



EDUCATION and WORKFORCE DEVELOPMENT CABINET
Department of Workforce Investment

Andy Beshear
Governor

Jacqueline Coleman
Lieutenant Governor
and Secretary

Office of Vocational Rehabilitation
500 Mero Street, 4th Floor
Frankfort, KY 40601
502-564-4440

Mary Pat Regan
Deputy Secretary

Marty Hammons
Commissioner

SERVICE FEE MEMORANDUM

TO: Office of Vocational Rehabilitation Staff
Client Assistance Program Administrator

FROM: Cora McNabb
Executive Director
Office of Vocational Rehabilitation

THROUGH: Chris Sheeting
Vocational Rehabilitation Administrator
Office of Vocational Rehabilitation

DATE: June 18, 2020

RE: Self-Employment Feasibility Review and Plan Review

The following Service Fee Memorandum details the services and fees established for the review of Feasibility Studies and Business Plans of Consumers pursuing self-employment.

Feasibility Review and Summary Report: \$100.00

- Review of consumer submitted Feasibility Study Consultation with Counselor or Consumer for background and all other relevant information.
- Consultation with Consumer as necessary for information gathering and coaching.
- Preparation and submission of Summary Report to Counselor.

Business Plan Review and Report: \$150.00

- Review of Business Plan for completeness according to Office of Vocational Rehabilitation guidelines.
- Interface with Consumer for more information, discussion, and guidance in areas where clarification or improvement is needed.
- Preparation and submission of report to counselor regarding findings and recommended next steps.

*This service must be approved separately and authorized by the Counselor.

If the Counselor wants both the Feasibility Study Review and the Business Plan Review then two separate authorizations totaling \$250.00 should be prepared. The same would be true if the Counselor wants both the Feasibility Review and the Business Plan In-Depth Review. In that case, two separate authorizations totaling \$350.00 should be prepared.

The expenditure should be made from the **Consumer Services Budget** using **Expenditure Code 93C**.

Vendor List

The following vendors currently provide this service:

1. Jewish Family & Career Services
Attention: Kristi Quinn, Director of Career Services
2821 Klempner Way
Louisville, KY 40205
Phone: (502) 452-6341; Ext. 230
Fax: (502) 452-6718
Vendor Number: KY0021905
2. Phoenix Business Consulting
Attention: Irene Dervin, Owner
111 Stonecrest Road
Winchester, KY 40391
Phone: (859) 744-8930
Cell: (859) 771-4757
Vendor Number: KY0007801