

**Department for the Blind and Vision Impaired  
Services Delivery**

**Policy and Procedures Directive  
DS-PPD-12-03  
April 16, 2012**

TO: Program Directors/Regional Managers/Vocational Rehabilitation Counselors/Administrative Staff

FROM: Susan Davis Payne, Vocational Rehabilitation Director

RE: **Revisions to Chapter IX-B and Appendix S of the Vocational Rehabilitation Manual** – Available on the DBVI Internet web page

The purpose of this Policy and Procedures Directive is to provide updated information concerning revisions made to Chapter VII-A from the Vocational Rehabilitation Policy and Procedures Manual.

Revisions Chapter IX-B includes:

1. Addition of the definition of *blind person* from the federal regulations pertaining to the Randolph-Sheppard program.
2. Removal of requirement that individuals participate in and document physical examinations within 12 months.
3. Removal of requirement of high school diploma or GED.
4. Added requirement that individuals interested in participating in the program must be proficient in Excel, Microsoft Word, and Outlook.
5. Removed requirement that eye exam be conducted within the last 12 months to document vision loss.
6. Added Security Clearance section describing convictions of criminal offenses that would likely preclude individuals from participating in training or working as vendors in the program.
7. Added that DBVI will purchase computers for individuals participating in training.

Revisions to Appendix S:

1. Changes the appendix name to Randolph-Sheppard Program Referral Package Check List.
2. Replaced Medical Report with Health Checklist-General Medical Examination Form.
3. Clarified that an Audiometric Report is required only if an accommodation is required for training or vendorship.

The revised **Chapter IX-B and Appendix S in the Vocational Rehabilitation Manual** is currently available on the DBVI Internet at the following address:  
<http://www.vdbvi.org/vrmanual/chapter9B.htm>

Enclosures

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