

# Form RSA – 15: REPORT OF VENDING FACILITY PROGRAM

## REPORTING INSTRUCTIONS

State Licensing Agencies (SLAs) under the Randolph-Sheppard Act (the Act) are required to complete the RSA-15 form summarizing Vending Facility Program activities for the prior federal fiscal year. The form must be submitted to the Rehabilitation Services Administration (RSA) within 90 days after the close of the federal fiscal year. The report covers the period October 1 through September 30. The intent of this form is to collect data on ALL vending facilities managed and operated by the SLA under the Act.

For the purposes of completing the RSA-15, the SLA should treat military troop dining facilities like any other vending facility. It is understood that these operations are unique but RSA must capture accurate data in order to reflect true program activity and the overall impact of the Randolph-Sheppard Program. This would include military dining contracts, either through a teaming partner arrangement or operated solely by a blind vendor. The SLA should have the vendor or the teaming partner report the following revenues and expenses: gross sales, merchandise purchases (if part of the contract), payroll expenses, other operating expenses, net profit of teaming partner, and vendor's net profit. This information can then be used to complete this form properly. Please follow the instructions closely so that these items are captured accurately on this report.

### I. EARNINGS AND EMPLOYMENT

Part I will provide a summary of the earnings and employment generated by the Vending Facility Program during the federal fiscal year.

#### Gross Sales (Line1)

Enter the gross sales, that is, the total amount of money received from customers for goods and services sold. For military contracts include the total gross amount that is collected from the government for payment.

#### Merchandise Purchases (Line 2)

Enter the cost of merchandise purchased, that is, the total value of the inventory on hand at the beginning of the year, in terms of the cost paid for the goods; add the dollar amount of goods purchased during the year; and then subtract the total value of goods on hand at the close of the year. If a military contractor or vendor purchases food supplies as part of the contract, include that amount here. If the government purchases food and this cost is outside the requirements of the contract, do not include.

#### Gross Profit (Line 3)

Enter the gross profit. This is the difference between what the goods were sold for and what was paid for them (Line 1 minus Line 2).

Payroll Expenses (Line 4)

Enter the total dollar amount of vendor payroll expenses for the year. This figure should reflect the amount of salaries and fringe benefits (all labor costs) paid to employees of vending facilities during the reporting period. Salaries paid to blind vendors who may or may not be incorporated should not be reported here. Payroll or labor costs for employees of the military contracts must be included with labor costs of all other vending facilities.

Other Operating Expenses (Line 5)

Enter other operating expenses, that is, all other costs excluding merchandise purchases incurred in carrying on the business. Other operating expenses, as far as the Vending Facility Program is concerned, are the non-reimbursed expenditures by the vendors for the state agency-approved payments for the following: equipment, maintenance and repairs, supplies, rent, utilities, pest control, delivery services, cleaning services, insurance, licenses, and state and local taxes. Operating expenses must not include levied set-aside charges or expenses defrayed by the SLAs. All other identifiable expenses of the military contract are included here. These expenses include: general and administrative, management fees, insurance, transportation and other costs, and profits received by the teaming partner.

Total Expenses (Line 6)

Enter the total of Lines 4 and 5.

Operating Profit (Line 7)

Enter the operating profit, that is, the amount gained from the operation of the business (Line 3 minus Line 6).

Vending Machine and Other Income (Line 8)

Enter the vending machine income (not part of direct sales) distributed to the vendors, and any income accruing to the vending facilities from subsidies, commissions, rebates, or other sources. Do not include fair minimum return paid to the vendors.

Retirement and Other Benefits Paid (Line 9)

Enter in this line the total amount of retirement or other benefits paid directly or indirectly to or on behalf of blind vendors. This would include any fringe benefit payments made directly to the vendor, contributions to a retirement account, and/or health insurance premiums paid on behalf of a vendor. If additional fringe benefits are made from non-federal sources of funding, please include these as well and note them in the Notes/Explanations section of the form.

