

OVR 6 Financial Participation Worksheet – Instructions

Kentucky Office of Vocational Rehabilitation

Introduction:

The OVR 6 Financial Participation Worksheet calculates the individual’s expected financial participation in the cost of the Individualized Plan for Employment (IPE).

Form Sections and Fields

1. Basic Information

| Field | Instruction |
|--|---|
| First Name | Enter the first name of the individual. |
| Last Name | Enter the last name of the individual. |
| Date | Use the dropdown to select the month, day, and year or manually enter the date using the MM/DD/YY format. |
| Counselor | Enter the counselor’s name. |
| Case Number | Enter the six-digit case number. |
| Updated Worksheet? | Select “yes” if this is an update from an earlier version and “no” if it is not an update. Update(s) must be done at annual review, and when new services are added through an IPE amendment. |
| Has it been confirmed that this individual receives SSI or SSDI benefits because of a disability? | Select “Yes, the form is complete” or “No, continue with the form”. If “No, continue with the form” is selected, the next question will be made available to answer. If the individual is receiving social security benefits due to their own disability, they are exempt from financial participation. |

| Field | Instruction |
|---|--|
| Will this individual receive any of the services not listed below as “Exempt Services” during the fiscal year? | Select “Yes, continue with the form” or “No, the form is complete”. If no is selected, the form will not allow any more questions to be answered because the form is finished. If yes is selected, the next question will be available to answer. If the individual is receiving Non-Exempt services, those services are not exempt from financial participation. |
| Family Size | Enter the number of individuals in the household as reported by the individual. This should be a number up to 10 and include everyone who contributes to or depends upon the maintenance of the household and may exclude siblings over the age of 24. |
| Family Adjusted Gross Income | Enter the family’s adjusted gross income. You can use last year’s tax return, recent pay stubs, or a letter showing benefits from a program like SNAP to verify income. If income documents are not available because of situations such as homelessness, or if income has changed significantly due to job loss or the death of a family member, the branch manager can approve the income without documentation. If the income is above the exclusion amount, then the boxes starting with Non-Exempt Services to be included on IPE will be available to enter data into. If the amount is below the exclusion amount, the boxes will not be available. |
| Exclusion Amount | The amount from the exclusion amount table below will automatically populate into this box. The amount will depend on what number is entered in the box titled Family Size. |

2. Exempt Services

| Exempt Service | Definition |
|---|---|
| <p>Eligibility and Priority assessments</p> | <p>Includes a review and assessment of existing data, including counselor observations, education records, information provided by the individual or the individual's family, particularly information used by education officials, and determinations made by officials of other agencies; and</p> <p>To the extent existing data do not describe the current functioning of the individual or are unavailable, insufficient, or inappropriate to make an eligibility determination, an assessment of additional data resulting from the provision of vocational rehabilitation services, including trial work experiences, assistive technology devices and services, personal assistance services, and any other support services that are necessary to determine whether an individual is eligible.</p> |
| <p>Assessments to identify vocational rehabilitation needs</p> | <p>The purpose of this assessment is to determine the employment outcome, and the nature and scope of vocational rehabilitation services to be included in the individualized plan for employment.</p> |
| <p>Vocational Rehabilitation Counseling and Guidance</p> | <p>Vocational rehabilitation counseling and guidance, including information and support services to assist an individual in exercising informed choice throughout the rehabilitation process with respect to the selection of the</p> <ul style="list-style-type: none"> (i) Employment outcome; (ii) Specific vocational rehabilitation services needed to achieve the employment outcome; (iii) Entity that will provide the services; (iv) Employment setting and the settings in which the services will be provided; and (v) Methods available for procuring the services. |

