

**Rehabilitation Services Administration  
(RSA) Payback Information  
Management System (PIMS)  
State Vocational Rehabilitation  
(VR) Agency Job Board Posting  
(Completed by State VR Agency)**

OMB Control Number: 1820-0617  
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## **Rules of Behavior for U.S. Department of Education-Sponsored Website**

The Rehabilitation Services Administration (RSA) Payback Information Management System (PIMS) is an online data collection system designed to facilitate administration of the Rehabilitation Long-Term Training (RLTT) Program, in the Rehabilitation Services Administration, Training Programs Unit at the U.S. Department of Education. This system collects scholar contact information, educational training, funding, and employment from participating scholars and allows grantees to verify the fulfillment of scholars' service obligations and assess program performance. Verifying service obligation requires collecting personal identifiable information (PII) from universities, scholars, and employers. The system also collects information regarding open vocational rehabilitation positions from employers via the PIMS Job Board. The PIMS Job Board is only accessible by RLTT scholars through PIMS and does not contain or collect PII. This data collection has been authorized by P.L. 114-95 section 302 (b) of the Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act (WIOA), and the implementing regulations, CFR 386, and P.L.103-62 section 4 of the Government Performance and Results Act.

Users of the PIMS must agree to certain conditions and agree to act to ensure the accuracy and confidentiality of the information stored by the PIMS.

Violation of this policy will result in suspension of scholar access to the PIMS. Scholars using this system agree to:

- Maintain requested contact and employment information; and
- Maintain their PIMS accounts by:
  - o Protecting account login names and passwords;
  - o Submitting accurate information for current address, phone number, employment status and employer information; and
  - o Using the PIMS only to access their own personal scholar record, payback information, or job postings

By agreeing to these Rules of Behavior, scholars agree to maintain the confidentiality of this information.

## Privacy Act Notice

The Privacy Act of 1974 (5 U.S.C. 552a) requires that the following notice be provided to you. The authority for collecting the requested information about the scholar is P.L. 114-95 section 302 (b) of the Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act (WIOA), and the implementing regulations, CFR 386. We request the scholar's educational information pertinent to the RLTT scholarship grant received whether provided by the scholar, grantee, or other entity, including personally identifiable information (PII), under this authority in order to accurately track the scholar's records and to differentiate the scholar's financial obligation from other scholars who may have the same name. The scholar's participation in the RLTT Program is voluntary, but the scholar must provide the requested information, including the scholar's PII, in order for the student to participate in the RLTT Program. The information will be used to ensure that recipients of scholarships provided with funds under the Rehabilitation Act meet specific statutory and regulatory requirements, including service obligation fulfillment or repayment of financial obligation.

The information in the scholar's records may be disclosed to third parties as authorized under routine uses in the appropriate systems of records, either on a case-by-case basis, or, if the Department has complied with the computer matching requirements of the Privacy Act, under a computer matching agreement.

The routine uses of this information include sending the information, in the event of litigation, to the Department of Justice (DOJ), a court, adjudicative body, counsel, party, or witness if the disclosure is relevant and necessary to the litigation. If this information, either alone or with other information, indicates a potential violation of law, we may send it to the appropriate authority for action. We may also send this information to law enforcement agencies if the information is relevant to any enforcement, regulatory, investigative, or prosecutorial responsibility within the receiving entity's jurisdiction. We may send information to the Department of Treasury and to credit agencies to verify the identity and location of the debtor and to the Department of Treasury, collection agencies, and employers of the scholarship recipient in order to service or collect on the debt. We may send information to members of Congress if you ask them to help you with questions related to this Program. In circumstances involving employment complaints, grievances, or disciplinary actions, we may disclose relevant records to adjudicate or investigate the issues. If provided for by a collective bargaining agreement, we may disclose records to a labor organization recognized under 5 U.S.C. Chapter 71. If necessary for the Department to obtain advice from the DOJ, we can disclose information to the DOJ. We may disclose information to the DOJ or the Office of Management and Budget (OMB) to help us determine whether the Freedom of Information Act requires the disclosure of particular records. We can disclose records to contractors if we contract with an entity to perform functions that require the disclosure of the records. Disclosures may also be made to qualified researchers under Privacy Act safeguards. Finally, disclosures may be made to OMB as necessary under the requirements of the Credit Reform Act.

I agree to the terms.



