Rehabilitation Counseling Program

Handbook for Rehabilitation Services Administration (RSA) Scholarships
Rehabilitation Long-Term Training Rehabilitation Counseling

Georgia State University
College of Education
Department of Counseling and Psychological Services
Rehabilitation Counseling Program

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Administration of the RSA Scholars Program at Georgia State University

It takes many talented and qualified individuals to run an extensive grant project. The RSA Scholars Program employs a specialized group of professionals to ensure the success of the program.

Rehabilitation Services Administration Program Management

Dr. Dennis D. Gilbride, RSA Scholar Program Director, coordinates selection of scholars from the pool of applicants and oversees all aspects of the program. Dr. Gilbride's specializations include transition to work for people with disabilities, and career development of people with disabilities.

Dr. Franco Dispenza, Associate Professor, provides educational and research opportunities related to rehabilitative counseling to RSA Scholars. Dr. Dispenza is responsible for internship evaluation.

Dr. Debbie Berens, Clinical Assistant Professor, is responsible for fieldwork placements and teaches in the program.

Dr. Brian Dew, Counseling and Psychological Services, Chair, is responsible for monitoring the scholarship process and manages all Counseling and Psychological Services staff.

RSA Scholar Program Staff Support

Katie Lowry, Counseling and Psychological Services Business Manager, provides budget oversight and management.

Yolanda Miller, Fiscal Grants Specialist, provides grant management of CPS department grants.

Please note that we have attached the official RSA Long-Term Training Scholarship Manual beginning on page 14.
The Department of Counseling and Psychological Services (CPS), part of the College of Education and Human Development, Georgia State University, offers graduate degree programs designed to prepare counselors, counseling psychologists and school psychologists for a variety of settings. These various work settings include vocational and technical, universities, governmental agencies, businesses and industries, religious settings, labor departments, community agencies and mental health facilities. A student’s skills are developed from multidisciplinary coursework, both within and outside of the department, and from extensive supervised practica, and internships throughout the metro-Atlanta area.

The Clinical Rehabilitation Counseling program prepares professional counselors to work in a variety of settings: general agencies of the federal/state rehabilitation program, Veterans Administration programs, evaluation/training centers, and rehabilitation and psychiatric hospitals. Rehabilitation counselors also may be employed by correctional agencies, drug treatment programs, workers' compensation, insurance companies, and private business and industry. The graduate rehabilitation counselor is prepared to understand effects of injury, disease, and other disabilities on body structures and functions, behavior and personality; to bring to bear skills in assessing rehabilitation potential; to utilize information and techniques from vocational and community sources in the rehabilitation process; and to apply a basic understanding and knowledge of federal and state rehabilitation legislation. The CPS department is pleased for the opportunity to work collaboratively with the U. S. Rehabilitation Services Administration (RSA) in the Department of Education, so that this scholarship is made available to our Master’s in Rehabilitation Counseling students.

The RSA training program provides financial support to students seeking a Master’s degree in Rehabilitation Counseling from Georgia State University - College of Education and Human Development.

The RSA scholarship covers the following at GSU:

1. Tuition (in-state graduate tuition rate for up to 60 credit hours as prescribed by the master’s rehabilitation counseling program of study in the current graduate student catalog).
2. Georgia State University enrollment fees for 6 semesters (full time students should complete the program in no more than 6 semesters), as billed on the tuition statement.
3. And when available, a monthly stipend for books and other expenses and reimbursement for cost of the CRC examination.
THE REHABILITATION SCHOLARS PROGRAM

The purpose of the RSA Scholars program is to increase the supply of qualified vocational rehabilitation counselors to serve the rehabilitation needs of individuals with disabilities assisted through:

- Vocational rehabilitation (VR); and
- Community Rehabilitation Programs that have a service relationship with VR.

The Rehabilitation Counseling master’s program at Georgia State University has earned a reputation of rigor and excellence in counselor education, and boasts a pass rate between 90-100% for students who sit for the CRC examination. Students are prepared to work with individuals on educational, vocational, social, emotional or medically-related barriers to employment and inclusion. In addition, the master’s program helps students develop a strong value for disability rights advocacy, in order to support individuals as they address the environmental and attitudinal barriers to full access, choice, and independence.

Georgia State University works closely with the Georgia Vocational Rehabilitation Agency (GVRA) to recruit, train, and employ RSA Scholars throughout the State of Georgia. There is a growing need for professionals in the public rehabilitation program, and the GVRA offers competitive salaries and benefits that emphasize long-term career development. The Vocational Rehabilitation Program assists over 35,000 people with disabilities to obtain and retain employment annually. During the 84-year history of the public rehabilitation program, more than 14 million individuals with disabilities have acquired gainful employment across the nation.

Eligibility

A candidate for an RSA scholarship must, at minimum:

1. Be a U.S. citizen or permanent resident – residency is further defined in this handbook.
2. Express serious interest and intent to pursue a career in clinical practice, administration, supervision, teaching or research in the vocational rehabilitation of persons with disabilities, especially persons with severe disabilities
3. Provide continuous written assurance and proof of employment in a state rehabilitation agency, or a related agency that provides services to individuals with severe disabilities under an agreement with a state agency, or other public agency as defined by RSA. With full-time employment this will be for a period of not less than two years for each full-time academic year the scholarship is received.
4. Please refer to the entire handbook for all eligibility requirements.
5. Conduct Internship at VR office.
Georgia State University Requirements:

1. Scholarship candidates must be fully admitted to graduate status in the MS Rehabilitation Counseling program prior to acceptance to the RSA Scholarship program.
2. Attend the RSA Scholars orientation.
3. Be committed to the mission of the State/Federal VR program
4. Please refer to the entire handbook for all Georgia State University eligibility requirements.

Once the candidate is awarded a RSA scholarship, and based on the availability of federal funds, the scholarship will continue to be awarded each successive semester of that academic year provided that the student maintains satisfactory progress in the Master’s degree program.

If a scholarship recipient drops a course that has been paid with scholarship funds after the tuition refund date, the student will be required to pay for the dropped credits.
TYPICAL RSA SCHOLARSHIP TIMELINE

Student applies to Master’s Clinical Rehabilitation Counseling Program at GSU.

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Student receives letter of acceptance into Master’s Rehabilitation Counseling Program.

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Student applies to RSA Scholar Program (after reading conditions of eligibility in this handbook).

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Student is notified of scholarship decision.

If student is denied scholarship, student is encouraged to apply the following academic year.

