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SERVICE FEE MEMORANDUM

Guidelines on the purchase of Supported Employment

TO: Office of Vocational Rehabilitation
Client Assistance Program Administrator

FROM: Executive Director
Office of Vocational Rehabilitation

THROUGH: Field Services Division Director
Office of Vocational Rehabilitation

DATE: Effective October 1, 2024

Introduction

This Service Fee Memorandum provides guidance for the purchase of services pertaining to three models of supported employment. These services are intended for eligible consumers with the most significant impact of disability. To be eligible for supported employment, individuals must meet criteria for Category 1 or 2 of the Order of Selection.

The Kentucky Office of Vocational Rehabilitation (OVR) uses three types of Supported Employment:

1. Traditional Supported Employment
2. Individualized Placement and Support (IPS)
3. Customized Employment

The Community Rehabilitation Program Branch must approve all Community Rehabilitation Program (CRP) providers that want to provide supported employment services. Once approved as a supported employment provider, the CRP is added to the OVR Case Management System (CMS), where OVR maintains a listing of all approved providers. To provide supported employment services, employment specialists are required to complete core training through the Supported Employment Training Project provided by the University of Kentucky's Human Development Institute.

VR Counselors must pre-authorize specific services for each consumer as stipulated in the Individualized Plan for Employment (IPE), or IPE Amendment when applicable. Authorized services must follow the guidelines for the corresponding model of Supported Employment as outlined in the OVR Policy and Procedures Manual. Requests for exceptions to exceed the maximum hourly limits should be handled on a case-by-case basis and submitted to the counselor's Branch Manager.

Payment for services will be rendered upon receipt and approval of required documentation and invoices.

Traditional Supported Employment

Services and Fees:

- Budget Unit: CRP
- **Fee Schedule:** Traditional Supported Employment

Traditional Supported Employment Service Provided	Expenditure Code	Hourly Rate and Allowable Fees
PCEP Activities (Discovery)	11L	\$80 per hour (10 hours minimum, 20 hours max)
PCEP approved in 45 days or less	11L	\$800
PCEP approved in 46 days or more	11L	\$400
Job Development Services	39T	\$80 per hour (up to 30 hours maximum)
Job Acquisition Report – Job acquired in 60 days or less	39T	\$800

Traditional Supported Employment Service Provided	Expenditure Code	Hourly Rate and Allowable Fees
Job Acquisition Report – Job acquired in 61 days or more	39T	\$400
Supported Employment Services	39U	\$80 per hour
Stable Employment Outcome – Day 1	39V	\$500
Stable Employment Outcome – Day 45	39V	\$1,500
Stable Employment Outcome – Day 90	39V	\$3,000
Extended Services for Youth (age 14-24)	73H	\$80 per hour

Individual Placement and Support

Services and Fees:

- **Budget Unit:** CRP
- **Fee Schedule:** IPS Supported Employment

Individual Placement and Support Service Provided	Expenditure Code	Hourly Rate and Allowable Fees
Career Profile	11L	\$750
Job Development Services	39T	\$80 per hour (up to 30 hours maximum)
Job Acquisition Report – Job acquired in 60 days or less	39T	\$800
Job Acquisition Report – Job acquired in 61 days or more	39T	\$400
Supported Employment Services	39U	\$80 per hour
Stable Employment Outcome – Day 1	39V	\$500

Individual Placement and Support Service Provided	Expenditure Code	Hourly Rate and Allowable Fees
Stable Employment Outcome – Day 45	39V	\$1,500
Stable Employment Outcome – Day 90	39V	\$3,000
Extended Services for Youth (age 14-24)	73H	\$80 per hour

Customized Employment

Customized Employment should include the following: specific job exploration and employer relations to facilitate placement, a customized job description, development of a specific set of job duties, work schedule, job arrangements to include specific supervision, performance evaluation and review, as well as the determination of a job location.

Enhanced rates for Customized Employment can only be authorized and paid to Community Rehabilitation Programs whose Employment Specialists have successfully completed the Marc Gold and Associates certification process as provided through the University of Kentucky’s Human Development Institute Leadership Series on Customized Employment.

A list of qualified Employment Specialists can be found on the Office of Vocational Rehabilitation website located under Program Services, Community Rehabilitation Services & Supported Employment, then Approved for Customized Employment.

