



EDUCATION and WORKFORCE DEVELOPMENT CABINET
Department of Workforce Investment

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Service Fee Memorandum Pre-Vocational Services Fee Schedule

TO: Office of Vocational Rehabilitation Staff
Client Assistance Program Administrator

FROM: Cora McNabb
Executive Director
Office of Vocational Rehabilitation

THROUGH: Ron O'Hair
Community Rehabilitation Program Branch Manager
Office of Vocational Rehabilitation

DATE: Effective July 1, 2022

This Service Fee Memorandum outlines two methods of delivery for Pre-Vocational Services to adults, which include group programs and individual (one-on-one) services. Only group programs require a proposal. Individual services will be approved and monitored by the Vocational Rehabilitation Counselor.

Fee Schedule

The following information is reflective of both group programs and individual services:

1. Participants may receive a maximum of 30 hours of Pre-vocational services. Hours may be a combination of group and individual services. Requests to

exceed 30 hours can be submitted to and approved by the Vocational Rehabilitation Counselor.

2. Budget Description: Community Rehabilitation Program.
3. Expenditure Code: 36Q
4. Fees: \$35.00/hour per participant
5. Providers shall not begin services without an authorization. Services provided without prior authorization will not be paid.
6. Providers shall submit reports by the 5th of the following month. Example: Reports for services provided in September must be submitted by October 5th.
7. Providers shall submit invoices for services provided by the 15th of the following month. Example: Invoices for services provided in September must be submitted by October 15th. NOTE: Invoices submitted with insufficient reports may generate a request for additional information and may result in non-payment.

Proposal Guidelines for Pre-Vocational Services to Groups

Proposals for Pre-Vocational Services programs must be submitted to the Office of Vocational Rehabilitation's Community Rehabilitation Program Branch at ovrcrp@ky.gov no less than 90 days prior to the start date. Review of the proposal will include representatives from the Office of Vocational Rehabilitation's Community Rehabilitation Program Branch and may include representatives from the Transition Services Branch and local district staff.

- A group is considered 2 or more individuals and shall not include more than 15 without approved exception.
- The program may include the following five areas: Job Exploration Counseling, Work Based Learning Experiences, Post-Secondary Counseling, Workplace Readiness Training, and Self-Advocacy Instruction.
- The Community Rehabilitation Program Branch will notify the provider of approval status or recommendations for improvement in writing within 30 calendar days.
- Services shall not be provided without prior approval.