Net Proceeds (Line 10)

Enter the net proceeds, that is, operating profit plus the income from vending machines and other sources (Line 7 + Line 8 + Line 9).

### Funds Set Aside (Line 11)

Enter the amount of levied set aside funds. Levied set-aside funds are assessed against the net proceeds of each vending facility and accrue to the SLA for the program purposes set forth in the state's regulations. Set-aside funds are an item in the financial statement unique to the Vending Facility Program. Figures entered here must reflect set-aside funds collected from October 1 through September 30.

### Net Profit to Vendors (Line 12)

Enter the amount of net profit to the vendors. Net profit to vendors equals net proceeds less funds set aside (Line 10 minus Line 11). Net profit for vendors on military contracts will be automatically included in this total without any additional calculations if the data has been reported properly above.

### Fair Minimum Return to Vendors (Line 13)

Enter the fair minimum return payments to vendors. Fair minimum return, which is optional with each state agency, is the amount that may be paid to vendors from set-aside funds in order to provide a uniform minimum income to all vendors under the program.

### Vendor Earnings (Line 14)

Enter the amount of vendors' earnings. One of the most important data elements in the financial statement, Vendor Earnings equal net profit to vendors plus fair minimum return (Line 12 + Line 13).

### Vendor Person Years of Employment (Line 15)

Enter the number of vendor person years. To compute the number of vendor person years, add the number of months each vendor worked (disregard fractions of a month of two weeks or less) and divide by 12. Example: vendor A worked 12 months, vendor B worked 6 months, and vendor C worked 9 months, total months worked, 27; 27 divided by 12 equals 2.25; number of vendor person years equals 2.25. If a vendor is assigned to more than one facility at the same time, the additional facility assignment(s) will not affect the vendor person years calculation. For example, if vendor A operates his permanent facility for 12 months and assumes responsibility for a second facility for 9 months, this would still constitute only 1 vendor person year.

### Average Vendor Earnings (Line 16)

To determine the average income per blind vendor in the state, divide Line 14 by Line 15. The accuracy of this figure is very important since it is one of the key indicators of the success of a state's program.

### The Median of Net Vendor Earnings in the State (Line 17)

Enter the median of net vendor earnings in the state. When considering the net earnings of each blind vendor in the state's program, the median would be the vendor earnings figure, which falls in the middle. There would be an equal number of earnings figures above and below the median. If there is no middle number then the median is the arithmetic mean between the two middle numbers. For example, if a program has 51 licensed vendors then the median would be the one for which there are 25 net earnings figures above and below; if a state has 30 vendors in its program the median would be the mean of the net earnings for the two vendors whose earnings fall in the middle. The vendors in the middle in this example would be 15 and 16 if counted from the highest to the lowest, or the lowest to the highest.

#### Number of Other Persons with Visual Disabilities Employed (Line 18)

Enter the actual number of other persons with visual disabilities provided employment in the program. Please note this is not "person years" but the actual integer number of persons with visual disabilities provided employment as of September 30 (the end of the federal fiscal year).

#### Number of Other Persons with Disabilities Employed (Line 19)

Enter the actual number of other persons with disabilities provided employment in the program. Please note this is not "person years" but the actual integer number of other persons with disabilities provided employment as of September 30 (the end of the federal fiscal year). For purposes of this report, the definition of "disability" found in the Americans with Disabilities Act (ADA) should be used as guidance. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. States are encouraged to make every effort to accurately report the number of persons with disabilities employed so the true value of the program can be assessed.

#### Number of Persons Having No Disability Employed (Line 20)

Enter the total integer number of non-disabled persons employed. Please note this is not "person years" but the actual integer number of non-disabled persons provided employment as of September 30 (the end of the federal fiscal year).

#### Total Number Employed in the Program (Line 21)

This figure indicates the total number of people, excluding blind vendors assigned to a vending facility, who are employed in the program. Add Lines 18, 19, and 20 to arrive at the total number employed in the program. This figure is another important indicator of the economic impact the program has on the state level.

