

Department for the Blind and Vision Impaired  
Policy on Rehabilitation Teaching and Independent Living (RT/IL) Services

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Policy Number:	<b>DBVI-Policy-Services-RTIL-01</b>
Category:	<b>SERVICES</b>
Effective Date:	<b>08/20/2025</b>
Supersedes:	<b>RTIL Manual Revised 11.15.22 with FFFY2024 financial measures.docx</b>

### **1. Policy Statement**

The Department for the Blind and Vision Impaired (DBVI) is committed to empowering individuals who are blind, vision impaired, or deafblind to achieve independence, education, and employment. Through Rehabilitation Teaching and Independent Living (RT/IL) Services, DBVI ensures individuals access adaptive skills, support, and resources to promote independence and community participation.

### **2. Purpose**

This policy establishes clear, consistent, and legally compliant standards for delivering RT/IL Services. It defines expectations, roles, and responsibilities for DBVI staff to ensure accessible, person-centered services per federal and state laws, including the Rehabilitation Act of 1973, the Americans for Disabilities Act and Code of Virginia Code.

### **3. Applicability**

This policy applies to all DBVI staff involved in planning, delivery, oversight, and evaluation of RT/IL. It also provides guidance to stakeholders, community partners, and contractors involved in service delivery.

### **4. Definitions**

**Rehabilitation Teacher (RT):** A DBVI professional responsible for providing direct RT/IL services and case management.

**Intake Coordinator:** The staff member serving as the initial point of contact for individuals referred for services.

**Independent Living Services:** Services designed to improve skills in self-care, communication, home management, mobility, and employment readiness.

**Informed Choice:** The right of individuals to make decisions about services received, based on full access to information and alternatives.

**Personal Information:** Information that identifies or describes an individual, safeguarded under the Government Data Collection and Dissemination Act (§ [2.2-3801](#), Code of Virginia).

## **5. Policy Sections**

### **Referral and Application**

DBVI shall accept referrals from individuals, family members, professionals, and community partners. Intake Coordinators are responsible for providing program information, collecting required intake data, and ensuring timely referral to Rehabilitation Teachers. Applications must be processed promptly and without discrimination.

### **Eligibility**

Eligibility for RT/IL services is based on documented vision loss that substantially limits one or more major life activities. The RT/IL program serves individuals 14 years old and older.

### **Service Plan Development**

Rehabilitation Teachers, in collaboration with the individual, shall develop a service plan based on assessments, informed choice, and identified goals. Plans shall be individualized, documented, and regularly reviewed.

### **Informed Choice and Confidentiality**

All individuals shall be informed of their rights, responsibilities, and the confidentiality of personal information. Consent is required for the release of identifiable information, except where disclosure is mandated by law. Individuals have the right to review their case files and challenge information.

### **Programs and Services**

RT/IL services include training in daily living skills, mobility, communication, assistive technology, and connection to community resources. Services shall be provided in a timely, culturally competent, and accessible manner.

### **Closure**

Cases shall be closed when services are completed, goals have been achieved, or the individual chooses to discontinue participation. Individuals must be notified of closure decisions and informed of appeal rights. Individuals served under the Older Blind Grant should be reminded about the availability of the satisfaction survey.

### **Financial Measures**

DBVI may apply financial participation requirements based on individual means testing. Comparable benefits and community resources must be considered before DBVI funds are used.

## **6. Responsibilities**

**Intake Coordinators:** Manage initial referrals, provide program information, and facilitate application processing.

**Rehabilitation Teachers (RTs):** Conduct assessments, develop service plans, deliver training, and manage cases.

**Regional Managers:** Oversee staff compliance with policy, approve exceptions, and provide supervision.

**Director of RT/IL Services:** Provide statewide leadership, approve policy exceptions, and ensure program quality.

**Deputy Commissioner for Services:** Provide oversight and act on behalf of the Director when necessary.

**Senior Policy Analyst:** Leads agency policy development by drafting and revising policies, and by coordinating the review and approval process with agency staff.

**Commissioner:** Provide final approval of the policy.

## **7. Compliance**

DBVI staff shall comply with applicable federal and state laws and regulations, including but not limited to:

- [Rehabilitation Act of 1973](#), as amended
- [Americans with Disabilities Act \(ADA\)](#)
- Civil Rights Act of 1964
- [Government Data Collection and Dissemination Act § 2.2-3800 et seq.](#)
- [Voter Registration Act § 24.2-411.2\)](#)
- [Workforce Innovation and Opportunity Act \(2014\)](#)

Failure to comply with this policy may result in corrective action or disciplinary measures.

## **8. Effective Date and Supersedes**

Effective Date: August 20, 2025

This policy supersedes all previous manuals, procedures, or instructions related to RT/IL services within DBVI.