If student is named an RSA Scholar—student is awarded scholarship and will attend the RSA Scholar Orientation and complete necessary paperwork, including Payback Agreement Form.

↓

Scholar will strictly follow Master’s Clinical Rehabilitation Counseling program, taking only courses on the program of study.

↓

Scholar will graduate with MS Clinical Rehabilitation Counseling degree and sign “Exit Certificate Letter”.

↓

Scholar will secure paid employment at a qualifying RSA Scholar “payback” site.

↓

Scholar will notify assigned GSU payback staff person of employment site, and submit required site paperwork on a regular basis.

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Scholar will continue working at qualifying site, and check-in with assigned GSU payback staff person at least once a year until payback requirement has been completed.

↓

Scholar will complete required RSA Scholar “payback” employment time, notify GSU payback staff person, and finally receive official documentation that their payback is complete and has ended.

Scholar should not terminate employment until official confirmation letter has been received.
Certification of Eligibility for Federal Assistance in Certain Programs
(To be completed by all RSA Scholarship Applicants)

I understand that 34 CFR 75.60, 75.61, and 75.62 require that I make specific certifications of eligibility to the U.S. Department of Education (ED) as a condition of applying for Federal funds in certain programs and that these requirements are in addition to any other eligibility requirements that ED imposes under program regulations. Under 34 CFR 75.60 – 75.62:

I. I certify that:
A. I do not owe a debt, or I am current in repaying a debt, or I am not in default (as that term is used at 34 CFR Part 668) on a debt:
   1. To the Federal Government under a nonprocurement transaction (e.g., a previous loan, scholarship, grant, or cooperative agreement); or
   2. For a fellowship, scholarship, stipend, discretionary grant, or loan in any program of ED that is subject to 34 CFR 75.60, 75.61, and 75.62, including:
      • Federal Pell Grant Program (20 U.S.C. 1070a, et seq.);
      • Federal Supplemental Educational Opportunity Grant (SEOG) Program (20 U.S.C. 1070(b), et seq.);
      • State Student Incentive Grant Program (SSIG) 20 U.S.C. 1070c, et seq.);
      • Federal Perkins Loan Program (20 U.S.C. 1087aa, et seq.);
      • Income Contingent Direct Loan Demonstration Project (20 U.S.C. 1087a, note);
      • Federal Stafford Loan Program, Federal Supplemental Loans for Students [SLS], Federal PLUS, or Federal Consolidation Loan Program (20 U.S.C. 1071, et seq.);
      • William D. Ford Federal Direct Loan Program (20 U.S.C. 1087a, et seq.);
      • Cuban Student Loan Program (20 U.S.C. 2601, et seq.);
      • Robert C. Byrd Honors Scholarship Program (20 U.S.C. 1070d-31, et seq.);
      • Jacob K. Javits Fellows Program (20 U.S.C. 1134h-1134l);
      • Patricia Roberts Harris Fellowship Program (20 U.S.C. 1134d-1134g);
      • Christa McAuliffe Fellowship Program (20 U.S.C. 1105-1105i);
      • Bilingual Education Fellowship Program (20 U.S.C. 3221-3262);
      • Rehabilitation Long-Term Training Program (29 U.S.C. 774(b));
      • Paul Douglas Teacher Scholarship Program (20 U.S.C. 1104, et seq.);
      • Law Enforcement Education Program (42 U.S.C. 3775);
      • Indian Fellowship Program (29 U.S.C. 774(b));
      • Teacher Quality Enhancement Grants Program (20 U.S.C. 1021, et seq.);
B. I have made arrangements satisfactory to ED to repay a debt as described in A.1. or A.2. (above) on which I had not been current in repaying or on which I was in default (as that term is used in 34 CFR Part 668).

II. I certify also that I have not been declared by a judge, as a condition of sentencing under section 5301 of the Anti-Drug Abuse Act of 1988 (21 U.S.C. 862), ineligible to receive Federal assistance for the period of this requested funding.

I understand that providing a false certification to any of the statements above makes me liable for repayment to ED for funds received on the basis of this certification, for civil penalties, and for criminal prosecution under 18 U.S.C. 1001.

Signature / Date  Typed or Printed Name

Name or number of ED program under which this certification is being made: Rehabilitation Long-Term Training Rehabilitation Counseling (CFDA 84.129B)
Effectively Managing your Payback Service Obligation
Guide for RSA Scholars

What do I need to know before I become an RSA Scholar in the Long-Term Training Grant Program (MS in Rehabilitation Counseling)?

1. Prior to signing the Payback Agreement Form, individuals interested in receiving an RSA scholarship should read this handbook and fully understand the terms and conditions of the Payback Service Obligation and what is meant by “a qualifying employment setting.” In addition, the individual should carefully review the Payback Regulations [see 34 CFR (Code of Federal Regulations) Part 386].

2. RSA scholars should always be aware of the following:
   1) scholarship amount received in totality;
   2) service obligation owed (two years full-time for every year of funding);
   3) timeframe when service obligation must begin (no later than two years after exiting from the program, i.e., sometime within the two-year grace period); and
   4) timeframe when the service obligation must be completed.

3. RSA scholars must strictly follow the MS Rehabilitation Counseling program of study. No additional course can be taken while receiving the RSA scholarship.

What are some common mistakes to AVOID

- Registering for courses outside of the MS Rehabilitation Counseling program of study.

- Register for courses within the first 10 days of registration. To ensure that you are able to complete your program of study within the allotted time period AND ensure your RSA scholar payment is applied to your student account, RSA scholars are required to register within the first 10 days of registration.

- Checking your student account 7 days before tuition and fees are due. RSA scholars are responsible for checking their GSU student account balance at least 7 days before tuition and fees are due to make sure RSA payment has been applied and their balance is zero.

- Failure to communicate with Georgia State University on a regular basis as a current scholar, and at a minimum, during each registration period upon completion of the degree.

- Failure to alert to the Georgia State University RSA Scholar Administrator in a timely manner to any issues or concerns regarding your ability to successfully complete the program.

- Dropping out of the program without providing any notice to the Georgia State University RSA Scholar Administrator.

- Failure to review and plan for options/plans for pursuing qualifying employment and failure to provide Georgia State University RSA Scholar Administrator with documentation.
to justify qualifying employment. **RSA scholars should never assume that employment meets the qualifications established in the Payback Regulations without first discussing the employment opportunity with the Georgia State University RSA Scholar Administrator EVEN IF the site is listed as a previously approved site.**

- Failure to provide the Georgia State University RSA Scholar Administrator with required documentation such as annual verification of qualifying employment or a transcript to verify full-time course of study if in a deferral status.

