



EDUCATION and WORKFORCE DEVELOPMENT CABINET
Department of Workforce Investment

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Jacqueline Coleman
Lieutenant Governor
and Secretary

Office of Vocational Rehabilitation
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SERVICE FEE MEMORANDUM

TO: Office of Vocational Rehabilitation Staff
Client Assistance Program Administrator

FROM: Cora McNabb
Executive Director
Office of Vocational Rehabilitation

THROUGH: Janell Turner
Vocational Rehabilitation Administrator
Office of Vocational Rehabilitation

DATE: March 20, 2019

RE: INSIGHT Payment Fees

This Service Fee Memorandum addresses the payment fee for the INSIGHT Post-Secondary Preparation Program. INSIGHT is held in June of each year at Morehead State University. The program gives high school sophomores, juniors, and seniors exposure to college, usually for 8 days.

Around April of each year, the Office of Vocational Rehabilitation representative on the INSIGHT Planning Committee will notify counselors of students in their service area that have been accepted to participate in the INSIGHT Program. Students who are Potentially Eligible or Eligible for services can participate in this program.

The Office of Vocational Rehabilitation counselor or assistant should create an authorization for payment. The dates of service for the authorization should begin and end with the dates of INSIGHT. Those dates will be provided when the counselor is made aware of the participation of one or more of their students.

The authorization should either be faxed or emailed to Pam Middleton at the Kentucky Educational Development Corporation:

- a. Fax Number: 606-929-2109
- b. Email: pam.middleton@kedc.org

Authorizations should be made using the following information:

1. **Vendor:** Kentucky Educational Development Corporation
2. **Vendor Number:** KY0022238
3. **Expenditure Code:** 00C Counseling on Opportunities for Enrollment
4. **Cost:** \$2,500
5. **Budget Unit:** Pre-Employment Transition Services

Once you have received an invoice, Orientation and Mobility report, and the INSIGHT checklist, the authorization can be processed for payment. Generally, the invoice will come from Kentucky Educational Development Corporation prior to the report and checklist. The Kentucky Educational Development Corporation does not send out the report and checklist. That will come from Central Office staff.

If you have any questions, please contact Janell Turner in Central Office.