

## RSA Payback Grantee Form: Sample Instrument

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The RSA Payback form is submitted electronically using the RSA MIS system. This sample form provides an overview of the information grantees are required to submit each fiscal year until every scholar under a specific grant successfully fulfills their payback obligation. Detailed instructions for grantees are included in the Payback MIS User Guide and Instructions manual. Cells that are shaded gray indicate the information either rolls over from a previous screen or the information can not be input by grantees because the data self populates based on information entered into other areas of the form.

<i>Screen 1: General Information</i>					
<b>Grantee:</b>		<b>Project Director:</b>		<b>Grant Number:</b>	
<b>Address:</b>		<b>Phone:</b>		<b>FY Grant Amount</b>	
<b>Rehab Field of Training</b>		<b>Email:</b>		<b>Reporting Period (last Fiscal Year completed)</b>	
<b>If “other” please specify</b>					

The data fields are self explanatory for this screen. Grantees will type in the information requested. The Rehab Field of Training field displays a drop down box that asks grantees to select the correct field of training the grant they are reporting on supports. If none of the choices fit the grant’s training objective the grantee can enter the specific field of training in the “if other, please specify” data field which is a text box.

<i>Screen 2: Add/Edit Scholars</i>					
<b>Name of RSA Scholar</b>	<b>Status</b>	<b>Scholar start date</b>	<b>Total support all years</b>	<b>Payback agreement signed and on file?</b>	<b>Current address on file?</b>
<i>Text field</i>	<i>Drop down box</i>	<i>Text field</i>	<i>Text field</i>	<i>Yes/No checkbox</i>	<i>Yes/No checkbox</i>

The second screen of the RSA payback form asks for information about the students receiving aid under the grant. Grantees type in or choose the correct from drop down menu or checkbox for the information requested. Under “status” the grantee will note whether the student is currently enrolled in the program or has exited. The last two fields on Screen 2 require grantees to check a box certifying that the required payback agreement has been signed and is on file and that the scholar’s address information is up to date.

<i>Screen 3: RSA Current Scholars</i>			
<b>Name of RSA Scholar</b>	<b>Academic degree sought</b>	<b>Student Status</b>	<b>Scholarship amount for current year</b>
<i>Text field</i>	<i>Drop down box</i>	<i>Drop down box</i>	<i>Text field</i>

Screen three asks for information on scholars currently enrolled in the grantee’s academic program. This information will carry over year to year until the student’s status is changed from current to exited on screen 2.

<i>Screen 4: RSA Exited Scholars</i>				
<b>Name of RSA Scholar</b>	<b>Why did this scholar exit the program?</b>	<b>Date exited the program</b>	<b>Date work must begin (including 2 years grace)</b>	<b>Date by which work must be completed (including 2 years grace)</b>
<i>Text field</i>	<i>Drop down box</i>	<i>Text field</i>	<i>Text field</i>	<i>Text field</i>

Screen four collects information on scholars who have graduated or otherwise exited the grantee’s program and are now in payback status. Grantees need to specify why a scholar exited the program and provide the applicable dates so the payback obligation completion date can be calculated.

<i>Screen 5: RSA Exited Scholars (continued)</i>					
<b>Name of RSA Scholar</b>	<b>Employment Status</b>	<b>If deferment or waiver or non qualifying employment, explain</b>	<b>Number of work years owed</b>	<b>Work years completed to date</b>	<b>Payback complete?</b>
<i>Text field</i>	<i>Drop down box</i>	<i>Text field</i>	<i>Text field</i>	<i>Text field</i>	<i>Automatically populates: no data entry required</i>

Screen five collects additional information on RSA exited scholars, specifically information about employment. Grantees are required to update the information each year until each scholar fulfills their payback obligation. When the fields in number of work years owed equals work years completed to date the system will automatically default to “Yes” in the payback complete field and the scholars’ information will not appear of future payback forms. Grantees cannot manually change the payback complete field.

<i>Screen 6: Summary and Signatures</i>	
<b>Total support all years to date</b>	
<b>Total scholarship amount current year</b>	
<b>Average number of work years owed</b>	
<b>Total number of scholars on this report</b>	
<b>Total number of current scholars</b>	
<b>Total number of full time scholars</b>	
<b>Total number of part time scholars</b>	
<b>Total number of graduated scholars</b>	
<b>Total number who exited without graduating</b>	
<b>Total for whom payback is complete</b>	
<b>Total for whom payback is not complete</b>	
<b>Total number of scholars in unqualified employment</b>	
<b>Total number of deferments (table in guide says temporary deferments)</b>	
<b>Total number of waivers</b>	
<b>Name of individual submitting this form</b>	<i>Text field</i>
<b>Title of individual submitting this form</b>	<i>Text field</i>
<b>Date</b>	<i>Text field</i>

The last screen provides a summary of grantee activity based on data entered into the prior five screens. Grantees must fill out the last three text boxes on this form: the name of the individual submitting the current form, their title and the date. RSA will use all of the grantee summary screens for analysis. Any fields that with questionable data will be noted by RSA project officers who will then contact the grantees for additional information or to provide technical assistance.