| Exempt Service | Definition |
|---------------------------------------|---|
| Referrals and Related Services | Referral and other services necessary to assist applicants and eligible individuals to secure needed services from other agencies, including other components of the statewide workforce development system, and to advise those individuals about client assistance programs. |
| Job-related Services | Includes job search and placement services, job retention services, follow-up services, and follow-along services. |
| Personal Assistance Services | <p>Personal assistance services means a range of services, including, among other things, training in managing, supervising, and directing personal assistance services, provided by one or more persons, that are—</p> <ul style="list-style-type: none"> (i) Designed to assist an individual with a disability to perform daily living activities on or off the job that the individual would typically perform without assistance if the individual did not have a disability; (ii) Designed to increase the individual's control in life and ability to perform everyday activities on or off the job; (iii) Necessary to the achievement of an employment outcome; and (iv) Provided only while the individual is receiving other vocational rehabilitation services. The services may include training in managing, supervising, and directing personal assistance services. |
| Auxiliary Aids and Services | Auxiliary Aids and Services allow effective communication with an individual with a communication disability to allow them to participate in all the benefits and services offered by the Office of Vocational Rehabilitation and to develop and complete their Individualized Plan for Employment. A comprehensive, but not exhaustive list of auxiliary aids and services may include: |

| Exempt Service | Definition |
|----------------|--|
| | <p>Appropriate auxiliary aids and services for individuals with hearing loss may include:</p> <ul style="list-style-type: none"> • qualified interpreters on-site or through video remote interpreting (VRI) services; • notetakers; • real-time computer-aided transcription services; • written materials; exchange of written notes; • telephone handset amplifiers; • assistive listening devices; • assistive listening systems; • telephones compatible with hearing aids; • closed caption decoders; • open and closed captioning, including real-time captioning; • voice, text, and video-based telecommunications products and systems, including text telephones (TTYs), videophones, and captioned telephones, or equally effective telecommunications devices; • videotext displays; • accessible electronic and information technology; • or other effective methods of making aurally delivered information available to individuals who are deaf or hard of hearing. <p>Appropriate auxiliary aids and services for individuals who are blind or have low vision may include:</p> <ul style="list-style-type: none"> • qualified readers; • taped texts; • audio recordings; • Brailled materials and displays; • screen reader software; • magnification software; • optical readers; • secondary auditory programs (SAP); • large print materials; • accessible electronic and information technology; |

| Exempt Service | Definition |
|----------------|--|
| | <ul style="list-style-type: none"> • or other effective methods of making visually delivered materials available to individuals who are blind or have low vision. <p>Auxiliary Aids do not include personal devices, such as hearing aids and eyeglasses, that are prescribed and manufactured to meet the specific needs of an individual.</p> <p>The determination of whether a service or device meets the definition of an auxiliary aid is made by the counselor on a case-by-case basis in consultation with the Assistive Technology Branch manager.</p> |

3. Non-Exempt Services to be Included on the IPE

Enter a description and an amount or estimated amount for any service(s) the individual will require as part of their IPE that are not in the “Exempt Services” list above. Services that are fully funded by a comparable benefit do not have to be included. Below are some examples of services that may be included in this section. This list is not exhaustive.

| Service | Definition |
|--|---|
| <p>Physical/Mental Restoration Services</p> | <ul style="list-style-type: none"> (i) Corrective surgery or therapeutic treatment that is likely, within a reasonable period of time, to correct or modify substantially a stable or slowly progressive physical or mental impairment that constitutes a substantial impediment to employment; (ii) Diagnosis of and treatment for mental or emotional disorders by qualified personnel in accordance with State licensure laws; (iii) Dentistry; (iv) Nursing services; (v) Necessary hospitalization (either inpatient or outpatient care) in connection with surgery or treatment and clinic services; (vi) Drugs and supplies; (vii) Prosthetic and orthotic devices; (viii) Eyeglasses and visual services, including visual training, and the examination and services necessary for the prescription and provision of eyeglasses, contact lenses, |