- Failure to update the Georgia State University RSA Scholar Administrator on changes to contact information such as current address, email address, telephone number, etc.

- Failure to maintain documentation from the Georgia State University RSA Scholar Administrator such as:
  1) signed Payback Agreement,
  2) signed Exit Form, and
  3) documentation submitted to the Georgia State University RSA Scholar Administrator at his or her request.

**What do I receive if I am awarded the scholarship?**

- The RSA Scholar program pays for MS Rehabilitation Counseling program tuition and fees. The RSA scholarship is granted for up to the 60 credit-hours required by the MS Clinical Rehabilitation Counseling program of study. RSA will not cover tuition and/or fees for credit hours in excess of these, even if the inclusion of these credit hours does not increase tuition/fees for that semester. Relevant study refers to courses listed in the graduate catalog required for completion of the MS Clinical Rehabilitation Counseling program.

- Any support a scholar receives (whether tuition, fees, stipend, reimbursement or any combination of these) from the RSA Scholar’s Program is considered support for the number of credit hours for which the scholar registered in a particular semester. Any contribution toward any area of academic expenses rather than the actual amount of the contribution is considered support toward the scholarship.

- The scholarship will not cover fees incurred due to late registration, but will still cover normal tuition charges.

- Graduate Research Assistants (GRA/GTA/Student employment positions that come with a tuition waiver: RSA scholars who have been granted a graduate research assistantship must notify the scholarship administrators. Additionally, RSA scholars with an assistantship will not receive a refund or credit for the amount covered by the assistantship. The scholarship, inclusive of tuition and fees, is granted to cover up to 60 hours of the program of study. Tuition is waived for students receiving assistantships; in which case the scholarship would be disbursed for fee payments only. That is, RSA will pay mandatory student fees not covered by the assistantship. Fee payment is inclusive of mandatory GRA health fees if the student is not already covered by other health insurance. Students who have received an assistantship will not be exempt from the payback requirements. The requirements will be
maintained to the extent that RSA has covered any portion of expenses throughout the course of a student’s program.

- Program Equity: The amount of funds a student receives may be impacted by other financial support that student receives such as graduate research assistantships or other scholarships. Differences in support to students might also be affected by the difference between in and out-of-state tuition rates. Still, the payback rate will be calculated just the same for all students.

What do I need to understand about obtaining qualifying employment to meet my service obligation?

RSA scholars should review the Payback Regulations in 34 CFR Part 386. As of June 1, 1992, the student must satisfy the following employment obligation:

- The student must work in a State vocational rehabilitation agency, a non-profit rehabilitation (VR) agency, or a related agency, including a professional practice group through which the individual has a service agreement with the State VR agency.

- State-Federal programs of VR, supported employment, and independent living are the programs intended to benefit from the payback provision.

- The employer of the scholar should be able to provide information regarding whether the program, agency, or facility provides services to clients of the State VR agency, or whether it has a cooperative working agreement regarding the referral or provision of services to VR clients.

- The employer will have to confirm your employment and job duties on a regular basis throughout your payback period.

- The employment obligation may also be met by obtaining and maintaining employment in the field in which the scholar was trained in a non-profit or related agency providing services under an agreement with the State VR agency.

- Based on 34 CFR 386.4 (b), a for-profit organization may qualify as a professional corporation or professional practice group provided it meets the acceptable definition in the Federal regulations (i.e., provides services to State VR agency clients).

Under what circumstances am I responsible for repayment of my scholarship?

There are instances in which scholar repayment must be submitted:

1) Scholar drops out, is dismissed or removed from the program, or voluntarily leaves the program:
   - Two-Year grace period does not apply.
   - Scholar may obtain qualifying employment and must supply documentation to support employment OR provide repayment of the scholarship.
   - To clarify, it is considered a voluntary leave from the program by the scholar if he/she does not provide sufficient employment documentation and updates as required by Georgia State University.
2) Two-year grace period has passed:
   • If a scholar has not obtained qualifying employment within the two-year
     grace period, he or she must be submitted for repayment.
   • Failure to obtain qualifying employment does not qualify the scholar
     for an extension of the grace period or a deferral request.

3) Scholar indicates that his/her career path will no longer be in the Rehabilitation
   Counseling field.

**What can I expect to receive if I decide not to secure approved “payback” employment, and
therefore, must repay my scholarship in dollars?**

   • Scholars can expect to receive an official Repayment Letter from the
     Rehabilitation Services Administration.

   • The Repayment Letter establishes the amount owed by the scholar and
     provides the rationale for why the scholar was submitted for repayment. RSA
     also cites 34 CFR Part 386 where necessary to remind the scholar of his or her
     Payback obligation.

   • The Repayment Letter provides detailed instructions for setting up repayment.

   • The RSA Scholar receives the original signed hard copy Repayment Letter
     and supporting documentation (i.e., signed Payback Agreement Form, Exit
     Form, and any other relevant documentation) via U.S. Postal mail and/or
     email.

   • The Georgia State University RSA Scholar Administrator receives a copy of
     the Repayment Letter and all supporting documentation via email OR U.S.
     Postal mail.

   • The RSA Project Officer, the Office of the Chief Financial Officer (OCFO),
     and the Payback Coordinator all receive copies of the Repayment Letter and
     all supporting documentation.

**What is the established process for scholar repayment in dollars?**

   • The RSA Scholar has 30 days from the date stamped on the letter to respond
     to the Office of the Chief Financial Officer (OCFO).

   • If the scholar does not respond to the initial Repayment Letter within the 30-
     day timeframe, the OCFO will send the scholar 3 more invoices and 1 Due
     Process notice.

   • If the scholar fails to respond, the OCFO transfers the debt to the U.S.
     Treasury (Treasury) for further collection action.
**What if I fail to respond to the Office of the Chief Financial Officer?**

- Once the debt is officially transferred to the Treasury, the following actions will be taken:
  - The debt will be placed in the Treasury's Tax Offset Program. As a result, any income tax return due to the scholar will be offset and applied to the debt.
  - The Treasury will assess additional fees and penalties up to 28%.
  - Debts will be reported to the Credit Bureaus.
  - If the debtor is employed, the Treasury may initiate wage garnishment in order to repay the debt.

