

State Plan for Independent Living (SPIL) for American Samoa for 2017-2019

General Information

Designated Agency Identification

State: American Samoa

Agency: American Samoa Office of Vocational Rehabilitation

Plan for: 2017-2019

Submitted in fiscal year: 2016

View grant [90IS0016-01](#) in the Grant Award screen.

Part I: Assurances

Section 1: Legal Basis and Certifications

1.1 The designated State unit (DSU) eligible to submit the State Plan for Independent Living (SPIL or the plan) and authorized under State law to perform the functions of the State under the State Independent Living Services (SILS) and Centers for Independent Living (CIL) programs.

Office of Vocational Rehabilitation

1.2 The separate State agency eligible to submit the plan and authorized under State law to provide vocational rehabilitation (VR) services to individuals who are blind.

Samoa Center for Independent Living

1.3 The Statewide Independent Living Council (SILC) that meets the requirements of section 705 of the Act and is authorized to perform the functions outlined in section 705(c) of the Act in the State.

American Samoa Statewide Independent Living Council

1.4 The DSU and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, and the SILC are authorized to jointly develop, sign and submit this SPIL on behalf of the State, and have adopted or otherwise formally approved the SPIL. Yes

1.5 The DSU, and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, may legally carry out each provision of the plan and will comply with all applicable Federal statutes and regulations in effect with respect to the three-year period it receives funding under the SPIL. Yes

1.6 The SPIL is the basis for State operation and administration of the program. All provisions of the SPIL are consistent with State law. Yes

1.7 The representative of the DSU and, if applicable, of the separate State agency authorized to provide VR services to individuals who are blind, who has the authority under State law to receive, hold, and disburse Federal funds made available under the SPIL and to submit the SPIL jointly with the SILC chairperson is Mr. Poumele Pete Galea'i, Executive Director, Office of Vocational Rehabilitation. and Esther Solaita, Program Manager for Independent Living .

Section 2: SPIL Development

2.1 The plan shall be reviewed and revised not less than once every three years, to ensure the existence of appropriate planning, financial support and coordination, and other assistance to appropriately address, on a statewide and comprehensive basis, the needs in the State for:

- The provision of State independent living services;

- The development and support of a statewide network of centers for independent living;
- Working relationships between programs providing independent living services and independent living centers, the vocational rehabilitation program established under title I, and other programs providing services for individuals with disabilities.

Yes

2.2 The DSU and SILC conduct public meetings to provide all segments of the public, including interested groups, organizations and individuals, an opportunity to comment on the State plan prior to its submission to the Commissioner and on any revisions to the approved State plan. Yes

2.3 The DSU and SILC establish and maintain a written description of procedures for conducting public meetings in accordance with the following requirements. The DSU and SILC shall provide:

- appropriate and sufficient notice of the public meetings;
- reasonable accommodation to individuals with disabilities who rely on alternative modes of communication in the conduct of the public meetings, including providing sign language interpreters and audio-loops; and
- public meeting notices, written material provided prior to or at the public meetings, and the approved State plan in accessible formats for individuals who rely on alternative modes of communication.

Yes

2.4 At the public meetings to develop the State plan, the DSU and SILC identify those provisions in the SPIL that are State-imposed requirements beyond what would be required to comply with the regulations in 34 CFR parts 364, 365, 366, and 367. Yes

2.5 The DSU will seek to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under a project funded under chapter 2 of title VII of the Act and that the DSU determines to be effective. Yes

2.6 The DSU and SILC actively consult, as appropriate, in the development of the State plan with the director of the Client Assistance Program (CAP) authorized under section 112 of the Act. Yes

Section 3: Independent Living Services

3.1 The State, directly or through grants or contracts, will provide IL services with Federal, State, or other funds. Yes

3.2 Independent living services shall be provided to individuals with significant disabilities in accordance with an independent living plan mutually agreed upon by an appropriate staff

member of the service provider and the individual, unless the individual signs a waiver stating that such a plan is unnecessary. Yes

3.3 All service providers will use formats that are accessible to notify individuals seeking or receiving IL services under chapter 1 of title VII about:

- the availability of the CAP authorized by section 112 of the Act;
- the purposes of the services provided under the CAP; and
- how to contact the CAP.

Yes

3.4 Participating service providers meet all applicable State licensure or certification requirements. Yes

Section 4: Eligibility

4.1 Any individual with a significant disability, as defined in 34 CFR 364.4(b), is eligible for IL services under the SILS and CIL programs authorized under chapter 1 of title VII of the Act. Any individual may seek information about IL services under these programs and request referral to other services and programs for individuals with significant disabilities, as appropriate. The determination of an individual's eligibility for IL services under the SILS and CIL programs meets the requirements of 34 CFR 364.51. Yes

4.2 Service providers apply eligibility requirements without regard to age, color, creed, gender, national origin, race, religion or type of significant disability of the individual applying for IL services. Yes

4.3 Service providers do not impose any State or local residence requirement that excludes any individual who is present in the State and who is otherwise eligible for IL services from receiving IL services. Yes

Section 5: Staffing Requirements

5.1 Service provider staff includes personnel who are specialists in the development and provision of IL services and in the development and support of centers. Yes

5.2 To the maximum extent feasible, a service provider makes available personnel able to communicate:

- with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication, nonverbal communication devices, Braille or audio tapes, and who apply for or receive IL services under title VII of the Act; and
- in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act.