## II. VENDING FACILITIES AND VENDORS

The numbers of vending facilities and vendors are indicators of program growth and are reported by federal, public, and private locations. Part II contains eight sections (A through H). For the purposes of this Section, a "vending facility" is the total operation assigned to a vendor whether it is on a single property or on multiple properties. It is understood that

sometimes vending in multiple buildings will be combined in order to generate enough revenue to make the operation viable for a blind vendor. These are often referred to as “vending routes.” Although a vending route may consist of multiple locations, for the purposes of this report, the SLA should report such a route as a single vending facility. Some routes may include vending in buildings governed by different property management. For example, a route may include vending in federal buildings, other public properties, and private properties. In order to determine which category to report such a route, the SLA should consider from what type of property most of the sales are generated. If a route is “anchored” by a federal location and most sales are generated from federal properties, it should be considered a federal vending facility. Conversely, if most of the sales are generated on state property, then the facility should be reported under “Public Property.” This same principle would apply to any vending facility that encompasses more than one physical location even if it isn’t considered a vending route.

### Definitions

**Federal Property** - A facility operated by a blind vendor under the Vending Facility Program on “any building, land, or real property owned, leased or occupied by any department, agency or instrumentality of the U.S...” (34 CFR Sect. 395.1).

**Public Property** - A facility operated by a blind vendor under the Vending Facility Program on state, municipal, or county property.

**Private Property** - A facility operated by a blind vendor under the Vending Facility Program on private property.

### A. VENDING FACILITIES ON FEDERAL PROPERTY

#### Number at Beginning of Year (Line 1)

Enter the number of vending facilities at the beginning of the federal fiscal year. This number must equal the number of facilities at the end of the previous federal fiscal year.

#### Number Established During Year (Line 2)

Enter the number of vending facilities established during the federal fiscal year. The number of facilities established should include both new facilities and the acquisition of existing facilities previously not in the program. A small satellite location that is attached to an existing facility should not be reported here.

#### Number Closed During Year (Line 3)

Enter the number of vending facilities closed during the federal fiscal year.

#### Number at End of Year (Line 4)

Enter the number of vending facilities remaining at the end of the federal fiscal year. This number equals Line 1 + Line 2, minus Line 3. The number shown on Line 4 must be the same as the number shown in Part II. B., Line 8.

## B. VENDING FACILITIES LOCATED ON FEDERAL PROPERTY, END OF YEAR

Enter the number of vending facilities remaining at the end of the federal fiscal year on federal property for each federal agency listed that grants the permit or contract by which the SLA is authorized to establish a vending facility, namely:

### General Services Administration (GSA) (Line 1)

Report on this line the total number of vending facilities on General Services Administration properties.

### U.S. Postal Service (USPS) (Line 2)

Report on this line the total number of vending facilities on U.S. Postal Service properties.

### Department of Defense (Line 3)

This line should be used to indicate the total number of vending facilities operated on Department of Defense properties. Lines 3a and 3b equal the number in Line 3.

#### Military Dining Facility Contracts (Line 3a)

This line should reflect the number of contracts held by the SLA for operation of cafeterias/military dining facilities.

#### Other Department of Defense Vending Facilities (Line 3b)

Enter on this line the number of vending facilities on Department of Defense properties excluding troop-dining facilities. This would include snack bars, vending machine routes, gift shops, etc.

### Department of Homeland Security (Line 4)

This line should be used to report the number of vending facilities on Department of Homeland Security properties.

### Health and Human Services (Line 5)

Report on this line the total number of vending facilities on Health and Human Services properties.

### Vending Routes on Multiple Federal Locations (Line 6)

This line should be used to report the total number of vending routes that include several different federal properties (i.e., a GSA site, a USPS site, etc. that are combined to make a single vending facility).

