

Vocational Rehabilitation Agency Reporting Deadlines

REPORT NAME	FREQUENCY	REPORTING REQUIREMENTS/DETAILS
VR Services Portion of WIOA Unified or Combined State Plan	4-year cycle (PY) (2-year modifications)	Program Year (PY) 2018 modifications were due April 2, 2018, for implementation beginning on July 1, 2018. WIOA Unified and Combined State Plans for Program Years 2020-2023 will likely be due March-April 2020 for implementation beginning on July 1, 2020. PY 2022 modifications will likely be due in March-April 2022 for implementation beginning on July 1, 2022.
WIOA Annual Performance Report (ETA-9169)	Annually (PY)	The WIOA core partners Annual Performance Reports are 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. Report includes data from July 1-June 30 of the current Program Year.
Case Service Report (RSA-911)	Quarterly (PY)	Due no later than 45 days after the end of each quarter: <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
Quarterly Cumulative Caseload Report (RSA-113)	Quarterly (FFY)	Federal Fiscal Year (FFY) 2018 4th quarter reports were due at the end of November 2018, which was the last required report. RSA has discontinued the RSA-113.
Annual VR Program/Cost Report (RSA-2)	Annually (FFY)	December 31, following the close of the FFY (October 1-September 30)
Federal Financial Report (SF-425)	Semi-Annual (FFY)	End dates for each reporting period in a Federal Fiscal Year are March 31 and September 30. (No later than 45 days after the end of the reporting period.) <ol style="list-style-type: none"> 1. October 1-March 31; Report Due: April 15 2. April 1-September 30; Report Due: October 15 Final reports must be submitted no later than 90 days after the period of performance. (See RSA Period of Performance FAQ for more information.)
Independent Living Services for Older Individuals Who are Blind (RSA-7-OB)	Annually (FFY)	December 31, following the close of the FFY (October 1-September 30)
Resolution of Applicant/Client Appeals (RSA-722)	Annually (FFY)	October 30, within 30 days following the close of the FFY (October 1-September 30)
State Rehabilitation Council (SRC) Annual Report	Annually (FFY)	Report is due 90 days following the close of the FFY (by December 31)