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GOVERNOR

EDUCATION AND LABOR CABINET

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SERVICE FEE MEMORANDUM

Support Level for Post-Secondary Training

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: May 1, 2026

Introduction

The allowable annual amount for post- secondary training assistance will be \$5,000.00 after determination of consumer financial participation and consideration of comparable benefits. This is based on the average unmet tuition need after application of federal/state need based assistance. As is the case presently, this amount will include all training expenses except for required books, supplies, and uniforms. If additional support is required for the consumer to achieve his/her vocational goal, the counselor should complete the Training Reconsideration Worksheet (Office of Vocational Rehabilitation 19A) and forward it to the Branch Manager or his/her designee for approval.

Limitations on Amount and Application

Under no circumstances, even for Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) recipients, will the approved total amount exceed the highest state rate. Although SSI/SSDI recipients do not need to undergo economic needs testing, comparable benefits must be considered, and the same training assistance procedure needs to be followed.

Note: Negotiation is strongly encouraged to make the best use of resources and serve the highest number of eligible individuals effectively.

Scope of Post-Secondary Training Support

This support applies to all post-secondary training programs (unless otherwise specified on a Service Fee Memorandum), including both public and private institutions, as well as short-term programs like certificates, trade training, and traditional diplomas. The following conditions apply to all post-secondary training:

- Adherence to current policies and procedures related to post-secondary training.
- Guidelines for sharing costs.
- Support limited to the current level (**\$5,000.00**) for any 12-month period for training assistance and (**\$1,500**) for a 12-month period for additional fees like required books, supplies, and uniforms, as long as the total cost does not exceed actual expenses unless reconsideration is requested and approved.

Additional Support and Disability-Related Expenses

Additionally, OVR may cover the actual cost of disability-related expenses mentioned in the Individualized Plan for Employment (IPE). This is after considering established economic need practices and applying appropriate comparable benefits.

Maximizing Resources for Eligible Individuals

It's important to always explore and utilize suitable comparable benefits as outlined in Federal and State regulations and OVR policy. Once again, negotiation is strongly encouraged to optimize resources and provide effective support to the greatest number of eligible individuals.