All Other Federal Agencies (Line 7)

Please specify all other federal agencies by name. Please note that facilities operated at safety rest areas on the interstate highways are not considered to be on federal properties and should not be reported here but should be included in Part III.

Total (Line 8)

Enter the total of Lines 1 through 7. These totals should be the same as the totals in Part II. A. Line 4.

C. CONTRACTS FOR OPERATION OF CAFETERIAS AND MILITARY DINING FACILITIES

Information in this section applies to all contracts for operation of cafeterias and military dining facilities funded with federally appropriated funds. Proceeds from these operations are generally derived from payments made by the contracting entity rather than over the counter or retail sales. For each contract:

- Enter the agency or branch of the military that issued the contract.
- Enter the name of the military installation (fort, base, or camp) where the dining hall services are provided. (If applicable)
- Enter the beginning date of the contract.
- Enter the date that the contract is anticipated to end. This projection should include possible option years.
- Enter the gross sales (value) for the contract for the most recently completed contract year. If the contract was awarded during this reporting period please enter the contract award amount for the first year of operation.

D. VENDORS ON FEDERAL PROPERTY

Number at Beginning of Year (Line 1)

Enter the number of vendors at the beginning of the year. This number must equal the number of vendors at the end of the previous federal fiscal year.

Number Entering During Year (Line 2)

Enter the number of vendors entering the program during the federal fiscal year. This should be the net number of vendors assigned during the year and should not reflect each individual promotion or transfer.

Number Leaving During Year (Line 3)

Enter the number of vendors leaving during the federal fiscal year. This should be the net number of vendors leaving during the year and should not reflect each individual promotion or

transfer. Do not report as “Vendors leaving” when a vendor transfers from facilities on federal property to facilities on non-federal property during the federal fiscal year. Transfers will be reflected in the end of year balance.

Number at End of Year (Line 4)

Enter the number of vendors remaining at the end of the federal fiscal year (Line 1 + Line 2 minus Line 3).

E. FACILITIES ON PUBLIC PROPERTY (STATE, COUNTY, MUNICIPAL)

Lines 1, 2, 3, and 4 use the same instructions as for Lines I, 2, 3, and 4 of Part II. A. Under line 4, please categorize facilities as a) state, b) county, or c) municipal.

Remember to include interstate highway facilities as public property.

F. VENDORS ON PUBLIC PROPERTY (STATE, COUNTY, MUNICIPAL)

Lines 1, 2, 3, and 4 use the same instructions as for Lines 1, 2, 3, and 4 of Part II. D.

Remember to include vendors operating interstate highway facilities as vendors on public property.

G. FACILITIES ON PRIVATE PROPERTY

Lines 1, 2, 3, and 4 use the same instructions as for Lines 1, 2, 3, and 4 of Part II. A.

H. VENDORS ON PRIVATE PROPERTY

Lines 1, 2, 3, and 4 use the same instructions as for Lines 1, 2, 3, and 4 of Part II. D.

III. VENDING LOCATIONS UNDER THE INTERSTATE HIGHWAY PROGRAM

(Surface Transportation Assistance Act amended by the Intermodal Surface Transportation Efficiency Act of 1991 amended by the Transportation Equity Act for the 21<sup>st</sup> Century of June 9, 1998) - The amendments do not alter the content of Section 111 of the earlier legislation.

This part of the form is designed to collect specific data on vending machine locations placed in safety rest areas of the national system of interstate highways. SLAs designated under the Randolph-Sheppard Act shall be given priority by the state to operate such vending machine locations.

The data in this part will provide a summary of activities directly resulting from the above-cited legislation. The information is important to determine the impact of that legislation on the Randolph-Sheppard program in terms of employment and revenue.

Total Vending Locations (Line 1)

Enter the number of all vending locations operated under the Interstate Highway Program in Column (1). This figure represents the actual number of locations. For example, if there is a



rest area on both the eastbound and westbound side of an interstate highway, this should be reported as two locations.