| Service | Definition |
|---|---|
| | <p>microscopic lenses, telescopic lenses, and other special visual aids prescribed by personnel who are qualified in accordance with State licensure laws;</p> <ul style="list-style-type: none"> (ix) Podiatry; (x) Physical therapy; (xi) Occupational therapy; (xii) Speech or hearing therapy; (xiii) Mental health services; (xiv) Treatment of either acute or chronic medical complications and emergencies that are associated with or arise out of the provision of physical and mental restoration services, or that are inherent in the condition under treatment; (xv) Special services for the treatment of individuals with end-stage renal disease, including transplantation, dialysis, artificial kidneys, and supplies; and (xvi) Other medical or medically related rehabilitation services. |
| <p>Vocational and Other Training Services</p> | <p>Vocational and other training services, including personal and vocational adjustment training, advanced training in, but not limited to, a field of science, technology, engineering, mathematics (including computer science), medicine, law, or business); Driver Rehabilitation Training; books, tools, and other training materials; Tutoring and specialized post-secondary education programs to assist individuals with disabilities in educational success.</p> |
| <p>Maintenance other than diagnostic Transportation other than diagnostic</p> | <p>Monetary support provided to an individual for expenses, such as food, shelter, and clothing, that are in excess of the normal expenses of the individual and that are necessitated by the individual's participation in vocational rehabilitation services under an individualized plan for employment.</p> |

| Service | Definition |
|--|---|
| Transportation other than diagnostic | Travel and related expenses that are necessary to enable an applicant or eligible individual to participate in a vocational rehabilitation service, including expenses for training in the use of public transportation vehicles and systems. |
| Services, other than diagnostic, to members of an individual's family necessary to the adjustment or rehabilitation of the individual with a disability | Needed services to family members without which an individual would be unable to begin or continue the IPE, for example, child care services. |
| Occupational licenses, tools, equipment, and initial stock (including livestock), and supplies | Equipment, supplies and licenses needed for an individual to obtain an agreed upon vocational goal. |
| Computer purchases | Computer purchased to allow an individual to obtain an agreed upon vocational goal. |
| Assistive Technology that is not defined as an auxiliary aid. | See definition of auxiliary aid above. Includes, but not limited to, hearing aids, vehicle modification, home modification, and technological aids and devices not considered auxiliary aids. |
| Other non-exempt goods and services which can reasonably be expected to benefit an eligible individual in terms of employment outcome. | Any other goods or services that are necessary to allow an individual with a disability to obtain an agreed upon vocational goal that are not specifically listed as Exempt Services. |
| Total: | This is a calculated field which is the sum of the cost all non-exempt services entered above. |

4. Disability and Other Related Expenses

Enter the amount or estimated amount for any of the below expense(s) the individual will incur as part of their individualized plan for employment. If total cost is unknown, enter estimated totals.

| Field | Definitions |
|---|--|
| Physical Restoration | Services necessary to correct or substantially modify or stabilize a physical condition that constitutes a substantial impediment to employment, when required to prepare for, obtain, maintain, or advance in competitive integrated impairment. See list in Non-Exempt IPE Services above. |
| Medical Devices & Equipment | Any device used in the treatment of illness, or correcting or modifying the structure or function of the body for health purposes (such as insulin pumps) and any durable medical equipment used for long-term patient care (such as wheelchairs). |
| Medical Supplies | Any consumables used in the treatment of medical conditions or illness (such as catheters). |
| Health Insurance Premiums, Copayments, and Deductibles | Any expenses related to health insurance and obtaining healthcare, including the annual premium, copays, and deductibles. |
| Mental Restoration Services | Services necessary to correct or substantially modify or stabilize a mental condition that constitutes a substantial impediment to employment, when required to prepare for, obtain, maintain, or advance in competitive integrated impairment. |
| Transportation | Travel and related expenses necessary for an individual to participate in vocational rehabilitation services, including expenses for training in the use of public transportation. |

| Field | Definitions |
|--|---|
| Impairment-Related Work Expenses | Disability-related expenses that enable an individual to work, not otherwise included in this document, such as service animals and expenses, and attendant care to prepare for work. |
| Out-of-Pocket Self-Employment Funds | Expenses incurred by an individual in the startup or maintenance of self-employment. |
| Cost of Vehicle to be Modified | The cost of purchasing a new vehicle when a new vehicle is required to allow for modification based on recommendations by the Driver Rehabilitation Technology Program. |
| Total: | This is a calculated field which is the sum of all expenses incurred by the individual that support the individualized plan for employment. |

