

Office of Vocational Rehabilitation

Community Rehabilitation Program

Pre-Vocational Services Proposal Guidelines



Proposals for consideration must:

- Define in detail how the program will address the following five activities: Job Exploration Counseling, Work-Based Learning Experiences, Post-Secondary Counseling, Workplace Readiness Training, Self-Advocacy Instruction.
- Give detail of the curriculum and timeframe of the program.
- Give detail of the plan to implement the program.
- Define who will be presenting material.
- Give detail to employer involvement. If the work-based learning experience is conducted in a classroom, then consider using a local business for workshop speakers, visiting job sites, and/or creating job shadowing experiences.
- Identify where the program will take place.
- Give detail to transportation arrangements if needed.
- Provide trainer / participant ratio.
- Give detail of the program as it relates to days, times, and duration.

Other Considerations:

- Providers will communicate with OVR counselors for referral forms, documentation of disabilities, service provided, hours, group size, activity notes and outcomes.

Providers will agree to accept OVR referrals and payments based on OVR eligibility criteria and Pre-Vocational Service Fee Memorandum.

OVR reserves the right to deny program, request more detail, or accept proposal as documented.

Completed proposals must be submitted to

OVRCRP@ky.gov no less than 90 days prior to the start date.