**What other processes and procedures should I be aware of?**

**Deferral Requests**
Deferrals must be formally requested and are approved by RSA. Please note that there are no guarantees of approval.

Step 1: The Georgia State University RSA Scholar Administrator reviews 34 CFR 386.41 (b) with the scholar to confirm that the scholar’s request for a deferral might qualify as an acceptable circumstance. In addition, the Georgia State University RSA Scholar Administrator and the scholar will also discuss the scholar’s intent to obtain qualifying employment after the period of deferment.

Step 2: If the request is an acceptable circumstance, the Georgia State University RSA Scholar Administrator will email the deferral request to the RSA Project Officer and include the following:
- Completed Deferral Request Form.
- Copy of the signed Payback Agreement Form.
- Supporting documentation, as necessary. For example, if a scholar is requesting a deferral to pursue additional education, a copy of the scholar’s transcript, to verify full-time course of study is required for the request and on an annual basis until the additional education is complete.
- Other documentation, as applicable, depending on the circumstances.

If the deferral request is approved, there is only one two-year grace period.

**Exceptions**
Exception requests are reviewed and approved by the RSA Commissioner. Note: Do not send exception requests directly to the RSA Commissioner. These requests are submitted to RSA from your Project Director.

Step 1: The Georgia State University RSA Scholar Administrator determines the scholar’s request for an exception pursuant to 34 CFR 386.41 (a).

Step 2: The Georgia State University RSA Scholar Administrator communicates directly with the scholar to ensure that the scholar is aware of the exception review and approval process and that the scholar provides the Georgia State University RSA Scholar Administrator with the following required documentation:
• Letter from physician documenting the severe disability that is expected to continue indefinitely and prohibits the scholar from obtaining or retaining employment.

Step 3: The Georgia State University RSA Scholar Administrator will submit to the RSA Project Officer the following:
  • Signed Payback Agreement Form;
  • Signed Exit Form, if applicable;
  • Physician documentation; and
  • Letter from the scholar (optional) providing rationale for exception request.

Note: There are no guarantees with regard to the approval of exception requests.
U.S. DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION\& REHABILITATIVE SERVICES
Rehabilitation Services Administration (RSA)
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REHABILITATION LONG-TERM TRAINING PROGRAM: SCHOLARSHIP MANUAL

Updated: December 28, 2016
The purpose of this manual is to provide both grantees and Rehabilitation Services Administration (RSA) scholars with crucial information concerning the Rehabilitation Long-Term training (RLTT) program, sometimes referred to as the “payback” program. As background, the RLTT program is authorized under the Rehabilitation Act of 1973, as amended (Act), and the implementing regulations can be found at 34 CFR Part 386 (81 FR 55619, August 19, 2016). The RLTT program provides financial assistance to states and public and nonprofit agencies and organizations, including institutions of higher education (IHEs), to pay all or part of the cost of conducting training programs (34 CFR 386.1). The program specifically directs funds to projects that provide academic training leading to a certificate or degree (e.g., Bachelor’s, Master’s, or Doctorate) in various fields of rehabilitation found in 34 CFR 386.1. The regulations require trainees who receive financial assistance through the RLTT program, referred to as RSA scholars, to pay back such assistance either by maintaining acceptable employment in public or private nonprofit rehabilitation agencies for a period of time after they complete their training, or by making a cash repayment to the Federal government. More specifically, **RSA scholars who receive funding under the RLTT program must work two years for every one year of funding received upon completing their program. Work payback must be completed within the sum of the number of years owed plus two additional years, often referred to as the grace period.** Scholars who receive funds from more than one project should be aware that there is only one two-year grace period. RSA strongly encourages scholars to be aware of their total financial indebtedness and service obligation dates so that they can avoid potential monetary repayment if the service obligation is not fulfilled by the established date.

Because the RLTT program is quite complex, this manual is divided into three sections to provide clear and specific guidance. The first section contains frequently asked questions and responses RSA has provided. The second section discusses repayment in great detail, which the scholar may find of particular interest. And finally, the last section discusses important responsibilities for both the scholar and the grantee to ensure successful management of the payback program.
1. At what point in the scholarship award process must the scholar sign the payback agreement?

An IHE receiving a RLTT grant from RSA must ensure that any student receiving scholarship assistance from the grant signs and dates a "payback" agreement prior to the initial disbursement of any scholarship funds on his/her behalf, including the payment or crediting of tuition. The IHE must fully disclose to the RSA scholar the terms and conditions of the payback requirement in the application for an RSA scholarship. The written agreement must contain the terms and conditions required by the regulations (34 CFR 386.40).

2. What financial assistance is included in the payback requirement?

The payback requirement applies to all RSA financial assistance to a scholar pursuing a RLTT program leading to a certificate or degree. Regardless of the amount of the financial assistance, the scholar must pay back each year of assistance with two years of service. The financial assistance covers payments for tuition and fees, stipends, books and supplies, and travel in conjunction with training assignments (34 CFR 386.32). The amount of scholarship made to scholars will vary depending on the amount of the grant awarded to the IHE and the cost of attendance at the IHE. Grantees are required to spend 65% of the grant award on scholarships.

3. How is an academic year defined for purposes of the payback requirement?

An academic year means a full-time course of study: (1) taken for a period totaling at least 9 months; or (2) taken for the equivalent of at least 2 semesters, 2 trimesters, or 3 quarters. If a scholar attends school from September to June, this equates to one academic year and two full years for the payback obligation. (34 CFR 386.4(b); 386.40(a) (7); 386.40(c))

4. How is the employment obligation of a part-time scholar determined?

The employment obligation for a part-time scholar is based upon the equivalent total of actual academic years of training received (34 CFR 386.40(c)). For instance, for every year a half-time scholar receives assistance, that scholar would have to repay one year of service.
5. What is the relationship between the amount of time that a student receives a scholarship and the length of time that he/she must maintain employment to meet payback requirements? Also, how much time is the student given to meet the payback requirements?

In accordance with 34 CFR 386.40(a) (7) and (8), the student must satisfy the following employment obligation:

(a) The student must work in a State VR agency or a related agency, including a professional practice group, where the agency has a service arrangement with the State VR agency;

(b) The student must maintain employment in the field of study in which training was received or where the field of study is directly relevant to the job functions performed;

(c) The length of the employment obligation is the full-time equivalent of 2 years for each year of scholarship assistance provided;

(d) The period of time that the student has in order to satisfy the employment obligation begins immediately upon the completion of the training and lasts for the duration of the employment obligation plus a grace period of two more years.