Yes

5.3 Service providers establish and maintain a program of staff development for all classes of positions involved in providing IL services and, if appropriate, in administering the CIL program. The staff development programs emphasize improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy. Yes

5.4 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will take affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act. Yes

Section 6: Fiscal Control and Fund Accounting

6.1 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will comply with applicable EDGAR fiscal and accounting requirements and will adopt those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for those funds. Yes

Section 7: Recordkeeping, Access and Reporting

7.1 In addition to complying with applicable EDGAR recordkeeping requirements, all recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will maintain records that fully disclose and document:

- the amount and disposition by the recipient of that financial assistance;
- The total cost of the project or undertaking in connection with which the financial assistance is given or used;
- the amount of that portion of the cost of the project or undertaking supplied by other sources;
- compliance with the requirements of chapter 1 of title VII of the Act and Part 364 of the regulations; and
- other information that the Commissioner determines to be appropriate to facilitate an effective audit.

Yes

7.2 With respect to the records that are required by 34 CFR 364.35, all recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will submit reports that the Commissioner determines to be appropriate. Yes

7.3 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will provide access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, to the records listed in 34 CFR 364.37 for the purpose of conducting audits, examinations, and compliance reviews. Yes

Section 8: Protection, Use and Release of Personal Information

8.1 Each service provider will adopt and implement policies and procedures to safeguard the confidentiality of all personal information, including photographs and lists of names in accordance with the requirements of 34 CFR 364.56(a)(1-6). Yes

Section 9: Signatures

As the authorized signatories, we will sign, date and retain in the files of the state agency(ies) and the Statewide Independent Living Council the Part I: Assurances, 1-8, and the separate Certification of Lobbying forms ED-80-0013 (available in [MS Word](#) and [PDF](#) formats) for the state independent living program (Part B) and the centers for independent living program (Part C).

The effective date of this SPIL is October 1, 2016.

Section 9: Signature for SILC Chairperson

Name Mrs. Sapi Tuiioletai

Title Chairperson for SILC

Signed? Yes

Date signed 06/30/2016

Section 9: Signature for DSU Director

Name Mr. Poumele Pete Galea'i

Title Executive Director , Office of Vocational Rehabilitation.

Signed? Yes

Date signed 06/30/2016

Section 9: Signature for Separate State Agency for Individuals Who Are Blind

Is there a Separate State Agency for Individuals Who Are Blind? Yes

Name Esther Solaita

Title Program Manager for Independent Living

Signed? Yes

Date signed 06/30/2016

Part II: Narrative: Section 1 - Goals, Objectives and Activities

Section 1: Goals, Objectives and Activities

1.1 Goals and Mission

Describe the overall goals and mission of the State's IL programs and services. The SPIL must address the goals and mission of both the SILS and the CIL programs, including those of the State agency for individuals who are blind as they relate to the parts of the SPIL administered by that agency.

Goal Name: Continue to provide all our 5 core services.

Goal Description:

Our overall goal and mission is to continue our efforts to promote the goals and mission of both the SILS and the CIL programs, including those of the State agency providing services for the blind, as they relate to the parts of the SPIL administered by our Program. Also to continue the independent Living Philosophy of consumer control, peer support, self-help, self-determination, equal access, and individual and system advocacy in order to maximize their independence and interaction in their daily living activities in their homes and in the community

We will continue to provide all our 4 Core Services and our newly established Transition Services and other related services to individuals with significant disabling conditions in accordance with a mutually agreed upon independent living service plan a waiver states the plan is not necessary, and to improve the quality of our service deliver to our consumers.

1.2 Objectives

1.2A. Specify the objectives to be achieved and the time frame for achieving them.

Goal(s) from Section 1.1	Objective to be achieved	Time frame start date	Time frame end date
Continue to provide all our 5 core services.	<p>Goal 1. We will continue to provide information and referral services. Continue to increase public awareness of our services.</p> <p>Goal 2. We will continue to increase our outreach efforts in the community.</p> <p>We will continue our IL skills training for our staffs to maintain a high level of qualified staffs.</p>	10/02/2016	09/30/2019

	<p>We will continue to promote continued education programs to nurture our staffs and to improve the expand the quality of services to our consumers. Increase the number of case managers to include individuals with disabilities who are qualified and have the experience an knowledge of working with individuals with disabilities.</p> <p>Goal 3. We will continue Peer Counseling.</p> <p>We will continued to provide peer counseling to our consumers.</p> <p>Goal 4. We will continue Individual and Systems Advocacy.</p> <p>We will continue to provide Information and training to individuals with disabilities to learn how to advocate for themselves and be familiar with how to access services and programs available in the community that can be beneficial for them and their families.</p> <p>We will continue to provide service directory and distribute IL resources and materials to all our consumers and their families.</p> <p>Goal 5. To support and advance the opportunities for older individuals who are blind:</p> <p>We will continue to provide information and referral for individuals who are blind or visually impaired.</p> <p>We will continue to provide mobility training for them and provide resources that they need in order for them to live independent lives in the community.</p> <p>Goal. 6 We will provide services and support for our transition consumers in the community.</p>		
--	---	--	--

1.2 Objectives

1.2B Describe the steps planned regarding outreach to populations in the State that are unserved or underserved by programs under title VII, including minority groups and urban and rural populations.