Locations Operated by Vendors (Line 2)

Of the total number of locations reported in Line 1, enter the number of locations that are operated by blind vendors (Column (1)) and the total receipts (net profit) of those locations (Column (2)). A vendor may operate more than one location. Note, the information on Line 2 should be included in appropriate totals under Parts I and II of the report.

Locations Operated by Third-Party Contractors (Line 3)

Enter the number of locations operated by third-party contractors (Column (1)) and the total receipts from those locations (Column (2)). The amount in Column (2) represents the amount of commissions or other remuneration paid by the third-party contractor to the SLA.

Vendors Employed in Highway Program (Line 4)

Enter the number of blind vendors who are operating the locations shown on Line 2 of this part. Total earnings are not needed for this line.

IV. PROGRAM EXPENDITURES BY SOURCE OF FUNDS

This part is designed to collect, for accountability purposes, comprehensive information on all program expenditure categories by source of funds during the federal fiscal year. The Vending Facility Program generally has four different sources of funding expenditure categories. They are: the Federal and/or non-Federal vending machine income that is not assigned to the vendors, set-aside funds from the net proceeds of the vending facilities (levied set-aside) the state appropriated funds, and federal funds which are appropriately matched funds allotted to the state for vocational rehabilitation services under section 110 of the Rehabilitation Act of 1973, as amended. Federal law and regulations set forth the purposes for which funds from the different sources may be used. In Columns (2) through (6), enter the dollar amount by funding source(s) for each of the expenditure categories listed below in rows 1 through 11 and enter the total dollar amount for each expenditure category in Column (1). In rare instances, SLAs may have "other" sources of non-federal funding unique to their program. Please use Column (7) to reflect these funds on the appropriate lines. Please note that the source of such funds may have restrictions related to their use. Also, remember that "pass through" funds are not characterized as program expenditures and should not be reflected in this section.

Purchase of New Equipment (Line 1)

Enter, by source of funds, the cost of new equipment purchased for the program during the federal fiscal year. This would include equipment purchased for new facilities and new equipment for existing facilities. Only allowable sources of funding may be used to finance the cost of new equipment.

### Maintenance of Equipment (Line 2)

Enter, by source of funds, the cost (except when paid directly by the vendor) of maintaining the equipment in good repair. Report the cost of normal maintenance, that is, the cost for repairs directed primarily at keeping the facilities operational in their various components. Examples would include the purchase of a new compressor for a refrigerator, the replacement of glass in a showcase, the painting of counters and shelves not for refurbishing purposes but as simple normal maintenance. Only allowable sources of funding may be used to finance the cost of maintenance of equipment.

### Replacement of Equipment (Line 3)

Enter, by source of funds, the cost for replacement equipment. Only total replacements--a new refrigerator, various units of equipment replaced at one time, counters replaced in total and the like--will be considered replacement for this purpose. The purpose of replacement is to keep the facility operational. Federal funds may be used for replacement of equipment. Only allowable sources of funding may be used to finance the cost of replacement equipment.

### Refurbishment of Facilities (Line 4)

Enter, by source of funds, the cost of renovating the existing facilities that were expended only during the current federal fiscal year. Painting, remodeling, changing the layout design, upgrading the equipment as part of a process whereby the facilities are being redecorated or renovated for the purpose of improving their appearance and efficiency would be typical examples of expenditures in this category. Expenditures to totally refurbish vending machine equipment would also be reported in this category. Expenditures shown in this category should not be repeated or duplicated on any other line in this section. Only allowable sources of funding may be used to finance the cost of refurbishment.

### Management Services (Line 5)

Enter, by source of funds, the amount of expenditures made during the year for management services. Management services include supervision, inspection, regulating, quality control, consultation, accounting, in-service training, and related services necessary to support and improve the operation. These costs include salary and expenses of all management services staff, such as supervisors, BEP counselors, accountants, secretaries, etc. This category also includes the development of new locations, and activities related to the selection and operation of the state Committee of Blind Vendors. Costs for the ongoing operation of the facility, after it has been established, should not be charged to management services.

