



Andy Beshear
GOVERNOR

EDUCATION AND LABOR CABINET

Kentucky Office of Vocational Rehabilitation
Cora McNabb
Executive Director

Mayo-Underwood Building
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601
Phone: (502) 564-4440

Jamie Link
SECRETARY

SERVICE FEE MEMORANDUM

Comprehensive Transition and Postsecondary (CTP) Programs for Students with Intellectual Disabilities

TO: Office of Vocational Rehabilitation
Client Assistance Program Administrator

FROM: Executive Director
Office of Vocational Rehabilitation

THROUGH: Assistant Director of Field Services
Office of Vocational Rehabilitation

DATE: 04/02/2026

Introduction

CTP Programs are designed to help students with intellectual disabilities continue their education, improve their job skills, and live independently. Staff should follow guidance in the Policy & Procedure Manual.

Funding

- The funding for CTP Programs comes from the **Consumer Services budget using the expenditure code 36N**.
- Financial assistance for CTP students will match the amount given to students in the "Support Level for Post-Secondary Training" service fee memorandum. This amount is updated annually.
- The total support for each academic year will be divided equally among the terms.

Reporting and Authorization

- The institution must submit a Postsecondary Transition Program Worksheet to the VR Counselor within four weeks of the end of each semester.
- The VR Counselor will review the reports to ensure the student is progressing through their program and determine if any additional supports may need to be provided before authorizing the following semester. If the VR Counselor determines progress is not being made or the report is insufficient to meet VR needs, the Counselor should work with the program to provide a more thorough report, or not authorize for the following semester.

Tuition Assistance

Students in CTP programs may receive tuition assistance if they are pursuing a credential required for their job goal as determined by the VR Counselor's assessment on their Individualized Plan for Employment (IPE).