- Identify the populations to be designated for targeted outreach efforts

American Samoa continue to identified the islands of Manu'a as our priority area that are unserved or underserved

- Identify the geographic areas (i.e., communities) in which the targeted populations reside

Identify the geographic areas in which the targeted populations reside: Tau, Faleasao, Fitiuta, Ofu, Sili, Olosega villages of the Manu'a Islands.

- Describe how the needs of individuals with significant disabilities from minority group backgrounds will be addressed

The needs of the individuals with significant disabilities from minority groups will be addressed by giving out our brochures about our services, and increase our outreach efforts in the communities. Reasonable accommodations will be available for those that needs translation.

1.3 Financial Plan

Describe in sections 1.3A and 1.3B, below, the financial plan for the use of Federal and non-Federal funds to meet the SPIL objectives.

1.3A Financial Plan Tables

Complete the financial plan tables covering years 1, 2 and 3 of this SPIL. For each funding source, provide estimated dollar amounts anticipated for the applicable uses. The financial plan table should include only those funding sources and amounts that are intended to support one or more of the objectives identified in section 1.2 of the SPIL. To the extent possible, the tables and narratives must reflect the applicable financial information from centers for independent living. Refer to the SPIL Instructions for additional information about completing the financial tables and narratives.

Year 1 - 2017 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B	8331	27394	0	0
Title VII Funds Chapter 1, Part C	0	0	154046	28000
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)	0	40000	0	40000

Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)		0	0	0
Other Federal funds - other	0	0	0	0
Non-Federal funds - State funds	0	0	0	0
Non-Federal funds - Other	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0			
0	8331	67394	154046	68000
Total	16662	134788	308092	136000

Year 2 - 2018 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B	8331	28907	0	0
Title VII Funds Chapter 1, Part C	0	0	154046	28000
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)	0	40000	0	0
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	0	0	0	0
Other Federal funds - other	0	0	0	0
Non-Federal funds - State funds	0	0	0	0
Non-Federal funds - Other	0	0	0	0
0	0	0	0	0
0	0	0	0	0

0	0			
0	8331	68907	154046	28000
Total	16662	137814	308092	56000

Year 3 - 2019 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B	8331	28907	0	0
Title VII Funds Chapter 1, Part C	0	0	154046	30000
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)	0	40000	0	0
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	0	0	0	0
Other Federal funds - other	0	0	0	0
Non-Federal funds - State funds	0	0	0	0
Non-Federal funds - Other	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0		0	0
0	8331	68907	154046	30000
Total	16662	137814	308092	60000

1.3B Financial Plan Narratives

1.3B(1) Specify how the part B, part C and chapter 2 (Older Blind) funds, if applicable, will further the SPIL objectives.

Again as reported in prior state plans, limited resources hinders our ability to provide the scope of services to our consumers, we continue to depend on part B and part C funds to achieve our SPIL objectives.

Part B funds:

Part B funds will support all objectives that deals with purchasing medical equipment and supplies, home modifications, assistive devices, and prosthetics that will provide assistance to consumers to be able to live independent lives at home and be able to integrate more into the community.

Chapter 2 funds will support all our efforts to assist our Older Blind consumers in the community, outer islands and rural areas.

1.3B(2) Describe efforts to coordinate Federal and State funding for centers and IL services, including the amounts, sources and purposes of the funding to be coordinated.

Part C funds will support all other objectives such as increased Outreach efforts to the outer islands of Manu'a and rural areas.

The Samoa Center for Independent Living does not receive State funding for the general operation of our center. Independent Living is 100% federally funded. Also supports the general operations of the center.

1.3B(3) Describe any in-kind resources including plant, equipment or services to be provided in support of the SILC resource plan, IL services, general CIL operations and/or other SPIL objectives.

In-kind resources support the framework of IL services in American Samoa. The DSE provides operational support as needed for SILC, CIL, and SPIL related activities, office space, conference room for meetings, and technical support particularly regarding administrative issues.

1.3B(4) Provide any additional information about the financial plan, as appropriate.

N/A

1.4 Compatibility with Chapter 1 of Title VII and the CIL Work Plans

1.4A Describe how the SPIL objectives are consistent with and further the purpose of chapter 1 of title VII of the Act as stated in section 701 of the Act and 34 CFR 364.2.