### Fair Minimum Return (Line 6)

Enter, by source of funds, the amount of expenditures made during the year for the payment of a fair minimum return to vendors that provides a uniform minimum income to all vendors under the program. Federal funds are not allowed for fair minimum return payments. The amount shown on Line 6, Column (1) must equal the amount shown in Part I, Line 13.

Retirement/Pension Programs (Line 7)

Enter, by source of funds, the amount of expenditures made during the federal fiscal year for a retirement or pension program. Note that federal funds may NOT be used for this purpose.

Health Insurance Programs (Line 8)

Enter, by source of funds, the amount of expenditures made during the federal fiscal year for a health insurance program for vendors. Note that federal funds may NOT be used for this purpose.

Paid Sick Leave/Vacation Time (Line 9)

Enter, by source of funds, the amount of expenditures made during the federal fiscal year for paid sick leave and vacation time for vendors. Note that federal funds may NOT be used for this purpose.

Initial Stock and Supplies (Line 10)

Enter, by source of funds, the amount of expenditures made during the federal fiscal year for initial stock and supplies for facilities. Also, when a change in vendors occurs in a facility, this line item should reflect funds expended to bring inventory to an acceptable operating level. Note that set-aside funds and machine income accruing from machines on federal property may NOT be used for this purpose.

All Other Expenditures (Line 11)

Enter all other expenditures made during the federal fiscal year from state funds and non-federal vending machine income, or if applicable from "other" funds. .

Total (Line 12)

Enter, by source of funds, the sum of Lines 1 through 11. Make sure of the following:

- Line 12, Column (2) must equal the figure shown in Part V, Line 5, Column (2).
- Line 12, Column (3) must equal the figure shown in Part V, Line 5, Column (3).
- Line 12, Column (4) must equal the figure shown in Part V, Line 5, Column (4)

The totals of Line 12, Columns (2), (3), and (4) must equal the figure shown in Part V, Line 5, Column (1).

**V. DISTRIBUTION AND EXPENDITURE OF PROGRAM FUNDS FROM VENDING MACHINE INCOME AND LEVIED SET-ASIDE**

This part is designed to collect, for accountability purposes, information on the distribution and expenditure of program funds from vending machine income and levied set-aside fees.

Vending machine income is separated into two columns showing federal and non-federal funds.

Vending machine income is revenue accruing to the SLA from vending machines located on federal property (federal regulations) and non-federal property (state regulations). The non-federal category would include vending machine income from interstate highway rest stops authorized by the Surface Transportation Assistance Act amended by the Intermodal Surface Transportation Efficiency Act of 1991 amended by the Transportation Equity Act for the 21<sup>st</sup> Century of June 9, 1998. Levied set-aside fees are funds that accrue to the SLA from an assessment against the net proceeds of each federal and non-federal location under the program.

Amount at Beginning of Year (Line 1)

Enter, by source of funds, the amount on hand at the beginning of the federal fiscal year. This amount must equal the amount remaining at the end of the year that was reported in the previous reporting period.

Funds Added During Year (Line 2)

Enter, by source of program funds, the amount added during the federal fiscal year.

Total Funds Available (Line 3)

Enter, by source of program funds, the sum of Lines 1 and 2.

Funds Distributed to Vendors (Line 4)

Enter the amount of machine income that was distributed directly to vendors (for federal property, this is the amount assigned pursuant to the machine income distribution provision under the Act).

Other Funds Expended (Line 5)

Enter, by source of funds, the total of all other funds expended during the federal fiscal year. The figures in Line 5, Columns (2), (3) and (4), should equal the figures in Section IV, Line 12, Columns (2), (3), and (4) respectively.

Total Funds Distributed and Expended (Line 6)

Enter, by source of funds, the sum of Lines 4 and 5.

Amount at the End of the Year (Line 7)

This is the amount of funds available at the end of the federal fiscal year. It is Line 3 minus Line 6.

