


LRS CHAPTER 4, TECHNICAL ASSISTANCE & GUIDANCE MANUAL

 <p>LOUISIANA WORKFORCE COMMISSION The Department of Labor</p>	Part	Name	Effective Date
	412.25	Randolph-Sheppard Program	*April 2, 2019**
Authorization *Federal Register, Volume 81, Department of Education, 34 CFR 361, Part VI, State Vocational Rehabilitation Services Program, §361.48, §361.50, §361.52, §361.53, 361.54, §34 CFR 395 and 2 CFR 200.407**			

I. RANDOLPH-SHEPPARD PROGRAM

The purpose of training for the Randolph-Sheppard Program is to provide a Consumer/trainee with the proper skills needed to efficiently and profitably manage a food service facility. The Randolph-Sheppard Law was enacted in 1936 for the purpose of providing employment opportunities for the blind. This opportunity was to enable citizens who are blind to earn a livelihood and become more independent. The purpose of this training is to develop the skills of the Consumer in the areas of management and food service in order to be licensed as a manager in the Randolph-Sheppard Program and eligible for appointment to a Randolph-Sheppard Vending Facility. All training will be conducted at the Affiliated Blind of Louisiana Training Center in Lafayette.

A. Eligibility Criteria

Consumers must meet the following specific criteria to be trained and licensed in the Randolph - Sheppard Program.

1. Consumer must be blind.
2. Must be a citizen of the United States.
3. Must be at least 18 years of age.
4. Must have a high school diploma or GED.
5. Must have basic math skills.
6. Must have completed all other services on an IPE prior to acceptance in the Randolph-Sheppard Training, including all other blind adjustment skills training, such as orientation and mobility, or computer skills training prior to beginning Randolph-Sheppard training. Deficits in skills or recommended trainings in the assessment records of the Consumer **MUST** be addressed prior to beginning the Randolph-Sheppard Training.

7. Licensure in Randolph-Sheppard Programs is not transferable from one state to another.

B. Vocational Guidance and Counseling Guidelines

When providing vocational guidance and counseling the Counselor should consider traits, academic background, aptitudes, and interpersonal skills of the Consumer who wishes to enter the Randolph-Sheppard Program.

C. Approval for Training

1. Counselor will review the eligibility criteria listed above.
2. Counselor and Randolph-Sheppard Management Analyst (RSMA). will meet with the Consumer to determine feasibility.
3. Counselor will complete the Randolph-Sheppard Referral Form, with appropriate documentation, and forward to the RSMA.
4. RSMA will review the referral and forward to the Randolph-Sheppard Program Manager in State Office.
5. Randolph-Sheppard Program Manager will make the final decision and inform the Counselor and RSMA.

D. Training Process for Trainees

1. Counselor will complete an IPE for Randolph-Sheppard Training following the Randolph-Sheppard Program Manager's written approval.
2. Counselor will refer the Consumer to Affiliated Blind of Louisiana (ABL) for assessment to determine the Consumer's strengths and weaknesses. Areas of deficiency must be addressed and remediated for training to continue.
3. Counselor and RSMA review the assessment.
4. With successful assessment, training will continue at ABL as listed in Chapter 5 under Affiliated Blind of Louisiana.
5. Counselor and RSMA will review all ABL reports and forward a copy to the Randolph – Sheppard Program Manager.
6. The Counselor should include in the Consumer's IPE, along with the referral to the Affiliated Blind of Louisiana Training Center, an additional fee payable to the Affiliated Blind of Louisiana Training Center for Consumer's Serve Safe certification.

E. Licensure

1. Upon successful completion of training, the Affiliated Blind of Louisiana Training Center will provide a report to the Counselor and RSMA.
2. RSMA will then request Licensure of the Consumer by the Randolph-Sheppard Program Manager.
3. License will be issued to the Consumer with a copy sent to the Counselor and RSMA.
4. RSMA will request the Consumer's name be placed on the mailing list for delivery of announcements of openings at vending facilities.

F. Closure

RSMA will notify Counselor in writing that the manager trainee has been awarded a facility with the starting date and location. At the end of 90 days, the Counselor can get financial information from the RSMA in the region where the facility is located.

II. PURCHASING GUIDELINES

- A. The Counselor must apply all LRS Policy/Technical Assistance Guidelines relative to the Consumer's participation in the cost of services and comparable services/similar benefits.
- B. Personal items such as CCTV's, computers, canes and hearing aids may be provided with appropriate recommendations and prescriptions as required in standard service delivery on a Plan.
- C. All occupational equipment (bill identifier or talking cash register) will be provided by the Randolph-Sheppard Program.

*D. Per federal regulations 2 CFR 200.407, Prior Approval must be obtained from the Rehabilitation Services Administration (RSA) prior to purchasing certain goods and services. This includes equipment and other capital expenditures with a per unit cost of \$5,000 or more. Evaluation/Assessment and services needed to determine the needs of the consumer DO NOT require Prior Approval.

1. Equipment includes tangible personal property such as information technology and integrated systems, information technology systems such as computing devices, software, firmware and support services. This includes license purchases and renewals of software such as JAWS and Zoomtext.
2. Capital expenditures include items such as office equipment and furnishings, modular and telephone networks, information technology equipment and systems expected to have a useful life of at least one year. Also improvements to land, buildings, or equipment which materially increase the value or useful life of something.
3. If the total of any unit cost per item/service is \$5,000 or more, a Prior Approval request must be made to State Office to the Executive Director of Blind Services prior to any equipment or capital expenditures being authorized/purchased. Upon review and approval by LRS and RSA, the Program Manager and RSMAs will be notified of approval/disapproval of the prior approval request and can proceed accordingly.**