5. Excess Income/Financial Participation Calculations

| Field | Instruction |
|--|--|
| Total Cost of Non-Exempt Services | This is a calculated value equal to the total from section 3 above and includes expected costs for non-exempt services on the IPE. |
| Adjusted Excess Income: | This is a calculated value equal to the family adjusted gross income, minus the exclusion amount and the total from section 4 above. |
| Percentage of Individual's Participation in Service Costs | This is a lookup value, automatically populated from the Percentage of Participation table below and is based on the Adjusted Excess Income. |
| Annual Maximum Percentage of Adjusted Excess Income | This is a lookup value, automatically populated based on the Adjusted Excess Income from the Annual Maximum Percentage table below. |

| Field | Instruction |
|---|--|
| Individual's Maximum Annual Contribution | This is an automatically calculated value that is equal to the Adjusted Excess Income multiplied by the Annual Maximum Percentage of Adjusted Excess Income. It is the maximum amount which the individual will be required to contribute during the year. |
| Total Estimated Individual Cost: | This is an automatically calculated field that estimates the individual's cost for planned services on the IPE. It takes into account the total cost of non-exempt services, the percentage of individual's participation in service costs, and the maximum annual contribution of the individual. |

6. Exception to the Application of Financial Participation

Exceptions to financial participation must follow Policy Exceptions Guidance and/or Prior Approval Policy.

7. Data Tables

Exclusion Amount - 2026 Federal Poverty Guidelines (FPG)

| Family Size | 250% Poverty Guideline |
|-------------|------------------------|
| 1 | \$39,900.00 |
| 2 | \$54,100.00 |
| 3 | \$68,300.00 |
| 4 | \$82,500.00 |
| 5 | \$96,700.00 |
| 6 | \$110,900.00 |
| 7 | \$125,100.00 |
| 8 | \$139,300.00 |
| 9 | \$153,500.00 |
| 10 | \$167,700.00 |

Percentage of Participation

| Adjusted Excess Income | % of Participation |
|----------------------------|--------------------|
| \$1.00 to \$5,984.99 | 10% |
| \$5,985.00 to \$7,979.99 | 15% |
| \$7,980.00 to \$9,974.99 | 20% |
| \$9,975.00 to \$11,969.99 | 25% |
| \$11,970.00 to \$13,964.99 | 30% |
| \$13,965.00 to \$15,959.99 | 35% |
| \$15,960.00 to \$17,954.99 | 40% |
| \$17,955.00 to \$19,949.99 | 45% |
| \$19,950.00 to \$21,944.99 | 50% |
| \$21,945.00 to \$23,939.99 | 55% |
| \$23,940.00 to \$25,934.99 | 60% |
| \$25,935.00 to \$27,929.99 | 65% |
| \$27,930.00 to \$29,924.99 | 70% |
| \$29,925.00 to \$31,919.99 | 75% |
| \$31,920.00 to \$33,914.99 | 80% |
| \$33,915.00 to \$35,909.99 | 85% |
| \$35,910.00 to \$37,904.99 | 90% |
| \$37,905.00 to \$39,899.99 | 95% |
| >\$39,899.99 | 100% |

Annual Maximum Percentage

| Adjusted Excess Income | Participation Rate |
|------------------------|--------------------|
| <\$1.00 | 0% |
| \$1.00 to \$19,949.99 | 25% |
| >19,950.00 | 50% |