## VI. NUMBER OF SITES SURVEYED

The Act (Section 107a (a) (2), (4)) requires the Secretary of Education to "...make annual surveys of concession vending opportunities for blind vendors on federal and other property..." and to "... make available to the public ... information obtained as a result of such surveys." Part VI of the form RSA-15 reports the number and the outcome of the sites surveyed on federal and non-federal property during the federal fiscal year. At a minimum, a site survey requires an on-site visit and a consultation between the SLA and the management of the property being surveyed.

### Total (Line 1)

Enter, by type of property, the total number of sites surveyed during the federal fiscal year (sum of Lines 2 through 7).

### Accepted for Vending Facility Site (Line 2)

Enter, by type of property, the number of sites surveyed that were accepted by the SLA as vending facility sites. Please note that some sites may be accepted as vending facility sites but not established during this reporting period.

### Not Accepted Due to Infeasibility of Site (Line 3)

Enter, by type of property, the number of sites surveyed that were not accepted by the SLA as vending facility sites, due to the lack of potential of the site itself.

### Not Accepted Due To Lack of Funds by State (Line 4)

Enter, by type of property, the number of sites surveyed that were not accepted by the SLA as vending facility sites, due to the state agency's lack of funds.

### Denied by Property Management Official (Line 5)

Enter, by type of property, the number of sites surveyed that the SLA found feasible for vending facility sites but were not approved by the property management.

### Not Accepted Due to Lack of Qualified Vendors (Line 6)

Enter, by type of property, the number of sites surveyed that were not accepted for vending facility sites by the SLA due to the lack of qualified vendors.

### Decision Pending (Line 7)

Enter, by type of property, the number of surveys made during the federal fiscal year that the decision as to their acceptability is pending.

## VII. VENDOR TRAINING

This information is needed to determine the effectiveness of the state agencies' training programs (including vocational, on-the-job, upward mobility, and post-employment), that may help the vendors to achieve their maximum employment potential, as set forth in 34 CFR 395.11

### Individuals Provided Initial Training (Line 1)

Use this line to report the total number of blind persons who completed initial training during this reporting period. This figure is the total of lines a, b, c, and d below.

#### Number Licensed and Placed as Vendors (Line 1a)

Enter the number of trainees from Line 1 above who were licensed to operate a vending facility and were placed as vendors.

#### Number Certified Awaiting Placement as Vendors (Line 1b)

Enter the number of trainees from Line 1 above who were certified as qualified or licensed to operate a vending facility and were waiting to be placed as vendors. Please note that this figure relates only to those vendors who received initial training during the year covered by this report. Vendors trained in previous years who are awaiting placement are not reported as part of this figure.

#### Number Placed as Employees in the Vending Facility Program (Line 1c)

Enter the number of trainees from Line 1 above who were not assigned to manage a vending facility but who were placed as employees in the Vending Facility Program.

#### Number Employed in Allied Food Service Occupations (Line 1d)

Enter the number of trainees from Line 1 above who were not assigned to manage a vending facility but who were placed as employees in allied food service occupations.

### Total Number of Individuals Who Are Certified and Awaiting Placement As Vendors (Line 2)

On this line report the cumulative number of individuals who are certified or who have been determined qualified to operate vending facilities and are awaiting placement as a vendor regardless of the year in which they received initial training.

### Number of Vendors Provided In-Service Training (Line 3)

Enter the number of vendors who were provided one or more in-service trainings during the federal fiscal year. In-service training is designed to maintain vendor skill levels and improve current operations. This training would generally be of short duration, such as the annual vendors' meeting during which some generic training is provided to all in attendance.

Number of Vendors Provided Upward Mobility Training (Line 4)

Enter the number of vendors who were provided one or more upward mobility trainings during the federal fiscal year. Upward mobility refers to training which would enable a vendor to achieve increased skill levels necessary for transfer and promotion to more complex facilities. This does not include training on rules and regulations or generic training provided to all vendors.

