



**EDUCATION AND WORKFORCE DEVELOPMENT CABINET
OFFICE OF VOCATIONAL REHABILITATION**

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**Service Fee Memorandum
PS-14-15 3**

TO: Office of Vocational Rehabilitation Staff
Branch Managers, Counselors, and Assistants
CDPVTC Director, Case Management Director and Counselors
Office for the Blind Staff
Client Assistance Program (CAP)

FROM: Patricia Selch MRC, CRC
Systems and Fiscal Management Branch
Office of Vocational Rehabilitation

Lori Bishop,
Statewide Coordinator
Hard of Hearing & Late Deafened Services

DATE: October 1, 2015

RE: Fee schedule for independent contracting agency interpreting services
(coordination and direct services)

This service fee memorandum establishes the following rates and services provision for Agency referrals to provide interpreter services for the purpose of facilitating communication between consumers who are deaf/hard of hearing and the hearing community.

Interpreting Services (2 hr minimum) 24 hours cancelation policy, evening and weekends rates, NO Holidays)

**BY REPORT
INTERPRETING SERVICES FEES**

LICENSURE	CODE	RATE PER HOUR
KY LICENSED INTERPRETER (8 am – 5 pm)	00050	\$55.00
KY LICENSED INTERPRETER (5 PM – 8 AM) AND WEEKENDS (BETWEEN 5 PM FRIDAY AND 7 AM MONDAY)	00056	\$60.00
KY TEMPORARY LICENSED INTERPRETER (8 am – 5 pm)	00051	\$50.00
KY TEMPORARY LICENSED INTERPRETER (5 PM – 8 AM) AND	00057	\$55.00



SERVICE FEE MEMO (contract interpreting services)**July 2015****Page two****QUALIFICATIONS:**

The agency, to the greatest extent possible, will match the interpreter with the communication system which is preferred by the individual(s) who is/are deaf /hard of hearing. Additionally, the agency will make every effort to provide certified interpreters for each requested interpreting situation. OVR shall be responsible to provide relevant information (Consumer name, interpreting situation, preferred mode of communication, and assignment setting.)

THE LICENSURE LAW FOR INTERPRETERS:

Effective July 1, 2003, NO person shall represent himself or herself as an interpreter or engage in the practice of interpreting as defined in KRS 309.300 UNLESS he or she is licensed in accordance with the provisions of KRS 309.300 to 309.319.

For more information regarding the Kentucky licensure law for interpreters, please view the website: [www.http://finance.ky.gov/ourcabinet/caboff/OAS/op/interpret/](http://finance.ky.gov/ourcabinet/caboff/OAS/op/interpret/)

Travel

The hourly rate will include travel time. (paid at the same hourly rate and should be billed in fifteen minute increments). Portal will be specified from point of origin to destination and back. Mileage for assignments more than 10 miles from the point of origin will be reimbursed at the state rate. Additional charges involving travel expenses will be billed for out-of-town assignments such as meals, lodging, etc.

Terms and Conditions

It will be the agency's responsibility to provide the names and appropriate qualifications for interpreters contacted per assignment, listed on the invoice. This will ensure the appropriate rate per hour is applied to the invoice for payment. Invoices for multiple consumers must be billed on separate invoices for our records and confidentiality purposes. If invoices are lacking the above information, it will result in delay of payment, at no penalty to OVR.

No shows/Cancellation

Notification to the agency or OVR should occur as soon as possible if the interpreting assignment cannot be kept. Any consumer no show or cancellation by OVR that occurs 24 hours or less before the interpreting assignment will be billed at the above rate. All bills for no shows or cancelled services should be forwarded to the Program Administrator, Deaf and Hard of Hearing Services Branch, for payment

.AUTHORIZATION TO AGENCIES FOR INTERPRETER REFERRAL SHOULD INCLUDE:**VENDOR NUMBER:****VENDOR NAME AND ADDRESS:****REFERRAL CONTACT:**

