in the following areas:

- a. Process of qualification to licensure for new applicants, trainees, and vendors;
- b. New Vendor training;
- c. Promotion and transfer of Vendors;
- d. Primary and Satellite Facilities;
- e. Micro-Markets;
- f. Retirement and/or pension plan(s);
- g. Program financial procedures
- h. Management of Vending Facilities;
- i. Relief of Vendors from duty;
- j. Displaced Vendors;
- k. Rights and expectations of Vending Facility relinquishment;

- l. Vendor's process for leave from vending facility; and
- m. Termination of Vendor's License.

5. RESPONSIBILITY

The responsibility for this policy is delegated to the DDS Deputy Director for the Rehabilitation Services Administration. Implementation is vested in the RSVFP staff.

6. STANDARDS

All policies and procedures will be developed through the following process of BVC active participation:

- a. The BVC shall have the opportunity to initiate matters for consideration by the S.L.A. in order to make meaningful contributions to the program. The BVC's views and positions will be given careful and serious consideration by the S.L.A.
- b. The S.L.A. will develop a draft of any policy or procedure prior to submission to the BVC. The

S.L.A. will send a draft to the Policy Committee and set a meeting to further discuss the draft.

- c. Prior to and during the meeting, the Policy Committee will provide comments and questions regarding the draft.
- d. After the meeting, the S.L.A. will give full consideration to the comments provided by the Policy Committee and will provide a written explanation of all changes, including any Committee recommendations that are not adopted.
- e. Once there is a final draft, including any changes following discussions with the BVC Policy Committee, a copy of the document will be shared with the VAL, providing fourteen calendar days for comments.
- f. Given the S.L.A.'s responsibility for the administration of the program, it will finalize the policy or procedure and provide written feedback to

all vendors regarding comments received and any changes that were made in response to these comments, including the S.L.A.'s rationale if it does not adopt any recommendations received.