

RSA Formula Grant Programs: Federal Reports and Deadlines

REPORT NAME	FREQUENCY	RESOURCE	REPORTING REQUIREMENTS/DETAILS
WIOA Unified or Combined State Plan	4-year cycle (with 2-year modification) (PY)	Joint ICR	<p>WIOA requires States and Territories to submit a Unified or Combined State Plan that covers, at a minimum, the six core programs of the workforce development system submitted via the WIOA State Plan Portal. This includes the VR Services Portion which VR agencies submit.</p> <p>In the Spring of 2020, States and Territories submitted four-year Unified or Combined State Plans covering program years 2020 through 2023 (July 1, 2020 - June 30, 2024). Two-year modifications will be due in the Spring of 2022 for implementation beginning on July 1, 2022. States are required to submit a Unified or Combined State plan every four years and a two-year modification will be due in the Spring of the second year of the four-year State plan cycle for implementation at the start of the third program year (July 1). Visit the WIOA State Plan Portal to view or download the PDF files of the WIOA State Plans.</p>
WIOA Statewide Annual Performance Report (ETA-9169)	Annually (PY)	Joint ICR	<p>WIOA requires each State to submit Statewide Performance Reports annually. The report covers performance data from July 1 to June 30 of the current program year and various participant cohort's performance data.</p> <p>The ETA-9169 is due on October 1 of each year. If October 1 falls on a weekend or holiday, the report will be due on the next business day. View ETA-9169 reports for State VR programs.</p>
Case Service Report (RSA-911)	Quarterly (PY)	PD-19-03 Joint PIRL	<p>Data collected through the RSA-911 is used to assess the performance of the VR program through the calculation of evaluation standards and performance indicators, conduct annual reviews and periodic onsite monitoring of VR agencies, and support disability research.</p> <p>RSA-911 reports are due no later than 45 days after the end of each PY quarter:</p> <ol style="list-style-type: none"> 1. July 1-September 30; Report Due: November 15 2. October 1-December 31; Report Due: February 15 3. January 1-March 31; Report Due: May 15 4. April 1-June 30; Report Due: August 15

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Vocational Rehabilitation Financial Report (RSA-17)	Quarterly (FFY)	DCL-20-02	<p>The RSA-17 collects VR program fiscal data that is used to evaluate and monitor financial and programmatic performance.</p> <p>The RSA-17 is required for new VR grant awards issued on or after October 1, 2020 (FFY 2021). The RSA-17 must be submitted:</p> <ul style="list-style-type: none"> • 30 days after the end of the reporting period if the report is <i>not</i> the final report; and • 120 days after the end of the reporting period if the report is the final report.
Federal Financial Report (SF-425)	Semi-Annual: VR Annual: CAP, PAIR, OIB, SE-A, SE-B (FFY)	PD 15-05 (VR) PD-18-01 (SE-A) PD-18-02 (SE-B) DCL-20-01 (CAP, PAIR, OIB)	<p>SF-425 fiscal data is used to evaluate and monitor the financial and programmatic performance of the following programs:</p> <ul style="list-style-type: none"> • State Vocational Rehabilitation (VR) Services (awards issued before FFY 2021); • State Supported Employment Services (SE-A and SE-B); • Independent Living Services for Older Individuals Who Are Blind (OIB); • Client Assistance Program (CAP); and • Protection and Advocacy of Individual Rights (PAIR). <p>The reporting periods are October 1 - March 31 and April 1 - September 30 for the VR program, and October 1 - September 30 for the remaining programs. Interim SF-425 reports are due 30 days after the end of the reporting period. Final SF-425 reports for awards issued after November 2021 are due no later than 120 days after the end of the reporting period. For the Final report due dates for awards issued prior to November 2020, please contact the Financial Management Specialist assigned to your State.</p> <p>SF-425 reports are not required for VR program awards issued for FFY 2021 and later. The RSA-17 has replaced SF-425 reporting for these VR program awards.</p>
Certification Regarding Lobbying Form (ED 80-0013)	Annually (FFY)	ED 80-0013	<p>Grantees must sign and submit the Certification Regarding Lobbying Form to comply with the certification requirements under 34 C.F.R. Part 82, "New Restrictions on Lobbying." This certification is a material representation of fact upon which the U.S. Department of Education relies when it makes a grant or enters into a cooperative agreement.</p>

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Grant Reallotment Form (RSA-692)	Annually (FFY)	ICR	<p>The RSA-692 collects fiscal information from grantees so that RSA may reallot to other grant recipients any portion of a recipient's annual grant that cannot be used. Reallotment applies to the following formula programs:</p> <ul style="list-style-type: none"> • State Vocational Rehabilitation Services; • State Supported Employment Services; • Independent Living Services for Older Individuals Who Are Blind; • Client Assistance Program; and • Protection and Advocacy of Individual Rights <p>For the current FFY, grantees submit RSA-692 reports from approximately July 15 to August 15. RSA sends out an annual reallotment announcement that provides the specific dates for reallotment.</p>
State Rehabilitation Council (SRC) Annual Report	Annually (FFY)	34 CFR §361.17(h)(5)	<p>The SRC must prepare and submit an annual report on the status of VR programs operated within the State and make the report available to the public through appropriate modes of communication.</p> <p>The report is due by December 30, 90 days following the close of the FFY (October 1 - September 30).</p>
Resolution of Applicant/Client Appeals (RSA-722)	Annually (FFY)		<p>The RSA-722 collects information related to appeal activities under the VR program.</p> <p>The report is due by December 30, 90 days following the close of the FFY (October 1 - September 30).</p>
Independent Living Services for Older Individuals Who are Blind (RSA-7-OB)	Annually (FFY)	PD-20-01	<p>The RSA-7-OB collects data on the independent living services for older individuals who are blind program, including five program measures necessary for accurate measurement of the performance of the program.</p> <p>The report is due by December 31, following the close of the FFY (October 1 - September 30).</p>

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Randolph Sheppard (RSA-15)	Annually (FFY)		<p>The RSA-15 collects information from State licensing agencies related to the Randolph-Sheppard Vending Facility program and it is used to evaluate and monitor the program on an annual basis.</p> <p>The report is due by December 30, 90 days following the close of the FFY (October 1 - September 30).</p>
Annual Client Assistance Program (CAP) Report (RSA-227)	Annually (FFY)	PD 14-05	<p>The RSA-227 meets specific data collection requirements of Section 112 of the Rehabilitation Act of 1973, as amended, and its implementing federal regulations at 34 CFR Part 370 for the Client Assistance Program (CAP). If a VR agency administers the CAP internally, it is required to submit the RSA-227.</p> <p>The report is due by December 30, 90 days following the close of the FFY (October 1 - September 30).</p>
Annual Protection and Advocacy of Individual Rights (PAIR) Program Report (RSA-509)	Annually (FFY)		<p>RSA uses this form to meet the specific data collection requirements of Section 509 of the Rehabilitation Act of 1973, as amended, and its implementing federal regulations at 34 CFR Part 381. Protection and Advocacy organizations, not VR agencies, submit the RSA-509.</p> <p>The report is due by December 30, 90 days following the close of the FFY (October 1 - September 30).</p>

These general [reporting instructions](#) outline the steps for navigating to and submitting Federal reports in the RSAMIS at rsa.ed.gov.

For additional information, please contact your Rehabilitation Services Administration (RSA) or VRTAC-QM liaison.