Our SPIL objectives are consistent with and further the purpose of chapter 1 of title VII of the Act by providing the core services such as; Information and Referral, Independent Living Skills, Individual and System Advocacy, Peer Counseling and Transition services.

1.4B Describe how, in developing the SPIL objectives, the DSU and the SILC considered and incorporated, where appropriate, the priorities and objectives established by centers for independent living under section 725(c)(4) of the Act.

The DSU and the SILC in the development of the SPIL objectives continued to work together to incorporate and considered, where appropriate, the objectives and priorities established by the center by sharing inputs, reviewing and objectives and jointly signed the SPIL

1.5 Cooperation, Coordination, and Working Relationships Among Various Entities

Describe the steps that will be taken to maximize the cooperation, coordination and working relationships among the SILS program, the SILC, and centers; the DSU, other State agencies represented on the SILC and other councils that address the needs of specific disability populations and issues; and other public and private entities determined to be appropriate by the SILC.

The description must identify the entities with which the DSU and the SILC will cooperate and coordinate.

In order for us to maximize the cooperation, coordination and working relationships among the SILS program, the SILC, and center; the DSE, other state agencies represented on the SILC and other councils that address the needs of specific disability populations and issues; and public and private entities determined to be appropriate by the SILC, we will continue to solicit the assistance of minority volunteers to provide technical assistance for the SCIL program by assistance in the translation of our brochures and reading materials. Also continue to work with the ASCC, (American Samoa Community College), the DDPC Parent Group to share information in developing better linkages and support programs and services for the disabled consumers in the community.

We will continue to foster good interagency coordination and collaboration efforts with all our partners by actively participating in council meetings, task force meetings, rehabilitation team meetings, consumer support group meetings and encourage consumers and family members to participate as well.

We will continue to work collaboratively with the DDPC Planning Council and the University Center on Excellence at the community college.

We will continue our Outreach efforts to the Older Blind population, working with the OB Program as well as the Program for the Aging (TAOA) to provide information about our basic core services and other IL services and to collaborate to share resources in cost sharing in purchasing assistive devices and medical equipment for our consumers.

We will continue to work together with the LBJ Medical Center Discharged Planning and Patient Care to share information and referral for patients that needs our services when they go home.

1.6 Coordination of Services

Describe how IL services funded under chapter 1 of title VII of the Act will be coordinated with and complement other services to avoid unnecessary duplication with other Federal, State, and

local programs, including the OIB program authorized by chapter 2 of title VII of the Act, that provide IL- or VR-related services.

To avoid unnecessary duplication of services with Special Education, Vocational Rehabilitation, Developmental Disabilities services, Public Health, Mental Health, Housing, Transportation, Veterans Services, we will continue to collaborate with our local support groups and all these agencies to coordinate all our services and resources so we can better serve our consumers.

Our IL consumers are referred to the different programs for appropriate services that will benefit them and to avoid duplication of services.

The SCIL will continue to work closely with the Rehabilitation Advisory Council and the Vocational Rehabilitation Program and other support groups to share our limited resources so we can better serve our disabled consumers in the community.

1.7 Independent Living Services for Individuals who are Older Blind

Describe how the DSU seeks to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under the Older Individuals who are Blind program and that the DSU determines to be effective.

The Older Blind Program will continue to work closely with the DSE and IL services in developing the 3 year State Plan. The coordination of services and collaboration with VR (Basic 110) Program to address the employment goal and objectives, and IL Program will coordinate other services for the consumer to be independent at home and in the community. We will continue to work collaboratively with all our service providers to ensure our Older Blind consumers get assistance that they need.

Part II: Narrative: Section 2 - Scope, Extent, and Arrangements of Services

2.1 Scope and Extent

2.1A Check the appropriate boxes in the SPIL Instrument table indicating the types of IL services to be provided to meet the objectives identified in section 1.2 of this SPIL, and whether the services will be provided by the CILs or by the DSU (directly and/or through contract or grant).

Table 2.1A: Independent living services	Provided by the DSU (directly)	Provided by the DSU (through contract and/or grant)	Provided by the CILs (Not through DSU contracts/grants)
Core Independent Living Services - Information and referral	Yes	No	Yes
Core Independent Living Services - IL skills training	Yes	No	Yes
Core Independent Living Services - Peer counseling	Yes	No	Yes
Core Independent Living Services - Individual and systems advocacy	Yes	No	Yes
Counseling services, including psychological, psychotherapeutic, and related services	No	No	Yes
Services related to securing housing or shelter, including services related to community group living, and supportive of the purposes of this Act and of the titles of this Act, and adaptive housing services (including appropriate accommodations to and modifications of any space used to serve, or occupied by, individuals with significant disabilities)	No	No	Yes
Rehabilitation technology	No	No	No
Mobility training	No	No	Yes
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	No	No	Yes

