



U.S. AbilityOne Commission Proposes Two Updated Forms for Collecting Data from Nonprofit Agencies

WASHINGTON, D.C., May 2, 2024 – As part of implementing the U.S. AbilityOne Commission FY 2022-2026 Strategic Plan, the agency today proposed two updated forms that streamline the collection of necessary compliance data about employees participating in the AbilityOne Program. The proposed forms are expected to produce a net reduction in the time burden for AbilityOne nonprofit agencies required to report this information.

The proposed forms are posted on the Commission [website](#), and the associated Federal Register notices will be published on May 3, 2024. The forms are published in accordance with regulations that implement provisions of the Paperwork Reduction Act, providing an opportunity to interested members of the public and affected agencies to comment on the data collection forms and to suggest improvements. The Federal Register notices on May 3, 2024, initiate a 60-day comment period. Comments may be submitted to the Commission via www.regulations.gov through July 1, 2024.

Participating Employee Information (PEI) Form: This form replaces part of the agency’s existing Individual Eligibility Evaluation (IEE) form for reporting employee information.

The PEI form supports a streamlined collection of data from nonprofit agencies to maintain qualification to participate in the AbilityOne Program. This data collection is associated with the annual employee evaluations required by the Commission’s regulation at 41 C.F.R. 51-4.3(b)(7) and 51-4.3(c)(2). The data is necessary to ensure the integrity and further the mission of the AbilityOne Program.

This form will provide data on matters such as the nature of participating employees’ disabilities, the significant job supports and accommodations that the participating employees receive, and a description of employee career development activities that are available to participating employees, if a nonprofit agency is currently providing such activities.

Annual Representations and Certifications (ARC) Form: This form updates the existing “Representations and Certifications Form” which documents a nonprofit agency’s compliance with AbilityOne Program qualification standards and reports other aggregate data pertinent to the Commission’s oversight of nonprofit agencies participating in the Program.

The ARC form is necessary to verify a nonprofit agency’s compliance with Program requirements, such as the direct labor hour ratio requirement, as well as to provide information regarding a nonprofit agency’s effective performance in meeting the AbilityOne Program’s mission.

As [announced](#) on November 17, 2023, the Commission is in the process of developing a proposed Participating Employee Eligibility form that a nonprofit agency will fill out to document its determination of an individual's eligibility to be a participating employee in the Program.

In combination, the proposed Participating Employee Eligibility form announced on November 17, 2023, and the proposed Participating Employee Information form announced today, will simplify and standardize the process and information required by the Commission's current Individual Eligibility Evaluation (IEE) form, while maintaining the Commission's compliance standards. These forms update the Commission's approach to determining eligibility for participating employees.

About the U.S. AbilityOne Commission

The AbilityOne Program is administered by the U.S. AbilityOne Commission, the operating name of the Committee for Purchase From People Who Are Blind or Severely Disabled. The Commission is an independent Federal agency composed of 15 Presidential appointees: 11 represent Federal agencies, and four serve as private citizens who are knowledgeable about employment barriers facing people who are blind or have significant disabilities.

About the AbilityOne Program

The AbilityOne Program facilitates the use of government procurement to provide employment in the United States for people who are blind or have significant disabilities. Approximately 37,000 individuals, including approximately 2,500 veterans, are employed nationwide at more than 420 nonprofit agencies from Maine to Guam. AbilityOne provided more than \$4 billion in products and services to approximately 40 Federal government agencies in FY 2023.

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