



EDUCATION and WORKFORCE DEVELOPMENT CABINET  
Department of Workforce Investment

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**Mary Pat Regan**  
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Commissioner

**SERVICE FEE MEMORANDUM**

TO: Office of Vocational Rehabilitation Staff  
Client Assistance Program Administrator

FROM: Cora McNabb  
Executive Director  
Office of Vocational Rehabilitation

THROUGH: Ron O'Hair  
Community Rehabilitation Program Branch Manager  
Office of Vocational Rehabilitation

DATE: Effective December 7, 2020

RE: Community Rehabilitation Program Pre-Employment Transition  
Services Fee Schedule

This Service Fee Memorandum outlines two methods of delivery for Pre-Employment Transition Services including **group programs** and **individual** (one-on-one) services.

Either method may be provided by a Community Rehabilitation Program. Only group programs require a proposal. Proposals for Community Rehabilitation Program Pre-Employment Transition Services programs must be submitted to the Office of Vocational Rehabilitation Community Rehabilitation Program Branch at [OVRCRP@ky.gov](mailto:OVRCRP@ky.gov) no less than 3 months prior to the start date.

Review of the proposal will include representatives from the Office of Vocational Rehabilitation's Community Rehabilitation Program Branch, Transition Program staff, and local staff from the area of the proposal.

Proposals are not required for individual Pre-Employment Transition Services. Individual services will be approved and monitored by the Office of Vocational Rehabilitation counselor.

### **Guidelines for the Pre-Employment Transition Services Program**

- A group is considered as 2 or more individuals and no more than 15.
- The program may include all five required Pre-Employment Transition Services (Job Exploration Counseling, Work Based Learning Experiences, Post-Secondary Counseling, Workplace Readiness Training, and Self-Advocacy Instruction).
- The team will offer approval or recommendation for improvement in writing within 30 calendar days.
- Approval of the program will be based on the criteria located below.
- Once the program has been approved, Counselors may refer students to the Community Rehabilitation Program staff and authorize them to provide the service.

There will be an allowable annual amount of \$4,200.00, per consumer. An exception to exceed that amount can be approved. Exceptions should be submitted in writing to the Community Rehabilitation Program Branch Manager.

### **Fee Schedule**

The following information is reflective of both group programs and individual services:

1. Fee:
  - \$35.00 per hour, per student.
  - Not to exceed \$2,100.00 per student within 2 programmatic quarters (60 hours).
  - Maximum amount is \$4,200.00 in 12 months (120 hours).
2. Budget:
  - Pre-Employment Transition Services Budget.
  - If an individual does not meet the Workplace Innovation and Opportunity Act definition for Pre-Employment Transition Services, funds will come from the Community Rehabilitation Program budget.

### 3. Expenditure Codes:

- 00A: Job Exploration Counseling
- 00B: Work-Based Learning Experience
- 00C: Counseling on Opportunities for Enrollment
- 00D: Workplace Readiness Training
- 00E: Instruction to Self-Advocacy

Additional Guidelines: Billable per student and prorated at \$35.00 per hour should the student be unable to complete the program. Individual authorizations should be sent for the established number of hours for the approved program. A minimum of monthly notes will be required. Payable upon counselor receipt of invoice and Pre-Employment Transition Services Report Form from the Community Rehabilitation Program. Authorizations are to be done quarterly or more frequently, if necessary.

### **Criteria for Providing Pre-Employment Transition Services**

This list was developed to create a standard of high expectations for the Community Rehabilitation Program/Pre-Employment Transition Services programs across the state that allows flexibility in design and audience.

Proposals for consideration must:

1. Define in detail how the program would fulfill the five required pre-employment services (Job Exploration Counseling, Work Based Learning Experiences, Post-Secondary Counseling, Workplace Readiness Training, and Self-Advocacy).
2. Detail the curriculum and timeframe of the program.
3. Detail plan to implement their program.
4. Define who will be presenting materials, assisting in classroom and their credentials.
5. Detail how employer involvement will be utilized for the implementation of program curriculum. For instance, consider using local businesses for workshop speakers, visiting job sites, and creating job-shadowing experiences.
6. Define the targeted consumers.
7. Declare where the program will take place (campus, off-campus, combo, group, or home).
8. Detail transportation arrangements, if needed.

9. If the Community Rehabilitation Program is in collaboration with a local school, then the Community Rehabilitation Program should submit name of contact and email address.
10. Community Rehabilitation Program should be actively requesting feedback on program design with at least one local Office of Vocational Rehabilitation staff - submit name and email.
11. Community Rehabilitation Program agrees to establish and bill for services on a quarterly basis (see table below). **The Office of Vocational Rehabilitation Federal Fiscal year ends September 30<sup>th</sup>.** Please note that Federal and Program years cannot be crossed when doing authorizations.

Performance Quarter	Due Date for Reports and Bills
July - September	September 30 <sup>th</sup>
October - December	January 15 <sup>th</sup>
January - March	April 15 <sup>th</sup>
April - June	July 15 <sup>th</sup>

12. Provide trainer/participant ratio.
13. Provide details of the program as it relates to days, times and duration.
  - a. Example: the program will be offered on Monday, Wednesday & Friday from 4:00pm-6:00pm and will run for a period of 10 weeks. Services will be billed at a rate of \$35.00 per hour. Services are not to exceed \$2,100.00 for the fall period of October through December and the spring period of January through March.
14. Agree to provide the Office of Vocational Rehabilitation with quarterly program reports along with billing statements.
15. Agree to established baseline fee of no more than \$2,100.00 for completion within 2 quarters, or a prorated rate for consumers not completing program.
16. Agree to accept Office of Vocational Rehabilitation referrals and authorizations based on Office of Vocational Rehabilitation eligibility criteria.
17. Counselor agrees to authorize and pay program services based on established rate of the approved program.

Note: The Office of Vocational Rehabilitation reserves the right to reject, request more detail, or accept proposal as submitted.