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## EDUCATION AND LABOR CABINET

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### SERVICE FEE MEMORANDUM

## Community Work Transition Program (CWTP) Fee Schedule

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**TO:** Office of Vocational Rehabilitation Staff  
Client Assistance Program Administrator

**FROM:** Executive Director  
Office of Vocational Rehabilitation

**THROUGH:** Community Work Transition Program Administrator  
Office of Vocational Rehabilitation

**DATE:** Effective: August 19, 2024

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### Introduction

The Community Work Transition Program (CWTP), designed to meet the transition needs of students with significant disabilities, has two (2) components:

- 1. Pre-Employment Transition Services (Pre-ETS):** promoting exposure to and experiences in career and employment opportunities in the community.
- 2. Transition Services:** promoting successful movement into competitive integrated employment prior to exiting high school.

**Quarterly authorized services are reflected in the table below:**

| Quarter        | Months                  |
|----------------|-------------------------|
| First Quarter  | July 1 – September 30   |
| Second Quarter | October 1 – December 31 |
| Third Quarter  | January 1 – March 31    |
| Fourth Quarter | April 1 – June 30       |

The following guidelines and fees pertain to the provision of services provided under the Kentucky Office of Vocational Rehabilitation (OVR) CWTP in collaboration with the local school districts, University of Kentucky’s Human Development Institute, and the Kentucky Department of Education. Schools must have an approved application and signed memorandum of agreement (MOA) on file with OVR prior to participation in the program.

### **CWTP: Pre-ETS**

Pre-ETS, provided by secondary school personnel, are for students with disabilities. Students may participate in more than one (1) of the five core Pre-ETS at a time. The focus of Pre-ETS is on exposure to careers, the labor market in the local community, and experiences through activities related to work skills.

Potentially Eligible students may receive a maximum of 15 hours per quarter for a total of 120 hours over multiple years. Hours may be a combination of group and individual services. Requests for exceptions to the 15-hour maximum for Potentially Eligible students will be directed to the CWTP Program Administrator. If a Potentially Eligible student requires more than 120 hours of Pre-ETS they should be encouraged to apply for OVR services.

### **Provisions**

- Up to 15 hours, per quarter, not exceeding 60 hours per academic year
  - One (1) student billed at \$90.00/hr.
  - Two (2) students are billed at a \$48.60 (per student) hourly rate for a total of \$97.20 per hour.

- Three (3) students are billed at a \$36.90 (per student) hourly rate for a total of \$110.70 per hour.
- Four (4) students are billed at a \$29.70 (per student) hourly rate for a total of \$118.80 per hour.
- Five (5) to ten (10) students are billed at the base rate per hour with a total of \$150.00 per hour.
- Eleven (11) to twenty (20) students are billed at the base rate per hour with a total of \$200.00 per hour.
- Twenty-one (21) or more students require proposal sent to OVR.

## Fee Schedule

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| <p><b>Rate: Up to \$1350.00 per quarter, per student</b></p> <p><b>Budget: Pre-Employment Transition Services Budget</b></p> |
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| Pre-Employment Transition Services Activities   | Expenditure Codes |
|---|-------------------|
| <p><b>Job Exploration Counseling:</b><br/>                     Interest inventories, career pathways, exploring in-demand occupations, informational interviews.</p>  | 00A               |
| <p><b>Work Based Learning Experiences:</b><br/>                     Job shadowing, touring companies, job training, internships, apprenticeships, short-term employment, on the job training learning about jobs.</p>   | 00B               |
| <p><b>Post-Secondary Opportunities:</b><br/>                     Providing information on course offerings, career options, types of trainings, advising on academic curricula, application and admission process, completing the FAFSA, disability support services.</p> | 00C               |

| Pre-Employment Transition Services Activities   | Expenditure Codes |
|---|-------------------|
| <p><b>Workplace Readiness Training in the areas of social skills and independent living skills necessary to prepare for competitive integrated employment:</b><br/>                     Social skills and independent living skills, soft skills training, communication, and interpersonal skills, financial literacy, orientation and mobility training, job seeking skills, employer expectations.</p> | 00D               |
| <p><b>Self-Advocacy Instruction:</b><br/>                     Rights &amp; responsibilities, request accommodations/services/supports, communicate needs, informational interviews.</p>   | 00E               |

To ensure a smooth process for providing Pre-Employment Transition Services (Pre-ETS), the following steps outline the necessary procedures for data exchange, documentation, and submission of service hours and outcomes:

**1. Utilization of Pre-VR System for Data Exchange:**

- a. The provider will use the Pre-VR System for exchanging student information, including referral forms, disability documentation, provided services, hours, group size, activity notes, and outcomes.
- b. Services should not begin before receiving student approval in the Pre-VR System. Services delivered without prior approval will not be eligible for payment.

**2. Submission of Service Hours, Activity Notes, and Outcomes:**

- a. The provider will submit service hours, activity notes, and outcomes via the Pre-VR System by the 5th day of the following month.
- b. Service hours cannot be entered after the 5th; for instance, service hours provided in September must be submitted by the 5th of October.

**3. Review by Pre-ETS Coordinators:**

- a. Pre-ETS Coordinators will review submitted hours, activity notes, and outcomes by the 15th of the month.
- b. For example, services provided in September and submitted by the 5th of October will be reviewed by the 15th of October.

- c. Note: Inadequate activity notes and/or outcomes may lead to Coordinator requests for additional information or non-approval of service hours.

#### **4. Appearance on Approved Services Reports:**

- a. Approved services will be visible on the Approved Services reports within the Pre-VR System after the 15th of each month.

#### **5. Invoice Submission:**

- a. Using the Approved Services reports, the provider will generate invoices, which must be submitted to the Office of Vocational Rehabilitation (OVR) by the last day of the month.
- b. For example, services provided in September, approved in October, should be invoiced by October 31st.
- c. Invoices should be emailed to [OVRInvoices@ky.gov](mailto:OVRInvoices@ky.gov).

## **CWTP: Transition Services**

**NOTE: Transition Services are not considered Pre-ETS. Transition Services are not funded through the Pre-ETS budget.**

Transition services are available to students who are in their final two years of high school (generally 11th and 12th grade through grade 14, if applicable). These students should be ready to move from Pre-ETS into specific, targeted transition services in order to actively search for, obtain and maintain competitive integrated employment prior to exiting high school. Only students who have been determined eligible for OVR services may receive these CWTP transition services.

Except for the Comprehensive Vocational Assessment, Positive Personal Profile and Family Engagement Interview, CWTP Transition Services require an Individualized Plan for Employment (IPE). High school students who have an IPE should be in "Training during IPE Implemented" status in CMS until high school exit. Planned services are included on the IPE.

## Fee Schedule and Provisions

| Service   | Fee              | Budget                            | Expenditure Code | Provisions   |
|---|------------------|-----------------------------------|------------------|--|
| <b>Comprehensive Vocational Assessment (CVA)</b>          | \$1,200.00       | Community Work Transition Program | 10U              | <ul style="list-style-type: none"> <li>• One (1) time billable, per student;</li> <li>• Payable upon receipt of invoice and assessment;</li> <li>• May only be authorized after being determined eligible</li> </ul>   |
| <b>CVA Activity Hours in Work &amp; Community Setting</b> | \$80.00 per hour | Community Work Transition Program | 10U              | <ul style="list-style-type: none"> <li>• Minimum 10 hours is required, maximum of 20 hours allowable.</li> <li>• Payable upon receipt of invoice and monthly report documenting weekly activities.</li> <li>• Each monthly Activity Report must be submitted on or before the 5<sup>th</sup> of the month following provided services.</li> <li>• Individualized, targeted activities at work or employment sites. Activities are used to ensure the assessment process provides thorough content for the CVA.</li> <li>• May only be authorized after being determined eligible.</li> </ul> |

| Service  | Fee      | Budget                            | Expenditure Code | Provisions  |
|--|----------|-----------------------------------|------------------|---|
| <b>Positive Personal Profile (PPP)</b>               | \$100.00 | Community Work Transition Program | 10U              | <ul style="list-style-type: none"> <li>• One (1) time billable, per student</li> <li>• Payable upon receipt of invoice and Positive Personal Profile Interview Form</li> <li>• May only be authorized after being determined eligible. This is a recommended and optional tool. It can assist the ES with completing the Comprehensive Vocational Assessment (CVA)</li> </ul> |
| <b>Family Engagement Interview (FEI)</b>             | \$100.00 | Community Work Transition Program | 10U              | <ul style="list-style-type: none"> <li>• One (1) time billable, per student</li> <li>• Payable upon receipt of invoice and Family Engagement Interview Form</li> <li>• May only be authorized after being determined eligible. This is a recommended and optional tool. It can assist the ES with completing the Comprehensive Vocational Assessment (CVA)</li> </ul>         |
| <b>Job Development/Job Coaching Planning Meeting</b> | \$300.00 | Community Work Transition Program | 10U              | <ul style="list-style-type: none"> <li>• One (1) time billable, per student.</li> <li>• Payable upon receipt of invoice and meeting report</li> </ul>   |