Personal assistance services, including attendant care and the training of personnel providing such services	No	No	Yes
Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services	No	No	Yes
Consumer information programs on rehabilitation and IL services available under this Act, especially for minorities and other individuals with disabilities who have traditionally been unserved or underserved by programs under this Act	No	No	Yes
Education and training necessary for living in the community and participating in community activities	No	No	Yes
Supported living	No	No	Yes
Transportation, including referral and assistance for such transportation	No	No	Yes
Physical rehabilitation	No	No	Yes
Therapeutic treatment	No	No	Yes
Provision of needed prostheses and other appliances and devices	No	No	Yes
Individual and group social and recreational services	No	No	Yes
Training to develop skills specifically designed for youths who are individuals with significant disabilities to promote self-awareness and esteem, develop advocacy and self-empowerment skills, and explore career options	Yes	No	No
Services for children with significant disabilities	No	No	Yes
Services under other Federal, State, or local programs designed to provide resources, training, counseling, or other assistance of substantial benefit in enhancing the independence, productivity, and quality of life of individuals with significant disabilities	No	No	Yes

Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	No	No	Yes
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	No	No	Yes
Other necessary services not inconsistent with the Act	No	No	Yes

2.1B Describe any service provision priorities, including types of services or populations, established for meeting the SPIL objectives identified in section 1.2.

We will continue to provide mobility training, home modification, skills training, information and referral, transportation services, referred consumers for vocational assessment and vocational training and medical evaluation.

We will continue to conduct outreach to the mentally ill and referred them to the mental health clinic and social services, Deaf and Hearing impaired, Blind or visually impaired, Elderly Blind, developmentally disabled and any disabled minority individual residing in Manu'a.

2.1C If the State allows service providers to charge consumers for the cost of services or to consider the ability of individual consumers to pay for the cost of IL services, specify the types of IL services for which costs may be charged and for which a financial need test may be applied, and describe how the State will ensure that:

- Any consideration of financial need is applied uniformly so that all individuals who are eligible for IL services are treated equally; and
- Written policies and consumer documentation required by 34 CFR 364.59(d) will be kept by the service provider.

Indicate N/A if not applicable.

N/A

2.2 Arrangements for State-Provided Services

2.2A If the DSU will provide any of the IL services identified in section 2.1A through grants or contractual arrangements with third parties, describe such arrangements.

N/A

2.2B If the State contracts with or awards a grant to a center for the general operation of the center, describe how the State will ensure that the determination of an individual's eligibility for services from that center shall be delegated to the center.

N/A

Part II: Narrative: Section 3 - Design for the Statewide Network of Centers

3.1 Existing Network

Provide an overview of the existing network of centers, including non-Part C-funded centers that comply with the standards and assurances in section 725 (b) and (c) of the Act, and the geographic areas and populations currently served by the centers.

Samoa Center for Independent Living is the only Independent Living Center in the Territory and is under the Office of Vocational Rehabilitation. The independent living center in American Samoa is located on main island of Tutuila and serves the territory of American Samoa which includes the islands of Tutuila, Manua and Aunu'u.

3.2 Expansion of Network

Describe the design for the further expansion of the network, including identification of the unserved and underserved areas in the State and the order of priority for serving these areas as additional funding becomes available (beyond the required cost-of-living increase).

American Samoa continues to identify the remote islands of Manu'a for further expansion as our priority area.

If additional funding becomes available we will utilize the funds to upgrade our centers in the islands of Manu'a so the consumers and local families can access information about our programs and services that are available to all our consumers on the main island of Tutuila.

Our IL Case Workers who reside on the islands of Manu'a will continue to operate our satellite office that is shared by the Office of Vocational Rehabilitation and the Department of Human and social services.

Our satellite office in Manu'a relocates to a different location due to change of Administration. We need to upgrade our computers and other office equipment or replace them.

3.3 Section 723 States Only

3.3A If the State follows an order of priorities for allocating funds among centers within a State that is different from what is outlined in 34 CFR 366.22, describe the alternate order of priority that the DSU director and the SILC chair have agreed upon. Indicate N/A if not applicable.

N/A

3.3B Describe how the State policies, practices and procedures governing the awarding of grants to centers and the oversight of these centers are consistent with 34 CFR 366.37 and 366.38.

N/A

Part II: Narrative: Section 4 - Designated State Unit (DSU)

4.1 Administrative Support Services

4.1A Describe the administrative support services to be provided by the DSU for the SILS (Part B) program and, if the State is a Section 723 State, for the CIL (Part C) program. Refer to the SPIL Instructions for additional information about administrative support services.

The Samoa Center for Independent living and the independent living program is the only center in American Samoa and is administered and operated under the Office of Vocational Rehabilitation here in American Samoa. All administrative support services including financial and technical assistance in planning and budget development; financial management support, including personnel development support and recordkeeping activities is over see by the DSE.

4.1B Describe other DSU arrangements for the administration of the IL program, if any.