6. When a full-time scholar receives partial funding, what are the payback requirements?

The amount of financial assistance disbursed to a full-time scholar, whether partial or full, does not affect the obligation of the scholar to meet an employment commitment. The scholar must repay every year of financial assistance with two years of service (34 CFR 386.40(a) (7)).

7. What happens when the scholar receives support from more than one RLTT grant?

Scholars who may have received scholarship assistance from more than one RLTT grant have a separate payback requirement for each grant. These scholars are encouraged to work closely with the respective Project Director or designee at the sponsoring agency and/or RSA Project Officer in accurately recording the payback obligation. Any service obligation completed by a scholar must first be applied to the older grant.

8. If a scholar is dismissed or drops out of a program for academic or non-academic reasons, to what degree will he/she be responsible for payback?
The scholar is responsible for repayment of the costs received whether he/she is dismissed or voluntarily leaves the program for academic or non-academic reasons. The scholar is in a repayment status on the first day of the next month after leaving the program. If the program is less than one year, and the scholar drops out prior to completing the program, the scholar must repay the assistance through financial repayment. If the program is more than one year in length and the scholar drop out after completing at least one year, the scholar may pay back the obligation through service or through financial repayment. (34 CFR 386.40(b) (1)).
9. Must scholars work on a full-time basis in a qualifying agency?
No. A scholar may work on a full- or part-time basis for either the State VR agency or a related agency. If a scholar works part-time, he/she still has an obligation to work the full-time equivalent of two years for each year for which assistance was provided within a period of not more than the sum of the number of years owed and two additional years. Therefore, depending on the length of the service obligation, it may not be possible for a scholar to meet all of his/her service obligation while working part-time. (34 CFR 386.40(a) (7))

10. What is meant by qualifying employment?
State-Federal programs of VR, supported employment, and independent living are the programs intended to benefit from the payback provision. The employment obligation may also be met by obtaining and maintaining employment in a related agency providing services under a formal or informal agreement with the State VR agency. (34 CFR 386.40(g))

11. What is meant by a "related agency?"
Congress also recognized that State VR agencies often accomplish their mission through formal or informal agreements with other programs. Thus, the employment obligation may be met by obtaining and maintaining employment in the field in which the scholar was trained in a related agency providing services under an agreement with a State VR agency. A related agency may include a Federal or State agency, a nonprofit organization, or a for-profit professional corporation or professional practice group, so long as there is an informal or formal agreement with the State VR agency. (34 CFR 386.4)

12. What is considered acceptable qualifying employment for scholars who successfully complete a doctoral program?
Scholars may complete a doctoral program in one of two ways: 1) as an RSA scholar through the 84.129 RLTT program, or 2) through a doctoral program not funded by RSA but following completion of an undergraduate or Master’s Program funded by RSA and for which the payback has been deferred.

In terms of acceptable qualifying employment, qualifying employment in a “related agency” may include educators whose college or university employer meets the definition of a related agency by providing services to individuals with disabilities under an agreement with a State VR agency and who are employed in the area of specialty for which Federal support for their training was provided. Examples of suitable work activities at an IHE may include but are not limited to
the following tasks: 1) supervising students in training; 2) serving as an advisor or consultant to a State agency; 3) providing direct services to students, including the instruction of individuals with disabilities; 4) conducting research in the VR field as a Post-Doctoral Fellow or Research Assistant, provided that the activity is in the area of specialty for which training was provided.

Scholars who are hired full or part-time at an IHE only for the purposes of working to obtain grant funds or in conducting administrative activities do not meet the requirement for acceptable qualifying employment.

13. Does volunteer work count towards the payback requirement?
No. Volunteer work does not count towards the payback work requirement.

14. Does Graduate Assistant work count towards the payback requirement?
No. A scholar performing the duties of a Graduate Assistant cannot use this experience towards the payback work requirement.

15. Must scholars serve State VR clients exclusively in full- or part-time employment in a related agency?
If a scholar works for a related agency, he/she is not required to serve only rehabilitation clients of the State-Federal programs of VR, supported employment, or independent living in his/her job. Rather, the requirement can be met if he/she is employed on a full- or part-time basis by the qualifying organization, and the work is as a consultant or practitioner serving rehabilitation clients under an agreement with a State VR agency. (34 CFR 386.4; 34 CFR 386.40)

16. If a scholar engages in employment for a State VR agency or related agency while in training, will that count toward payback?
No. Rehabilitation employment while in training for which the scholarship was awarded does not meet the work requirement. The regulations clearly state that the scholar will maintain employment in a qualifying agency "beginning after the recipient completes the training for which the scholarship was awarded." (34 CFR 386.40).

17. Does RSA specify the geographical location in which the work requirement must be satisfied?
Regulations implementing the payback requirement do not specify the geographical location in which the work requirement must be satisfied. An RSA
scholar may select where he/she wishes to seek and maintain employment, provided that within the required period of time following the completion of his or her training, the employment obligation is fulfilled with a State VR agency or related agency. (34 CFR 386.40). RSA scholars should be aware that in light of recent economic conditions, it is not uncommon for scholars to relocate in order to secure qualifying employment.

18. What is the "exit certification" that the grantee must provide in writing when a scholar completes his/her program?

According to 34 CFR 386.34(f), the granting institution is required to maintain the following information on file for each scholarship:

(a) The scholar's name and the number of the federal grant that provided the scholarship;
(b) The scholar's field of study and the obligation of the scholar to perform the service obligation with employment that meets the requirements in 34 CFR 386.40(a)(7)(i);
(c) The total amount of scholarship assistance received subject to 34 CFR 386.40(a)(7);
(d) The number of years the scholar needs to work to satisfy the work requirements in 34 CFR 386.40(a)(7).
(e) The time period during which the scholar must satisfy the work requirements in 34 CFR 386.40(a)(7).
(f) As applicable, all other obligations of the scholar in 34 CFR 386.40, such as the need to inform the IHE of any change of name, address, employment status, and information documenting how he/she has satisfied the terms of his/her scholarship agreement.

The exit certification must include written verification from the scholar acknowledging that the information in his/her file is accurate and that he/she is aware of his/her work-or-repay obligation.

