



Education and Workforce Development Cabinet

Office of Vocational Rehabilitation

Policy and Procedures

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Policy

Mandated by the [Rehabilitation Act of 1973 \(the Act\)](#), as amended by Title IV of the [Workforce Innovation and Opportunity Act \(WIOA\)](#) and in accordance with [34 C.F.R. § 361.12](#), the Rehabilitation Services Administration (RSA) requires the state lead agency to comply with reporting requirements. In Kentucky, the Governor-appointed lead agency is the Office of Vocational Rehabilitation (OVR).

OVR has implemented policies and procedures to ensure compliance with federal reporting of OVR programs and services.

Below is a list of the current federal reports required:

Annual Report/ETA-9169

The ETA-9169 is the Office of Management and Budget (OMB) approved template for WIOA Annual Performance Reports. The report includes all elements and disaggregation required by [WIOA Section 116](#), as well as: breakout reports for Measurable Skill Gains, Effectiveness in Serving Employers, and the specification for all of the elements in the report.

For additional information, please refer to "[OMB Control Number 1205-0526](#)".

For additional information on how OVR implements the policy, refer to “ETA-9169” Procedures. This report is submitted annually by October 1. OVR Resource Management Analyst staff are responsible for the timely submission of this report.

State Rehabilitation Council Annual Report

OVR is responsible for developing and disseminating an annual report, which highlights agency work as well as the State Rehabilitation Council (known in Kentucky as State Council for Vocational Rehabilitation (SCVR)).

For additional information on how OVR implements the policy, refer to “State Rehabilitation Council Annual Report” Procedures. This report is due by December 30, sixty days at the close of the fiscal federal year. OVR, Vocational Rehabilitation Administrator that is the SCVR liaison is responsible for the timely submission of this report.

Combined State Plan

OVR is required to develop and submit a four-year plan to communicate the shared understanding of the workforce system needs and works to align and integrate the workforce system needs across Federal programs.

For additional information, please refer to [PD-16-03](#).

For additional information on how OVR implements the policy, refer to “Combined State Plan” Procedures. This report is submitted every three years in March and/or when substantial updates to the plan are necessary. The OVR Vocational Rehabilitation Administrator designated as the State VR liaison with RSA is responsible for submission of the plan.

RSA-911

OVR is required to provide specific data related to the Case Service Report (RSA-911).

For additional information on the federal directive, please refer to [PD-16-04](#).

For additional information on how OVR implements the [RSA911 policy](#), refer to [“RSA911” procedures](#). This report is due 45 days after the end of each quarter, November 15, February 15, May 15 and August 15. OVR Resource Management Analyst is responsible for the submission of this report.

RSA-17

The RSA-17, Vocational Rehabilitation Financial Report, collects data quarterly on OVR program activities. This report captures:

- Federal and non-Federal administrative expenditures for the VR program
- Federal and non-Federal expenditures for services to groups
- Federal and non-Federal American Job Center infrastructure expenditures

- Receipt, use and/or transfer of VR program income
- Financial data necessary to ensure federal award requirements are met (i.e., those for match, maintenance of effort, and the reservation of funds for the provision of pre-employment transition services).
- Obligations and disbursements that occurred during the period of the award.

For additional information as it pertains to the RSA-17, please see RSA's [Data Element Comparison](#).

This report is due 30 calendar days after the end of the reporting period if the report is not the final yearend report. The final report is due 90 calendar days after the end of the reporting period. This report falls under the responsibilities of the Education Cabinet and Workforce Development Office of Administrative Services and Executive Director of the Office of Vocational Rehabilitation. The designated fiscal grant specialist is responsible for its submission.

RSA-15

The RSA-15, Vending Facility Program Report, collects data related to the operations of the Randolph-Sheppard program.

For additional information, please refer to [PD-15-01](#).

For additional information on how OVR implements the policy, refer to "RSA-15" Procedures. This report is due annually by January 1. The OVR Division Director for Business Enterprises and Education Cabinet and Workforce Development Office of Administrative Services designated fiscal grant specialist is responsible for its submission.

SF-425

The SF-425 is the federal financial report for Vocational Rehabilitation Services, Supported Employment, and Supported Employment Youth.

For additional information, please refer to [PD-18-02](#), [PD-18-01](#), and [PD-15-05](#).

These reports are due on a semi-annual basis, with a final report submitted annually (April 30, October 30 and the final report due December 29). This report falls under the responsibilities of the Education Cabinet and Workforce Development Office of Administrative Services and the OVR Executive Director.

RSA-722

The RSA-722, annual report on the appeals process, which outlines the number of mediations and appeals for the Federal Fiscal Year.

For additional information, please refer to [PD-16-02](#).

For additional information on how OVR implements the policy, refer to “RSA-722” Procedures. This report is due annually by November 1 and submitted by the OVR Director of Field Services.

RSA-7-OB

The RSA-7-OB is the annual report on the independent living services for older individuals who are blind.

For additional information, please refer to [PD-16-01](#).

For additional information on how OVR implements the policy, refer to “RSA-7-OB” Procedures. This report is due annually on or before December 30. This report falls under the responsibilities of the Education Cabinet and Workforce Development Office of Administrative Services designated Grants Specialist and the Branch Manager of the Independent Living program.

Ticket to Work Cost

The Ticket to Work Cost report identifies the monthly dollar amount per consumer for which the agency shall be reimbursed. Prior to processing reimbursement claims, approved cost formulas must be in place.

For additional information, please refer to the [Social Security Ticket to Work Program](#).

For additional information on how OVR implements the policy, refer to “Ticket to Work Cost” Procedures. The OVR Social Security liaison is responsible for submitting this report by December 31.