N/A

Part II: Narrative: Section 5 - Statewide Independent Living Council (SILC)

5.1 Resource plan

5.1A Describe the resource plan prepared by the SILC in conjunction with the DSU for the provision of resources, including staff and personnel, made available under parts B and C of chapter 1 of title VII, section 101(a)(18) of the Act, and from other public and private sources that may be necessary to carry out the functions of the SILC identified in section 705(c). The description must address the three years of this SPIL.

- Refer to the SPIL Instructions for more information about completing this section.

For more information click the icon.

(WIOA 476)

Authorizes states to use 30% of the Title VII B funds for the SILC to carry out its responsibilities. The funds are mainly to provide lunch or light refreshments for the council members during meetings, purchase equipment and general office supplies for council meetings, cover cost for at least two council members to attend a SILC related training or conference on island or to fund at least two trainings provided for the SILC through the National Council for independent living. The SILC is responsible for the proper expenditure of its funds and the use of resources that it receives under the resource plan.

5.1B Describe how the following SILC resource plan requirements will be addressed.

- The SILC's responsibility for the proper expenditure of funds and use of resources that it receives under the resource plan.

Proper use of fiscal resources is routinely monitored through the DSE. This includes: review of SILC billings for reimbursements, discussion of budget status at quarterly SILC meetings, and compliance with established protocol should budget changes be requested. Additional monitoring activities include annual independent audits, and periodic self-assessment of SILC operations in relation to standards and indicators.

- Non-inclusion of conditions or requirements in the SILC resource plan that may compromise the independence of the SILC.

The American Samoa Statewide Independent Living Council By-Law in its purposes(6) page (2) perform such other functions, consistent with the purpose of Title I of the Rehab Act, as the council determines to be appropriate, that are comparable to the other functions performed by the council. These shall include but not limited to the following:

(A) Prepare in conjunction with SCIL, a plan for the provision for such resources, including such staff and other personnel, as may be necessary to carry out the functions of the council as herein stated. The Resource Plan shall, to the maximum extent possible, rely on the use of resources in existence during the period of implementation of the plan.

(B) consistent with territorial laws, supervise and evaluate such staff and other personnel as may be necessary to carry out its functions under this section.

(C) while assisting the council in carrying its duties, staff and other personnel shall not be assigned duties by SCIL that would create a conflict of interest.

- Reliance, to the maximum extent possible, on the use of resources in existence during the period of implementation of the State plan.

please refer to 5.1B

5.2 Establishment and Placement

Describe how the establishment and placement of the SILC ensures its independence with respect to the DSU and all other State agencies. Refer to the SPIL Instructions for more information about completing this section.

The SILC was established following revisions to the Rehabilitation Act of 1973, as amended in 1992, when the SILC requirement was introduced. In the formative years, the DSE worked closely with the SILC to establish required processes and protocols consistent with federal requirements. The 1996 - 1998 SPIL contained specific language referencing independent physical operations, staffing, and fiscal support details.

The establishment of the SILC, the American Samoa Statewide Independent living council pursuant to the stipulations in section 705 of Title VII of the Rehabilitation Act 1973 (P.L. 93 112 as amended by P.L. 93 515, P.L. 95 602 P.L. 99 - 506) and recently by the 1992 amendments (P.L. 102 - 569), stated in the American Samoa Statewide Independent Living Council By Laws ARTICLE III (ESTABLISHMENT) and ARTICLE XV (ADOPTION OF BY-LAW). membership shall be defined as those individuals who have been appointed by the Governor and sanctioned by the Council. The American Samoa Statewide Independent Living Council is the Governor's Council

Due to the uniqueness of the establishment of the Samoa Center of Independent Living in American Samoa as the only Independent Living Center with special provision to be administered and operated under the Vocational Rehabilitation Program. The SILC has a very effective collaborative working relationship with the DSE and other agencies, the council operate as an independent entity autonomy in its operation, development and implementation of the SPIL, and advocacy for independent living issues for Samoans with disabilities.

5.3 Appointment and Composition

Describe the process used by the State to appoint members to the SILC who meet the composition requirements in section 705(b). Refer to the SPIL Instructions for more information about completing this section.

Members of the council are appointed by the governor and serve on a voluntary basis. Potential nominees meeting established criteria for cross disability representation, geographic coverage, knowledge of IL, etc. and submitted for consideration to the Governor's Office when vacancies arise. SILC By-laws address selection of Chair and executive committee (by SILC vote) and also define term limits.

The process used by the state to appoint members to the SILC who meet the composition requirements in section 705 (b) is outlined in the American Samoa Statewide Independent Living Council By-Laws ARTICLE VI (MEMBERSHIP)

All members of the council shall be appointed by the Governor of American Samoa for a term of not more than three (3) years, except that:

a member appointed to fill a vacancy occurring prior to the expiration of the remainder of such term, and

the term of service of the members initially appointed shall be (as specified by the appointing authority) for such fewer number of years as will provide for the expiration of terms on a staggered basis.

Any vacancy occurring in the membership of the Council shall be filled in the same manner as the original appointment. The vacancy shall not affect the power of the remaining to execute the duties of the council.