19. Under what circumstances may a scholar receive an exception (i.e., waiver) to the payback requirements?

Before disbursement of a scholarship, grantees are required not only to verify proof of U.S. citizenship or legal permanent resident status, but they must also obtain documentation that the individual has an expressed interest in a career in the provision of rehabilitation services and that the individual expects to and appears able to seek and maintain employment in an approved agency following completion of his/her program of study. (34 CFR 386.33)
Scholars may request a waiver of repayment if they are unable to continue their course of study or complete their employment due to a permanent disability. (34 CFR 386.41(a)) To formally request a waiver of repayment for permanent disability, the scholar should submit a written request along with supporting medical documentation to the assigned RSA Program Officer. The medical documentation must be current (within the past three months), prepared on official stationery, signed by a qualified physician or other medical professional, and contain the scholar’s diagnosis, prognosis, and ability to work in any capacity in the field of rehabilitation. The documentation must include a statement that a reasonable work accommodation cannot be made to complete the employment obligation -- such as part-time work, teleworking, or utilizing assistive technology to support the necessary job functions. The submission of Social Security documentation or other disability determinations solely is insufficient and will result in denial of the request. The Project Director or designee and scholar should work closely together in transmitting the waiver request to RSA for review and consideration. All requests should be addressed to the attention of the RSA Commissioner, but transmitted to the assigned RSA Program Officer.

A disability in and of itself is not sufficient to serve as the basis of the waiver. An individual’s disability must have worsened since entry into the program of study or the individual must have acquired additional disabilities in order for a waiver to be granted.

A waiver of repayment is also available in cases where a scholar has died. Documentation to substantiate this waiver must include a death certificate or other evidence conclusive under State law.

20. Under what circumstances may repayment of a scholarship be deferred?
Repayment of a scholarship may be deferred during the time the scholar is:
(a) engaging in a full-time course of study in the field of rehabilitation at an IHE;
(b) serving, not in excess of four years, on active duty as a member of the armed services of the United States;
(c) serving as a volunteer under the Peace Corps Act;
(d) serving as a full-time volunteer under Title I of the Domestic Volunteer Service Act of 1973; or
(e) temporarily totally disabled, for a period not to exceed three years. (386.41(b))
Scholars wishing to make a request for deferment should submit the completed Deferral request form to the assigned RSA Program Officer along with the appropriate supporting documentation to include the PR/Award number that provided the scholarship funds and the signed payback agreement form. If the basis for requesting a deferral is due to full-time enrollment in a course of study, the scholar must include official proof of enrollment, i.e., documentation from the Office of the Registrar, along with the scholar’s expected date of graduation or program completion.

If the basis of the deferral is for any other circumstance, the appropriate documentation must be submitted to support the request. Medical documentation must be within the past three months. **Deferrals are not automatic; rather they must be officially approved by RSA.**

Under limited circumstances as determined by RSA and based upon credible evidence submitted on behalf of the scholar, an exception to, or deferral of, the requirement to repay a scholarship may be granted in instances not specified in 386.41(a) and 386.41(b). These instances could include, but are not limited to, the care of a disabled spouse, partner, or child or the need to accompany a spouse or partner on active duty in the Armed Forces. (386.41(c)

**21. What information in addition to this manual will help an RSA scholar and the granting institution to understand their responsibilities in complying with the payback requirements?**

Scholars and IHEs must become familiar with the final regulations at 34 CFR Part 386, published in the FEDERAL REGISTER on August 19, 2016 (81 FR 55619). As a condition of receiving this grant, scholars and IHEs are required to comply with the rules. The regulations spell out the payback provisions and the scholar's requirements to comply with them. IHEs should also identify additional rehabilitation information, such as names and addresses of qualifying employers, for use in assisting scholars.
PART II. REPAYMENT

Because repayment is an important topic, we have dedicated this section to provide clarification as to when a scholar must be submitted for repayment and to share a number of commonly asked questions with RSA’s responses.

1. When must a scholar be submitted for repayment?
There are several instances in which a scholar must be submitted for repayment.

- 1) Scholar drops out voluntarily or is removed for academic or non-academic reasons from the program. If either occurs:
  - Scholars who have completed at least one year of a multiple-year program have the option of performing qualifying employment OR remitting repayment of the scholarship. Scholars failing to complete a program that is less than one year in length may not repay the obligation through service but must remit payment of the scholarship.
- 2) Two-year grace period has passed:
  - If a scholar has not obtained qualifying employment within the two-year grace period, he/she must be submitted for repayment.
  - Failure to obtain qualifying employment is not a basis for an extension of the grace period or a deferral request.
- 3) Financial repayment status begins when it is apparent that all or part of the employment obligation will not be fulfilled by the payback completion date. If an RSA scholar partially meets his/her employment requirements, he/she must repay a prorated sum based upon the years/months of the unmet employment obligation specified in the payback agreement.

According to the terms and conditions of the RSA scholar's written agreement with the IHE, he/she must repay the amount of scholarship not satisfied through employment, as well as the interest on the unpaid balance of the scholarship owed, and reasonable collection costs, as determined by the Secretary of Education. Interest charged is variable and is based on language contained in 34 CFR 386.40 and 34 CFR 386.43; 31 U.S.C. 3717.

2. Who collects the funds if a scholar does not fulfill the payback requirement through qualifying employment?
The Secretary of the Department of Education is responsible for collecting the funds if a scholar does not comply with the regulations. (34 CFR 386.43) More
specifically, staff in the Department’s Debt and Payment Management Group (DPMG) will act as the Secretary’s agent to collect funds.

3. What happens if an RSA scholar is submitted for repayment?
When an RSA scholar is submitted for repayment, a formal letter requesting repayment is issued to the scholar from RSA and the scholar is assigned a control number for tracking purposes.

- The RSA Scholar has 15 days from the date stamped on the letter to respond to RSA.
- If the scholar responds within 15 days as requested, RSA staff will work with the scholar to resolve the matter.
- If RSA staff determines referral is necessary to DPMG, who contracts with Centralized Receivables Service (CRS), the scholar is expected to establish repayment arrangements. In doing so, the scholar will be required to sign a promissory note and held liable to the terms and conditions of the agreement. Interest will be assessed according to the daily average rate.
- If the scholar does not respond to the initial Repayment Letter within the 15-day timeframe, the DPMG or its agent will send the scholar three more invoices and one Due Process notice.
- If the scholar fails to respond, the DPMG or its agent transfers the debt to the U.S. Treasury (Treasury) for further collection action.
- Once the debt is officially transferred to the Treasury, the following actions will be taken:
  ✓ The debt will be placed in the Treasury’s Tax Offset Program. As a result, any income tax refund due to the scholar will be offset and applied to the debt.
  ✓ The Treasury will assess additional fees and penalties up to 28%.
  ✓ Debts will be reported to the Credit Bureaus.
  ✓ If the debtor is employed, the Treasury may initiate wage garnishment in order to repay the debt.