Services and Fees:

- **Budget Unit:** CRP
- **Fee Schedule:** Customized Supported Employment (CSE)

Customized Employment Service Provided	Expenditure Code	Hourly Rate and Allowable Fees
Discovery Activities	11L	\$100 per hour (25 hours minimum, 40 hours max)

Customized Employment Service Provided	Expenditure Code	Hourly Rate and Allowable Fees
Vocational Profile approved in 45 days or less	11L	\$1,200
Vocational Profile approved in 46 days or more	11L	\$600
Planning Meeting	11L	\$300
Visual Resume	39T	\$300
Needs Analysis	39T	\$400
Job Development Services	39T	\$100 per hour (up to 30 hours maximum)
Job Acquisition Report – Job acquired in 60 days or less	39T	\$1,000
Job Acquisition Report – Job acquired in 61 days or more	39T	\$500
Job Analysis	39T	\$500
Supported Employment Services	39U	\$100 per hour
Stable Employment Outcome – Day 1	39V	\$1,000
Stable Employment Outcome – Day 45	39V	\$2,000
Stable Employment Outcome – Day 90	39V	\$3,500
Extended Services for Youth (age 14-24)	73H	\$100 per hour

Interim Employment

Interim Employment should only be used with the consumer is in training status but needs employment while working toward the IPE goal. This job may or may not be the goal job.

Services and Fees:

- **Budget Unit:** CRP
- **Fee Schedule:** Interim Supported Employment

Interim Supported Employment for Traditional SE

Interim Supported Employment for Traditional SE Service Provided	Expenditure Code	Hourly Rate and Allowable Fees
Interim PCEP Activities	11L	\$80 per hour (10 hours minimum, 20 hours max)
Interim PCEP approved in 45 days or less	11L	\$800
Interim PCEP approved in 46 days or more	11L	\$400
(Traditional) Interim Job Development Services	39T	\$80 per hour (up to 30 hours maximum)
(Traditional) Interim Job Acquisition Report in 60 days or less	39T	\$800
(Traditional) Interim Job Acquisition Report in 61 days or more	39T	\$400
(Traditional) Interim Supported Employment Services	39U	\$80 per hour
(Traditional) Interim Traditional Extended Services for Youth	73H	\$80 per hour

Interim Supported Employment For IPS SE

Interim Supported Employment for IPS SE Service Provided	Expenditure Code	Hourly Rate and Allowable Fees
(IPS) Interim Career Profile	11L	\$750
(IPS) Interim Job Development Services	39T	\$80 per hour (up to 30 hours maximum)

Interim Supported Employment for IPS SE Service Provided	Expenditure Code	Hourly Rate and Allowable Fees
(IPS) Interim Job Acquisition Report – Job acquired in 60 days or less	39T	\$800
(IPS) Interim Job Acquisition Report – Job acquired in 61 days or more	39T	\$400
(IPS) Interim Supported Employment Services	39U	\$80 per hour
(IPS) Interim Extended Services for Youth	73H	\$80 per hour

Customized Employment

Interim Supported Employment for Customized SE Service Provided	Expenditure Code	Hourly Rate and Allowable Fees
(CSE) Interim: Discovery Activities	11L	\$100 per hour (25 hours minimum, 40 hours max)
(CSE) Interim Vocational Profile approved in 45 days or less	11L	\$1,200
(CSE) Interim Vocational Profile approved in 46 days or more	11L	\$600
(CSE) Interim Planning Meeting	11L	\$300
(CSE) Interim Visual Resume	39T	\$300
(CSE) Interim Needs Analysis	39T	\$400
(CSE) Interim Job Development Services	39T	\$100 per hour (up to 30 hours maximum)
(CSE) Interim Job Acquisition Report – Job acquired in 60 days or less	39T	\$1,000
(CSE) Interim Job Acquisition Report – Job acquired in 61 days or more	39T	\$500

Interim Supported Employment for Customized SE Service Provided	Expenditure Code	Hourly Rate and Allowable Fees
(CSE) Interim Job Analysis	39T	\$500
(CSE) Interim Supported Employment Services	39U	\$100 per hour
(CSE) Interim Extended Services for Youth	73H	\$100 per hour

Extended Services

Once an individual is stable on the job, Extended Services begin. For Youth in Supported Employment (ages 14-24), VR can pay an hourly rate until case closure for the ongoing support services.

- **Budget Unit:** Extend Youth Budget
- **Expenditure Code:** 73H Extended Services for Youth (age 14 - 24) per hour

Extended Youth Services Service Provided	Fee Schedule Item	Hourly Rate and Allowable Fees
Traditional Supported Employment	73H	\$80 per hour
IPS Supported Employment	73H	\$80 per hour
Customized Supported Employment (CSE)	73H	\$100 per hour
Interim Services (Traditional)	73H	\$80 per hour
Interim Services (IPS)	73H	\$80 per hour
Interim Services (CSE)	73H	\$100 per hour

Supported Employment Consultation in Conjunction with CWTP

- **Budget Unit:** CRP
- **Expenditure Code:** 35N SE Consult with CWTP or other transition programs

Supported Employment Consultation in Conjunction with CWTP Service Provided	Fee Schedule Item	Hourly Rate and Allowable Fees
Traditional Supported Employment	35N	\$300
IPS Supported Employment	35N	\$300
Customized Supported Employment (CSE)	35N	\$300