The council shall be comprised of fifteen (15) voting members, selected from the following categories:

(A) at least one representative of a parent training and information center established pursuant to section 631 (c) (9) of the individual with Disabilities Act (i.e. University Affiliated program, Special Education/Parent Association;

(B) at least one representative of the Vocational Rehabilitation Advisory Council established under section 705, which representative may be the Chairperson and other designee of the council;;

(C) at least one SCIL counselor, with knowledge and experience with the Independent Living Programs, who shall serve as EX-Officio, or a non - voting member of the council if the counselor is an employee of SCIL;

(D) at least one representative of a Client Assistance Program, established under section 112;

(E) at least one representative of a community rehabilitation program service providers;

(F) four(4) representative of a business, industry, and labor;

(G) representatives of disability advocacy groups representing a cross section of individuals with physical, cognitive, sensory, and mental disabilities; and parents, family members, guardians, advocacy, or authorized representatives of individuals with disabilities who have difficulty in representing themselves;

(H) current or former applicants or recipients of Independent living services;

(I) the Administrator of OVR and Coordinator of the Samoa Center for Independent Living shall be Ex-Officio members of the Council.

The officers of the Council shall be elected by the Council membership for a term of one (1) full term. No officer may serve in the same position for more than (2) consecutive terms.

The appointment and composition of the SILC is currently in compliance with composition, voting member and term limit requirement outlined in 34 CFR 364.21 (B) (D) (F)

5.4 Staffing

Describe how the following SILC staffing requirements will be met.

- SILC supervision and evaluation, consistent with State law, of its staff and other personnel as may be necessary to carry out its functions.

The Coordinator of SCIL will appoint office staff to aid the Council, to carry out its mandate. Staff may attend council activity, however, staff cannot introduce motions or vote on issues.

- Non-assignment of duties to SILC staff and other personnel made available by the DSU, or any other State agency or office, that would create a conflict of interest while assisting the SILC in carrying out its duties.

Please refer to 5.4

Part II: Narrative: Section 6 - Service Provider Requirements

Describe how the following service provider requirements will be met:

6.1 Staffing

- Inclusion of personnel who are specialists in the development and provision of IL services and in the development and support of centers.

Staffing

The Samoa Center for Independent Livings general policy and procedure for service provider requirement; qualify individuals from the general public, unserved, and underserved areas who are specialists in the development and provision of IL services will be encourage to apply for vacant positions. Preference will be given to qualified individuals with disabilities, minorities, women and the elderly.

All our staff are proficient both in English and Samoan Language. Most of our staff understand sign language and can assist the deaf or nonverbal consumers. We have materials in Braille and also available on audio tapes.

- Availability, to the maximum extent feasible, of personnel able to communicate (1) with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices, Braille, or audio tapes and (2) in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act.

We have staff that are able to communicate with consumers that are deaf or hard of hearing. All of our staff are proficient in the English language and the Samoan language.

Independent Living staff will continue to attend training in sign language and mobility training to assist them in providing services to our consumers.

We will continue to participate in the Vocational Rehabilitation staff and personal development training.

- Establishment and maintenance of a program of staff development for all classes of positions involved in providing IL services and, where appropriate, in administering the CIL program, improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy.

We will continue to participate in the Vocational Rehabilitation comprehensive system for personal development. The Office of vocational Rehabilitation has made it a priority goal to

invest in staff development and training staff. The success of human resources development is reflected in the quality of services delivery to the disabled consumers due to the improved in staff competencies.

This commitment is manifested in the agency's focus on more on going personnel development in the future.

- Affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act.

We will continue to provide employment opportunity for all qualified individuals to include individuals with significant disabilities under section 503 of the Act.

6.2 Fiscal Control and Fund Accounting

- Adoption of those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for funds made available through parts B and C of chapter 1 of title VII of the Act, in addition to complying with applicable EDGAR fiscal and accounting requirements.

These requirements are met in the standards for providers required with the application process before contracts are authorized. Additional guidelines are available to DSE staff in Rehabilitation Policy Manual and Vocational Manual. Compliance with this requirement is reviewed as part of the monitoring process.

6.3 Recordkeeping, Access and Reporting

- Maintenance of records that fully disclose and document the information listed in 34 CFR 364.35.

Fiscal Control and submission of annual performance and financial reports will be maintained by the DSE, the Office of Vocational Rehabilitation.

- Submission of annual performance and financial reports, and any other reports that the Secretary determines to be appropriate

The American Samoa Government, Department of Treasury has in place procedures to ensure that all programs whether federally or locally funded are assigned account numbers unique to their CFDA/PR Award numbers. All financial transactions (expenditures, obligations, balances, etc.) are monitored according to their distinctive account numbers; a detailed financial print out is distributed monthly for all program accounts to their respective agencies by treasury to ensure accuracy of charges.

- Access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, for the purpose of conducting audits, examinations, and compliance reviews, to the information listed in 34 CFR 364.37.