4. What documentation is required to submit a scholar for repayment?
RSA encourages the Project Director to work closely with the RSA scholar in transmitting all required documentation to RSA for processing. Such documentation includes a completed repayment form, the **signed payback agreement form** (be sure both the PR Award Number and social security number of the scholar are included, the amount owed, and an accurate mailing address for the scholar, if possible. IHE staff is asked to transmit documentation to RSA electronically to RSATPUPAYBACK@ed.gov with a copy to the assigned RSA Program Officer and ensure that steps are taken to encrypt the documents to safeguard privacy of personally identifiable information.

5. **Can a scholar receiving financial assistance under the Comprehensive System of Personnel Development (CSPD) grants (84.129W) be submitted for repayment?**

Scholars who receive financial assistance under the CSPD program are required to be current employees in a State VR agency; however, this does not preclude them from being submitted for repayment when they voluntarily leave or are academically removed from the CSPD program. While RSA recognizes that CSPD scholars customarily complete their service obligation in their current positions, RSA wants to track and monitor all such instances and is requiring Project Directors or their designees to adhere to the same protocol established for submitting scholars under other RLTT grants for repayment.

6. **Who has responsibility for calculating the amount owed by the scholar?**

Staff at the IHE bears responsibility for calculating the amount owed by the scholar. For example, if a scholar owes $5,000 in repayment with a two-year service obligation and has completed one year of the service obligation, the amount owed would be $2,500. If a scholar owed $5,000 in repayment, completed 15 months ($1,562.51) of the 48 months owed toward the service obligation, the amount owed would be $3,437.49.

7. **What if staff at the IHE is unable to locate the signed payback agreement?**

The signed Payback Agreement is a legally binding document that allows the Department to pursue scholar repayment. If a scholar needs to be submitted for repayment and there is no signed payback agreement, RSA may hold the IHE responsible and accountable for repayment. (34 CFR 386.36)

8. **What recourse does a scholar have to appeal a finding of non-compliance with the regulations for the payback provision?**
If a formal demand for repayment is made, and upon receipt of the letter, if the scholar clearly has a compelling reason to request a waiver of repayment or if the scholar provides evidence of satisfying his/her service obligation, the scholar must advise staff at the IHE and RSA of the situation as soon as possible. A cancellation letter will only be issued if the scholar follows the procedures for requesting a waiver and the waiver is officially approved by the RSA Commissioner or if the scholar furnishes evidence indicating that the service obligation has been fulfilled. A scholar will remain in a repayment status and interest will accrue until proper notification is made to staff at the IHE and/or RSA.

Scholars should direct an appeal to the RSA Commissioner, U. S. Department of Education, 550 12th Street, SW, Room #5086, Washington, DC 20202-5076. The Commissioner will acknowledge all such appeals in writing and render a decision.

**Part III: IMPORTANT RESPONSIBILITIES TO REMEMBER AND/OR TIPS FOR THE SCHOLAR:**

- **What do I need to know before I become an RSA Scholar in the RLTT Program?**

  4. Prior to signing the Payback Agreement, individuals interested in receiving an RSA scholarship should meet with the Project Director of the RLTT grant(s) and fully understand the terms and conditions of the Payback Service Obligation and what is meant by “a qualifying employment setting.”

  5. RLTT grantees **should not** officially admit individuals as RSA scholars into the RLTT Grant program without a signed Payback Agreement. All RSA scholars should receive a copy of this signed Payback Agreement and maintain this copy for their records.

  6. RSA scholars should be aware of the type/focus of the RLTT Grant that is providing the scholarship funds. In other words, RSA scholars should be aware of what degree or certificate they may expect to receive upon completion of the program and of their course of study (i.e., Vocational
Evaluation, rehabilitation of individuals who are blind, rehabilitation of individuals who are deaf).

7. RSA scholars should be aware of the following: 1) total amount of the scholarship received; 2) service obligation owed (two years for every year of funding); 3) timeframe when service obligation must begin (no later than two years after exiting from the program, i.e., some time within the two-year grace period); and 4) timeframe when the service obligation must be completed.

• **Federal Regulations**

  ➢ Scholars should become familiar with the final regulations, 34 CFR Part 386, published in the FEDERAL REGISTER on August 19, 2016 (81 FR 55619). As a condition of receiving RSA financial assistance, scholars are required to comply with the rules. The regulations spell out the payback provisions and the requirements that scholars must fulfill to comply with them. IHEs should identify additional rehabilitation information, such as names and addresses of qualifying employers, for use in assisting scholars.

• **Seeking Employment**

  ➢ When seeking acceptable employment, an RSA scholar should:

    ✓ Check with the IHE to obtain a listing of employment sites that meet the statutory and regulatory definition of "acceptable employment." Granting institutions are required to assist RSA scholars in identifying rehabilitation information, such as names and addresses of qualifying employers.

    ✓ Consult with the IHE to determine if the potential employer meets the definition of acceptable employment. The employer should also be able to provide information regarding whether the program, agency or facility provides services to clients of the State VR agency, or whether it has a cooperative working agreement regarding the referral or provision of services to VR clients.
✓ If questions arise as to whether a particular organization qualifies to meet an RSA scholar's work requirement, the grantee or scholar should write a letter to the appropriate RSA representative to request an official reply to the question of whether the organization is qualified (34 CFR 386.4(b)).

• Updating Information with the IHE

➢ The scholar must report his/her whereabouts, jobs, or noncompliance with the terms of his/her agreement to the IHE that administered the RSA training grant and is responsible for keeping track of the location of scholars supported under the training grant, and their employment, until the payback requirements are met.

➢ Regulations state that the scholar must notify the granting institution about changes in:

✓ His/her address;
✓ Employment; or
✓ Other significant facts related to completion of the payback requirement.

Such contact must be made annually and continue until completion of the payback requirement. (34 CFR 386.34(c) (3) and 386.34(g))

➢ Generally speaking, RSA expects scholars to discuss employment options with the Project Director or his designee to determine that the scholar is in fact pursuing qualifying employment. Additionally, RSA expects the scholar to submit to the Project Director or his designee information regarding whether the place of employment has a formal or informal agreement regarding the referral or provision of services to VR clients in order for the Project Director or his designee to verify employment.

