

Community Rehabilitation Program



Application Addendum

The Community Rehabilitation Program (CRP) Branch of the Office of Vocational Rehabilitation accepts addendums to current applications any time during the year.

Agencies and Organizations with change requests or updates should complete the addendum and return it to the CRP Branch for review.

Completed Addendums should be sent to:

OVRCRP@ky.gov

CRP Branch

- Ron O’Hair, Branch Manager: RonnieL.OHair@ky.gov
- Ashley Taylor, Consultant, Western KY/Louisville: AshleyD.Taylor@ky.gov
- Gloria Gibson, Consultant, Eastern KY: Gloria.Gibson@ky.gov
- Eric Barth, Consultant, Jefferson County: Eric.Barth@ky.gov
- Mark Poston, Consultant, Northern KY: Mark.Poston@ky.gov
- Erin Gwin, Administrative Specialist: ErinR.Gwin@ky.gov

Vendor Information

Organization Name (Legal Business Name or DBA) Vendor Number

Organization Address:

Contact Person:

Telephone ext. Email:

Vendor Updates

Staff Update

Please provide information on newly hired staff, including name, phone, email, and services to be rendered. Please provide names of staff that are no longer providing services.

Change of Company Name, Address, Phone, etc.

Please provide any information regarding vendor name change, tax ID number, new address, phone, email, etc.

Service Change

* Any Current CRP requesting to provide Supported Employment Services is required to fill out page 5 of this document.

CRP Services

Addition

Discontinuation

Adjustment Services

Employment and Retention

Pre-Vocational Services

Traditional Supported Employment Services

IPS Supported Employment Services

Customized Supported Employment

Transportation Services

Vocational Assessment

Comprehensive Vocational Evaluation

Other (Please describe below)

Counties Served by Vendor

Current counties served:

If seeking to expand the geographic service area for an existing service(s), then please list the service(s) and the counties with which you are seeking to expand. If you are reducing the geographic service area, please list the counties you will no longer be serving.

Discontinuing Services

If discontinuing Supported Employment, then please list how many consumers are still active on your caseload and their status (i.e., PCEP, Job Development, Extended Services):

CRP's choosing to discontinue Supported Employment services are required to assist the OVR Counselor (when applicable) and consumer in transitioning to another provider.

Consultant Review

This section to be completed by OVR

Addendum Approved

Addendum Denied

OVR Consultant Signature

Date

OVR District Manager Notified

PPS Branch Notified

Community Rehabilitation Program

Application Addendum



Supported Employment Services:

The following questions need to be addressed in narrative format if your business is applying to provide Supported Employment Services. Concise, descriptive paragraphs should suffice. Additional pages may be utilized, and/or attachments such as descriptions of funding may be included.

1. Briefly describe your organizations' mission, and why you desire to deliver Supported Employment services.
2. Describe in general terms the population you plan to serve. If you are restricted to a particular disability population because of funding or for other reasons, please explain.
3. How will you "staff" the supported employment program? Describe the specific job duties of the staff designated to deliver supported employment service OR attach the Job Description, including minimum qualifications.

4. Will the SE Specialist be involved exclusively in supported employment services with your agency, or will he/she be assigned to other job duties as well? If other duties will be assigned to the Supported Employment Specialist, please describe in detail how you will assure that sufficient time is devoted to supported employment services.

5. Describe briefly your administrative, fiscal and record keeping systems.

6. Briefly describe how you plan to address and assure integration at the job site, a key feature of supported employment

7. How will you assure consumer satisfaction with your services and supports?

8. How will you customize, and fund extended, ongoing support services? Be specific about the funding sources you plan to use.

Additional Comments/Information: