



EDUCATION and WORKFORCE DEVELOPMENT CABINET  
Department of Workforce Investment

**Andy Beshear**  
Governor

**Jacqueline Coleman**  
Lieutenant Governor  
and Secretary

Office of Vocational Rehabilitation  
500 Mero Street, 4<sup>th</sup> Floor  
Frankfort, KY 40601  
502-564-4440

**Mary Pat Regan**  
Deputy Secretary

**Marty Hammons**  
Commissioner

**SERVICE FEE MEMORANDUM**

TO: Office of Vocational Rehabilitation Staff  
Client Assistance Program Administrator

FROM: Cora McNabb  
Executive Director  
Office of Vocational Rehabilitation

THROUGH: Patricia Selch  
Program Administrator  
Systems and Fiscal Management Branch

DATE: November 19, 2015

RE: Drivers Training

This service fee memorandum will outline guidelines and allowable fees for drivers training to assist eligible individuals with disabilities to secure their driver's license. It is best practice that a referral be made to the Rehabilitation Technology Branch for a driver's evaluation by a Certified Driver Rehabilitation Specialist (CDRS) to make recommendations when the disability limitations are the primary factor in the lack of a driver's license.

Prior to authorizing for the drivers training, the consumer should provide verification of a valid and active permit as well as confirmation that they have attempted but failed the driver's test at least one time. Drivers training, not directed by the Office of Vocational Rehabilitation's Rehabilitation Technology Branch and/or not requiring the Certified Driver Rehabilitation Specialist level of evaluation and training **is subject to cost participation.**

In addition, if after 10 hours of training, the consumer has failed to secure his/her license the counselor should review and consider a referral to Rehabilitation Technology Branch for a Certified Driver Rehabilitation Specialist driver's evaluation. The lack of progress in securing a driver's license can be a strong indication that the issues are more heavily related to disability and may require the expertise of a Certified Driver Rehabilitation Specialist.

If the services of a Certified Driver Rehabilitation Specialist are not necessary, driver's training should be provided by qualified individuals with a minimum of a Basic Drivers Endorsement. The driver's training is payable with a report and invoice. The Office of Vocational Rehabilitation will pay per session or per "program". The Office of Vocational Rehabilitation will pay the vendor's published rate not to exceed an hourly rate of \$70.00. Some drivers training vendors offer training in two-hour increments that is allowable as long as the average hourly rate is less than \$70.00. The authorization should specify the number of hours.

Office of Vocational Rehabilitation will not pay for classroom training since that is now offered on-line or free from the Department of Motor Vehicles.

Service	Allowable Rate	Procedure
Drivers training on-the-road instruction	\$70.00 per hour	Expenditure Category: 60C Drivers Training (independent of Office of Vocational Rehabilitation Driver's Rehabilitation Program)  Budget Unit Number: Caseload

### **Travel Reimbursement**

When travel outside of the vendor's boundaries becomes necessary and reimbursement requested, Office of Vocational Rehabilitation can authorize and reimburse the trainer at the prevailing state rate multiplied by the number of miles.

Service	Allowable Rate	Procedure
Travel Reimbursement	Current prevailing state rate times miles	Expenditure Category: 60C Drivers Training (independent of Office of Vocational Rehabilitation Driver's Rehabilitation Program)  Budget Unit Number caseload