• Making a Request for a Deferral or Exception (waiver)

➢ It is incumbent upon the scholar to work closely with the Project Director or his designee in completing and submitting the necessary paperwork to RSA for consideration and approval of a request for a deferral or exception in a timely manner.
• **Common Mistakes to AVOID**

- Failure to communicate with the Project Director on a regular basis as a current scholar, and at a minimum, annually upon completion of the degree.

- Failure to alert the Project Director in a timely manner to any issues or concerns regarding your ability to successfully complete the program.

- Dropping out of the program without providing any notice to the Project Director.

- Failure to discuss options/plans for pursuing qualifying employment and failure to provide the Project Director with documentation to justify qualifying employment. **RSA scholars should never assume that employment meets the qualifications established in the Payback Regulations without first discussing the employment opportunity with the Project Director. Once the project director approves employment as qualifying, the scholar should retain documentation of this approval.**

- Failure to provide the Project Director with required documentation such as annual verification of qualifying employment or a transcript to verify full-time course of study if in a deferral status.

- Failure to update the Project Director on changes to contact information such as current address, email address, telephone number, etc.

- Failure to maintain documentation received from the Project Director such as: 1) signed Payback Agreement, 2) signed Exit Form, and 3) documentation submitted to the Project Director at his or her request.

**FOR GRANTEES:**

• **Required Use of Funds**

- The regulations require grantees to use 65% of the grant award on scholarships. Consequently, the Project Director or his designee should
develop and keep on file written procedures documenting the method in which scholarships were awarded to include the rationale. The procedures are necessary to ensure that distribution of scholarships is made in a fair and equitable manner.

• **Making Determination re: Qualifying Employment**
  
  ➢ Review information supplied by the scholar against the Payback Regulations to make a determination about qualifying employment and document that the State VR agency has an agreement with the RSA scholars’ employer, if the scholar is working in a “related agency.”

• **Employment Verification**
  
  ➢ RSA expects the Project Director or his designee to verify qualifying employment for all scholars on an annual basis or more frequently for those who potentially may be at risk for being submitted for repayment.

• **Communication with Scholar**
  
  ➢ While maintaining contact with scholars is required annually, at a minimum, RSA strongly recommends that staff at the IHE consider instituting additional “check-in” points during each fiscal year, particularly if a scholar has a record of not responding to communication from the IHE. Similarly, if discovering that a scholar who has exhausted the grace period and should officially be working in qualifying employment but is not, IHE staff should immediately refer the scholar to RSA for repayment. Completed repayment packets should be sent to RSATPUPAYBACK@ed.gov with a copy to the assigned RSA Program Officer. Grantees are encouraged to submit scholars for repayment, waiver, or deferral as soon as possible and not to wait until the annual opening of payback reporting. In short, the Project Director or his designee is encouraged to communicate with both the scholar and RSA Program Officer regularly to include the updating of all contact information for each scholar (phone, address, and e-mail).
  
  ➢ To ensure that RSA scholars have an accurate picture of their financial responsibility at all times, RSA asked grantees to begin providing RSA scholars with an accounting of their indebtedness at frequent intervals
during the course of the academic year. RSA expects grantees to continue making such accounting information available to scholars frequently, but at a minimum, annually.
• **What if the Project Director is Unable to Locate a Scholar**
  
  ➢ If a scholar is not in touch with the IHE, he/she is in violation of the Payback Agreement, which states the scholar will maintain contact until the Payback obligation is fulfilled. Therefore, the IHE should determine the number of attempts that will be made before a scholar is submitted for repayment and inform all scholars of this process PRIOR to their signing the Payback Agreement. Minimally, the IHE must make an attempt to locate a missing scholar via phone, fax, email, and certified mail. Attempts to reach a scholar should be documented and include date and method of communication.
  
  ➢ Staff at the IHE may wish to use the following to locate a scholar:
    ✓ Alumni networks
    ✓ Follow University policy regarding contacting scholars through social networking sites
    ✓ Reach out to current scholars or those who completed and are in touch regularly as they may have befriended a missing scholar and can alert the scholar to get in touch with you!
  
  ➢ If all else fails, alert your RSA Project Officer of the situation and submit the signed Payback Agreement along with the Exit Certification form to initiate immediate repayment. Be sure documentation includes the scholar’s social security number and last known mailing address.

• **If a Scholar Requests a Deferral, the Project Director should:**
  
  ➢ Discuss the scholar’s intent to obtain qualifying employment after the period of deferment.
    ✓ For example, if the scholar intends to continue to further his/her education for a number of years and is unsure about fulfilling qualifying employment at the conclusion of his/her education, repayment may be more appropriate.

• **Reporting**
  
  ➢ Grantees are **required** by federal regulation to report data to RSA on all RSA scholars who receive financial assistance.
This includes reporting on every scholar’s academic and employment progress until every scholar completes his/her payback obligation (See section 302 of the Act and program regulations at 34 CFR Part 386.

Payback reports must be completed and submitted to the RSA Management Information system (MIS) by November 30th annually or the nearest weekday after the 30th.

To ensure that distribution of scholarships is made in a fair and equitable manner, the Project Director or his designee should develop and keep on file written procedures documenting the method in which scholarships were awarded and the rationale for making these awards.

It is the responsibility of the project director at the IHE to determine whether a scholar’s employment qualifies to repay his/her obligation. If questions arise, RSA should be contacted for clarification. RSA recognizes there is often turnover in personnel at IHEs. Therefore, once approval of employment is granted, the project director or his designee should provide written documentation that the scholar’s employment setting meets the requirements of the payback obligation. Such documentation should be maintained on file by both the scholar and staff at the IHE for record purposes and/or future reference.

Payback Files & Maintenance

Grantees are required to maintain a hard copy file for every scholar that includes:

- Payback Agreement Form signed and dated by the scholar and Project Director;
- Exit form signed and dated by the scholar and Project Director;
- Certification of Eligibility for Federal Assistance in Certain Programs (ED 80-0016) [http://www2.ed.gov/fund/grant/apply/appforms/appforms.html];
- Annual verification of qualifying employment until the scholar has fulfilled his/her obligation;
- Copy of scholar repayment letter issued by RSA, if applicable
- Deferral request form, if applicable;
- Exception request, including physician documentation for the scholar, if applicable;
- Communication with RSA, including decisions related to repayment, deferral, and/or exception requests; and
➢ All relevant communication with the scholar, including issuance of a completion letter once the scholar has satisfied his/her service obligation.