Number of Vendors Participating in National Consumer-Driven Conferences (Line 5)

On this line report the number of licensed vendors who participated in one or more national conferences organized and conducted by consumer organizations of blind vendors. For example, this would include national conferences conducted by the National Association of Blind Merchants and the Randolph-Sheppard Vendors of America.

Number of Vendors Who Received Certification or Re-Certification in Food Safety Through a Nationally Recognized or State Recognized Program (Line 6)

On this line please report the number of licensed vendors who received initial training and certification or re-certification in food safety by virtue of successfully completing a nationally recognized or state recognized training course. This would include the National Restaurant Association's ServSafe program and/or training and certification offered by state and local health departments. It does not include training offered by the SLA that does not result in a certification issued by an outside certifying body.

VIII. STATE AND NOMINEE AGENCY PERSONNEL

Definitions

A State Licensing Agency is a state agency designated by the Commissioner of the RSA to issue licenses to blind persons for the operation of vending facilities on federal and non-federal property.

A Nominee agency is an agency or organization designated by the State Licensing Agency to act as its agent in providing services to blind licensees under the state's Vending Facility Program.

A. AGENCY PERSONNEL

In the appropriate column (state agency personnel (1), or nominee agency personnel (2), if applicable) enter the following information and then the corresponding total (3) for each of Lines 1 and 2.

Vending Facility Program Budgeted FTE (Line1)

Enter the budgeted FTE (full-time equivalent), including filled and vacant positions assigned to the Vending Facility Program for the state agency, and, if applicable, for the nominee agency.

Vending Facility Program Actual FTE (Line 2)

Enter the actual FTE for the program year for the state agency, and, if applicable, for the nominee agency. FTE is defined as the number of total hours worked divided by the compensable hours in a work year as defined by law. To determine the actual FTE, divide the total number of hours worked by all employees throughout the year, irrespective of the total numbers employed at any point in time, and divide by the state's defined work year. For example, if the total hours worked by all employees during the year is 13,520 and the defined work year is 2,080 hours for one FTE, then the total actual FTE for the program year would be 6.5.

**B. TRAINING**

In the appropriate column (state agency personnel (1), or nominee agency personnel (2), if applicable) enter the following information and then the corresponding total (3) for each of Lines 1 through 4.

Number Who Received In-Service Training Related to Blindness, Business Management, or Aspects of the Randolph-Sheppard Vending Facility Program (Line 1)

On this line report the number of state and, if applicable, nominee agency staff who received one or more agency sponsored trainings in skills that directly impact services provided to licensed vendors.

Number Who Received Training through an External Source Related to Blindness, Business Management, or Aspects of the Randolph-Sheppard Vending Facility Program (Line 2)

On this line report the number of state and, if applicable, nominee program personnel who received training from one or more external sources in skill areas or pertaining to information directly related to the delivery of services to blind vendors. Training in these areas offered by trade associations, universities and RSA would fall in this category.

Number Who Participated in National Consumer-Driven Conferences (Line 3)

On this line report the number of state and, if applicable, nominee program personnel who participated in one or more national consumer-driven conferences. Training conferences conducted by the Randolph-Sheppard Vendors of America and the National Association of Blind Merchants are examples of national consumer-driven conferences.

The Number Who Received Certification or Re-Certification in Food Safety Through a Nationally Recognized or State Recognized Program (Line 4)

On this line report the number of state agency and, if applicable, nominee personnel who received one or more initial trainings and certifications or re-certifications in food safety by virtue of successfully completing a nationally recognized or state recognized training course. This would include the National Restaurant Association's Serv-Safe program and/or training and certification offered by state and local health departments. It does not include



training offered by the SLA that does not result in a certification issued by an outside certifying body.

**At the end of your report, please add any notes or explanations that will assist in clarifying your data. Also, please be sure to add an agency contact, telephone number and email address for follow-up questions that RSA may need to resolve.**