

***Rehabilitation Services  
Assistant Commissioner's Office Fact Sheet***

**What We Do**

The Assistant Commissioner's office guides the direction of Rehabilitation Services and provides leadership, administrative management and advocacy for its five integrated and interdependent programs: the Business Enterprise Program, Disability Adjudication Services, Georgia Industries for the Blind, Roosevelt Warm Springs, and Vocational Rehabilitation.

**Services We Provide**

- Primary representative and liaison to federal partners and officials, as well as to Georgia's State Rehabilitation Council (SRC) and the Statewide Independent Living Council (SILC).
- Administrative oversight for internal operations including personnel, budget, facilities management, customer service, diversity, etc.
- Policy oversight, provider standards assurance and quality assurance for all programs.
- Legal services assistance regarding contracts, risk management, information release, and personnel; participation in client and vendor appeals administrative hearings, legislative analysis; coordination of reasonable accommodation requests; accessibility and ergonomic consultation; ADA liaison.
- Constituent services, i.e., clarification of client misunderstandings, resolution of consumer complaints regarding service delivery, and information and referral.
- Strategic and prioritized program budget planning, organizational development and initiatives planning, rehabilitation-specific training, and special projects coordination and implementation.
- Public and media relations guidance, publications content development and editing, graphic design consultation, and video programming production consultation.
- Interpretation of rehabilitation-related legislation; coordination of internal and external audits, reviews and investigations; monitoring of compliance with established laws, regulations, standards and reporting requirements.

**Key Contacts**

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