## State VR Agency RSA Job Board Posting Pre-Form fields:

- Are you a state vocational rehabilitation agency?
  - o If YES, proceed with posting
  - o If NO, stop. Only state vocational rehabilitation agencies may post jobs on the RSA Job Board at this time
- Are you republishing an existing posting?
  - o If NO, proceed with posting
  - o If YES, stop. If you are republishing an existing posting, you must contact that PIMS Help Desk at 1-800-832-8142 or send an email to [RLTTHelpDesk@ed.gov](mailto:RLTTHelpDesk@ed.gov)
- Are you duplicating an existing posting (multiple identical positions are available)?
  - o If NO, proceed with posting
  - o If YES, stop. If you are republishing an existing posting, you must contact that PIMS Help Desk at 1-800-832-8142 or send an email to [RLTTHelpDesk@ed.gov](mailto:RLTTHelpDesk@ed.gov)

Please note: A warning message will appear after 25 minutes of inactivity in the system, and you will be logged out after 30 minutes of inactivity.

## State VR Agency RSA Job Board Posting Form fields:

- Contact Information
  - o Employer Name (required): \_\_\_\_\_
  - o Department Name (required): \_\_\_\_\_
  - o Job Contact Name (required): \_\_\_\_\_
  - o Job Contact Email (required): \_\_\_\_\_
  - o Phone (required): \_\_\_\_\_
  - o TTY (optional): \_\_\_\_\_
  - o Job Location (required)
    - Address: \_\_\_\_\_
    - City: \_\_\_\_\_
    - State: \_\_\_\_\_
    - Zip: \_\_\_\_\_
- Organization Type (drop-down) (required)
  - o Qualified Nonprofit
  - o Private Rehabilitation
  - o Veterans Affairs
  - o Community Rehabilitation
  - o Qualified Federal Government Agency
  - o State Voc Rehab Agency
  - o Other, please specify
- Posting Start and End Date (Required): \_\_\_\_\_
  - o (NOTE: Default posting is duration of 30 days, maximum of 60 days)
- Job Start (optional): \_\_\_\_\_
- Job Title (Required): \_\_\_\_\_
- Job Description (required): \_\_\_\_\_
- Job Location Type (drop down) (required)
  - o In person
  - o Virtual
  - o Hybrid flex
- Job Category Type (drop down) (required)
  - o Vocational Rehabilitation Counselor

- o Certified Vocational Rehabilitation Counselor
- o Rehabilitation Counselor
- o Vocational Rehabilitation Supervisor
- o Vocational Rehabilitation Specialist
- o Vocational Rehabilitation Consultant
- o Vocational Professional (ensure the position provides VR services)
- o Eligibility Specialist (individual makes eligibility determination for state VR services)
- o Job Developer (ensure this position provides VR related services)
- o Job Development Specialist (ensure this position provides VR related services)
- o Job Coach
- o Job Placement Specialist (ensure this position provides VR related services)
- o Employment Specialist (ensure this position provides VR related services)
- o Employment Coordinator (ensure this position provides VR related services)
- o Vocational Specialist (ensure this position provides VR related services)
- o Transitional Counselor (ensure this position provides VR related services)
- o Transitional Specialist (ensure this position provides VR related services)
- o Case Manager
- o Case Management Specialist
- o Vocational Rehabilitation Case Manager
- o Rehabilitation Specialist (ensure this position provides VR services)
- o Supported Employment Specialist
- o Vocational Evaluator (ensure this position provides VR related services)
- o Vocational Evaluation Specialist (ensure this position provides VR related services)
- o Reasonable Accommodations Specialist
- o Blind Rehabilitation Specialist
- o Visual Rehabilitation Specialist
- o Orientation and Mobility Specialist
- o Teacher of the Visually Impaired
- o Low Vision Specialist
- o Other
- FT/PT (required): \_\_\_\_\_
  - o Hours if PT
- Job link (required): \_\_\_\_\_
- Position level (drop down) (required)
  - o Entry
  - o Mid
  - o Supervisory
- Position type (drop down)
  - o Permanent
  - o Temporary
  - o Paid Internship
  - o Grant Funded
  - o Other \_\_\_\_\_

State VR Agency follow up questions to determine how many jobs resulted from RSA Job Board use (sent to VR Agency through an email link after job posting is closed):

- Was the position filled as a result of the job board?
  - o Yes
  - o No

- How many applicants did the agency receive as a result of the job board posting? \_\_\_\_\_