



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

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Executive Director

**SERVICE FEE MEMORANDUM**

CP-JG-04-05-05

**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, 2004: Date of Original Service Fee Memorandum  
January 1, 2008: UPDATE  
October 1, 2015: UPDATE P Selch

**RE:** INTERPRETING FEE SCHEDULE

The Interpreting Fee Schedule has been updated effective October 1, 2015, to changes in the rates and to clarify the documentation required for interpreter expense report submission.

**THE NEW LICENSURE LAW FOR INTERPRETERS:**

**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/)

**SERVICE FEE MEMO** (Interpreting Fee Schedule)

September ?, 2015 (UPDATE)

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LICENSURE	CODE	RATE PER HOUR
KY LICENSED INTERPRETER (8 am – 5 pm)	00050	\$45.00
KY LICENSED INTERPRETER (5 PM – 8 AM) AND WEEKENDS (BETWEEN 5 PM FRIDAY AND 7 AM MONDAY)	00056	\$50.00
KY TEMPORARY LICENSED INTERPRETER (8 am – 5 pm)	00051	\$35.00
KY TEMPORARY LICENSED INTERPRETER (5 PM – 8 AM) AND WEEKENDS (BETWEEN 5 PM FRIDAY AND 7 AM MONDAY)	00057	\$40.00

ADDITIONAL HOURLY FEES	CODE	RATE PER HOUR (ADDITIONAL AMOUNT PER HOUR)
<b>Deaf-Blind Interpreting</b>  Includes SSP (Support Service Provider)  (Interpreting/Tactile)	00055	\$5.00  Additional per hour  *When coding this service, enter appropriate base rate and then this code.

**Interpreter Selection**

Nature of job assignment should be considered when selecting an interpreter. Certified Deaf Interpreter (CDI) may be used in settings when the deaf consumer does not demonstrate fluency in American Sign Language and shall be paid according to the KY Licensed Interpreter rates.

**Two-Hour Minimum and Mileage**

A minimum of two hours per assignment may be charged if assignment is less than two hours.

All mileage if beyond a ten-mile radius of home or office is allowable at prevailing agency rates.

**No Shows/Cancellations**

If the consumer is a no show or cancels with less than twenty-four (24) hour notice, the interpreter should be paid for scheduled block of time. All bills for no shows or cancelled services should be forwarded to the Program Administrator, Deaf and Hard of Hearing Services Branch, for payment.

**Travel Time**

The hourly rate will include travel time. The interpreter should be expected to give an estimate of the travel time (paid at the same hourly rate). Any necessary expenses, such as lodging, meals, etc., that is/are anticipated must be approved prior to confirmation of the assignment. Freelance interpreter must fill out **Miscellaneous Expense Voucher** to recoup these expenses.



**Postsecondary Interpreters**

Contact the Deaf and Hard of Hearing Services Branch for information regarding interpreting services in postsecondary settings.

**Exceptions**

For any interpreter assignment arranged by a referral service agency, the terms of agreement in Service Fee Memorandum with that agency shall take precedence over this Interpreter Fee Schedule. Any questions relating to these services may be directed to the Deaf and Hard of Hearing Services Branch.