Adoption of fiscal control and fund accounting procedures as may be necessary to ensure to proper disbursement of and accounting for funds made available through parts B and C of chapter 1 of title VII of the Act, in addition to complying with applicable EDGAR fiscal and accounting requirements are administered by the DSE, which is the Office of Vocational Rehabilitation. .

6.4 Eligibility

- Eligibility of any individual with a significant disability, as defined in 34 CFR 364.4(b), for IL services under the SILS and CIL programs.

The presence of a severe physical or mental disability, cognitive or sensory impairment.

The functional limitations are barriers or deficits, which interfere with the achievement of an independent living goal. The barriers or deficits include interference in such areas; mobility, communication, substance dependency, pain, consciousness, debilitation, mobility, and education skills.

The presence of a severe limitation in ability to function independently in the home or in the community or to engage or continue in employment, and Rehabilitation Services Administration further defines this concept by using a coded list of functions.

Functional limitations are barriers or deficits, which interfere with the achievement of an independent living goal. The barriers or deficits include interference in such areas; mobility, communication, sensory functioning, behavior, appearance, ,environment, mental, substance dependency, pain, consciousness, and debilitation.

A reasonable expectation that independent living services will significantly assist the individual to improve his/her ability to function independently in family or community or to engage or continue in employment.

For purposes of determining individuals eligibility for independent living services, improvement in ability to function independently in the home or in the community.

- Ability of any individual to seek information about IL services under these programs and to request referral to other services and programs for individuals with significant disabilities.

Individuals are referred to our programs from varies agencies and department both govt. and non-govt. agencies. Individuals are welcome to seek information about other services that are available in the territory. Consumers are referred to other programs and service providers.

- Determination of an individual's eligibility for IL services under the SILS and CIL programs in a manner that meets the requirements of 34 CFR 364.51.

All consumers or individuals with disabilities must complete our application for services and must submit a medical report completed and signed by a medical doctor to verify the disability.

A reasonable expectation that independent living services will assist the individual to function independently in the home and or in the community.

refer to (6.4)

- Application of eligibility requirements without regard to age, color, creed, gender, national origin, race, religion, or type of significant disability of the individual applying for IL services.

Independent Living Services application is a non-discriminatory process. We do not discriminate or deny services to anyone or individual who has a disability. Services are rendered to anyone who needs assistance. Applications are available for people to apply who request our assistance and services.

- Non-exclusion from receiving IL services of any individual who is present in the State and who is otherwise eligible for IL services, based on the imposition of any State or local residence requirement.

Please refer to (6.4)

6.5 Independent Living Plans

- Provision of IL services in accordance with an IL plan complying with Sec. 364.52 and mutually agreed upon by the individuals with significant disabilities and the appropriate service provider staff unless the individual signs a waiver stating that an IL plan is unnecessary.

The General Policies and Procedures for the Samoa Center for Independent Living regarding consumer participation in the development of the IL Plan. Eligibility must be documented prior to the plan. The entire IL process involves the participation of the consumer as well as participation in all decisions pertinent to his/her plan. Within the policy framework for the provision of individual services, all services shall be available to eligible individuals as needed to achieve an IL goal according to the IL State Plan.

6.6 Client Assistance Program (CAP) Information

- Use of accessible formats to notify individuals seeking or receiving IL services under chapter 1 of title VII about the availability of the CAP program, the purposes of the services provided under the CAP, and how to contact the CAP.

A Client Assistance Program brochure is given to the consumer during the intake interview process. It is also explained to the consumer his/her right to seek assistance from CAP when ever he/she is not satisfy with our services or any services.

CAP (Client Assistance and Protection) radio advertisement on the radio on a daily bases both in the English and Samoan language.

We will continue to have our printed materials and brochures and flyers with information about CAP and how to inform consumers of their rights and how to contact the office for assistance.

6.7 Protection, Use and Release of Personal Information

- Adoption and implementation of policies and procedures meeting the requirements of 34 CFR 364.56(a), to safeguard the confidentiality of all personal information, including photographs and lists of names.

To safeguard all our client information we practice the important of confidentiality and our consumer case files, including, photographs and lists of names.

All consumer case files are confidential. All requests for information from outside agencies must be accompanied by a signed release of information or a consent signed by the consumer. All consumer files must be kept in a filing cabinet and locked at the end of the day.

Part II: Narrative: Section 7 - Evaluation

Describe the method that will be used to periodically evaluate the effectiveness of the plan in meeting the objectives established in Section 1. The description must include the State's evaluation of satisfaction by individuals with significant disabilities who have participated in the program.

Section 7: Evaluation

Goal(s) and the related Objective(s) from Section 1	Method that will be used to evaluate
Continue to provide all our 5 core services.	Onsite compliance review and annual report on ILC performance to include making the report available to the public in a timely manner, including through electronic means. Completing the Consumer Satisfaction Survey at the time of closure. Public comment on the quality of services for consumers.

Part II: Narrative: Section 8 - State-Imposed Requirements

8 State-Imposed Requirements

Identify any State-imposed requirements contained in the provisions of this SPIL.

N/A