| Service                | Fee              | Budget                            | Expenditure Code | Provisions   |
|------------------------|------------------|-----------------------------------|------------------|--|
| <b>Job Development</b> | \$80.00 per hour | Community Work Transition Program | 39F              | <ul style="list-style-type: none"> <li>• Authorized quarterly, 30 hours, per quarter, with a maximum of four (4) quarters per school year;</li> <li>• Payable upon receipt of invoice and monthly report documenting weekly activities;</li> <li>• Invoice must be submitted on or before the 5<sup>th</sup> of the month following the quarter authorized.</li> <li>• Each monthly report must be submitted on or before the 5<sup>th</sup> of the month following provided services.</li> <li>• Individualized, targeted weekly services to help student <u>attain competitive integrated employment</u>;</li> <li>• Planned Service- may only be authorized after implementation of IPE.</li> <li>• Request for additional hours must be obtained in advance by CWTP Program Administrator.</li> <li>• Additional Job Development may be appropriate if the student would benefit and has more significant disabilities that may impact the student to require additional hours.</li> </ul> |



| Service             | Fee              | Budget                            | Expenditure Code | Provisions   |
|---------------------|------------------|-----------------------------------|------------------|--|
| <b>Job Coaching</b> | \$80.00 per hour | Community Work Transition Program | 35C              | <ul style="list-style-type: none"> <li>• Authorized quarterly, 30 hours, per quarter, with a maximum of four (4) quarters per school year;</li> <li>• Payable upon receipt of invoice and monthly report documenting weekly activities;</li> <li>• Invoice must be submitted on or before the 5<sup>th</sup> of the month following the quarter authorized.</li> <li>• Each monthly report must be submitted on or before the 5<sup>th</sup> of the month following provided services.</li> <li>• Individualized, targeted services to help student <u>maintain competitive integrated employment</u>;</li> <li>• Planned Service- may only be authorized after implementation of IPE.</li> <li>• Request for additional hours must be obtained in advance by CWTP Program Administrator.</li> <li>• Additional Job Coaching may be appropriate if the student would benefit and has more significant disabilities that may impact the student to require additional hours.</li> </ul> |

| Service                            | Fee        | Budget                            | Expenditure Code | Provisions   |
|------------------------------------|------------|-----------------------------------|------------------|--|
| <b>Job Placement</b>               | \$1,500.00 | Community Work Transition Program | 71K              | <ul style="list-style-type: none"> <li>• Invoiced upon student’s exit from high school with competitive integrated employment that matches IPE goal;</li> <li>• Payable upon receipt of invoice and Job Placement Report (due day after exit);</li> <li>• Planned service- may only be authorized after implementation of IPE and in “Employed” status, for at least one day after exiting high school.</li> </ul> |
| <b>30 Day Employment Follow-Up</b> | \$200.00   | Community Work Transition Program | 35C              | <ul style="list-style-type: none"> <li>• Invoiced upon completion of 30 days of stable employment following exit from school;</li> <li>• Payable upon receipt of invoice and report of follow-up services and provided and that consumer’s employment is stable;</li> <li>• Planned service- may only be authorized after implementation of IPE.</li> </ul>  |
| <b>CWTP Exit Planning Meeting</b>  | \$300.00   | Community Work Transition Program | 35C              | <ul style="list-style-type: none"> <li>• One (1) time billable per student;</li> <li>• Expected to be within the quarter authorized;</li> <li>• Payable upon receipt of invoice and meeting report;</li> <li>• Planned service- may only be authorized after implementation of IPE.</li> </ul>   |

| Service  | Fee             | Budget                                   | Expenditure Code | Provisions  |
|--|-----------------|--|------------------|---|
| <p><b>Supported Employment Consultation in Conjunction with CWTP</b></p> | <p>\$300.00</p> | <p>Community Work Transition Program</p> | <p>35N</p>       | <ul style="list-style-type: none"> <li>• Invoiced in the quarter it was authorized, to best extent possible;</li> <li>• Payable upon receipt of invoice and all monthly notes;</li> <li>• Planned service- may only be authorized after implementation of IPE.</li> <li>• Note: A CRP may also be reimbursed for this consultation meeting. This is a separate authorization made to the CRP, using CRP Budget. Please also refer to the CRP Service Fee Memorandum.</li> </ul> |