



Andy Beshear
GOVERNOR

EDUCATION AND LABOR CABINET

Kentucky Office of Vocational Rehabilitation
Cora McNabb
Executive Director

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Frankfort, Kentucky 40601
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Jamie Link
SECRETARY

SERVICE FEE MEMORANDUM

Kelly Autism Program

TO: Office of Vocational Rehabilitation Staff
Client Assistance Program Administrator

FROM: Executive Director
Office of Vocational Rehabilitation

THROUGH: Field Services Division Director
Office of Vocational Rehabilitation

DATE: Effective: March 10, 2026

The **Kelly Autism Program (KAP)** provides comprehensive academic and support services for students on the Autism Spectrum. The program serves students enrolled at **Western Kentucky University's main campus, Bowling Green Community College,** and **Bowling Green Technical College,** helping them succeed in their postsecondary education through specialized guidance and support. **It has been determined that Federal Application for Federal Student Aid will not allow the cost associated with the Kelly Autism Program to be applied to "cost of attendance" for consideration for federal aid therefore no federal aid is available for this program. The Kelly Autism Program is subject to financial participation.**

Services provided through the Kelly Autism Program include academic counseling, mentoring, mental health counseling, tutoring, weekly meetings, and computer lab with assistive technology.

Students in this program must also be working with Student Disability Services; and services provided through Kelly Autism Program are in addition to any available accommodations provided by the university such as extended time in a quiet environment, note takers, books on tape, readers, and scanned e-text, etc.

Students who wish to participate in this program must sign the Kelly Autism Program Post-Secondary contract that lists the expectations that s/he must fulfill as a participant in the program. After the Kelly Autism Program Post-Secondary Contract is signed and sent to the counselor, the Office Vocational Rehabilitation Counselor will verify that the student will participate in the program. Once the counselor determines that the program is appropriate to assist the consumer in reaching their individual goal, based on financial participation, OVR may authorize up to the \$5,000/semester fee or \$650/summer semester for the program. This shall be authorized prior to the start of the semester using expenditure code 90R – Kelly Autism Program. The authorization should be sent to the Director of the Kelly Autism Program using the vendor information below. Refund dates for the Kelly Autism Program shall be identical to the refund dates for tuition.

Kelly Autism Program shall provide the referring Office of Vocational Rehabilitation counselor both a mid-semester and end-of-semester report summarizing the student's participation and progress in the program. Kelly Autism Program shall only invoice for active OVR consumers currently enrolled into the program.

Vendor Information

Vendor Number: KY0032836

Vendor Name and Address:

Western Kentucky University
Kelly Autism Program
104 Alumni Avenue
Bowling Green, KY 42101