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### SERVICE FEE MEMORANDUM

## Pre-Employment Transition Services Fee Schedule

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**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: June 21, 2024

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### Introduction

This Service Fee Memorandum outlines two methods of delivery for Pre-Employment Transition Services (Pre-ETS) including group programs and individual (one-on-one) services. Only group programs require a proposal. Individual services will be approved and monitored by the Office of Vocational Rehabilitation Counselor or Pre-Employment Transition Service Coordinator.

### Fee Schedule

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

1. Potentially Eligible Students may receive a maximum of 120 hours (15 hours per quarter across multiple years). Hours may be a combination of group and individual services. Requests for exceptions to the 120-hour maximum or the 15-

hour maximum per quarter for Potentially Eligible students will be directed to the Transition Services Branch Manager. Eligible students with disabilities may receive more than 120 hours (or more than 15 hours per quarter) if determined necessary by the Vocational Rehabilitation Counselor.

2. Budget: Pre-Employment Transition Services Budget.
3. Expenditure Codes:
  - a. 00A: Job Exploration Counseling
  - b. 00B: Work-Based Learning Experience
  - c. 00C: Counseling on Opportunities for Enrollment
  - d. 00D: Workplace Readiness Training
  - e. 00E: Instruction to Self-Advocacy
4. Fees:
  - a. One (1) student billed at \$90.00/hr.
  - b. Two (2) students are billed at a \$48.60 (per student) hourly rate for a total of \$97.20 per hour.
  - c. Three (3) students are billed at a \$36.90 (per student) hourly rate for a total of \$110.70 per hour.
  - d. Four (4) students are billed at a \$29.70 (per student) hourly rate for a total of \$118.80 per hour.
  - e. Five (5) to ten (10) students are billed at the base rate per hour with a total of \$150.00 per hour.
  - f. Eleven (11) to twenty (20) students are billed at the base rate per hour with a total of \$200.00 per hour.
  - g. Twenty-one (21) or more students require an exception request to be sent to and approved by the OVR Transition Services Branch Manager.
5. Providers will utilize the Pre-VR System for data exchange of Student Information including Referral Forms, Documentation of Disability, services provided, hours, group size, activity notes, and outcomes.
  - a. Providers shall not begin services prior to student approval in the Pre-VR System. Services provided without prior approval will not be paid.
6. Providers will submit service hours, activity notes and outcomes through the Pre-VR system by the 5th of the following month. Service hours cannot be entered

after the 5th. Example: Service hours provided in September are required by the 5th of October.

7. Pre-ETS Coordinators will review hours, activity notes and outcomes by the 15th of the month. Example: Services provided in September, submitted by the 5th of October, will be reviewed by the 15th of October. NOTE: If activity notes and/or outcomes are insufficient, Coordinator may request additional information or not approve service hours.
8. Approved services will appear on the Approved Services reports in the Pre-VR system after the 15th of each month.
9. Provider will use the Approved Services reports to create invoices which must be submitted to OVR by the last day of the month. Invoices will be emailed to [OVRInvoices@ky.gov](mailto:OVRInvoices@ky.gov).
10. Example: Services provided in September, approved in October, shall be invoiced by October 31st.
11. Other services that may be authorized using the Pre-employment Transition Services budget:
  - a. The following services may be provided to Potentially Eligible students if necessary to participate in Pre-employment Transition Services and if no other public entity is required to provide the service:
    - i. Auxiliary Aids and Services.
      1. Auxiliary aids can only be provided in cases where communication access because one's disability is needed to participate in Pre-employment Transition Services. For potentially eligible students, an IPE is not required. Example: Interpreter Services
    - ii. Rehabilitation Teaching and Orientation & Mobility (O&M)
      1. Rehabilitation Teaching and Orientation and Mobility services can be provided without an IPE as part of Workplace Readiness Skills. This training, however, is not meant to be comprehensive in nature. If services needed are long term, then the services need to be provided under an IPE.
  - b. The following services may be provided to an Eligible student with a signed Individualized Plan for Employment if necessary to participate in Pre-employment Transition Services:

- i. Maintenance – Students participating in Pre-Employment Transition Services may incur additional costs to obtain services, such as work clothes or the need for a talking alarm clock to use for Workplace Readiness or Work Based Learning Opportunities.
- ii. Transportation Service- Students may need this service to participate in one of the Pre- Employment Transition Services.
- iii. Personal Assistance Services
- iv. Rehabilitation Technology
- v. Family Services – Families can, and in some cases should, participate in Pre-Employment Transition Services. They may need a foreign language interpreter, transportation, or other services to participate.
- vi. Rehabilitation Teaching and Orientation & Mobility (O&M) – When comprehensive in nature
- vii. Job Coaching Services

### **Guidelines for Pre-Employment Transition Service Group Proposals**

Proposals for Pre-Employment Transition Services programs must be submitted to the Office of Vocational Rehabilitation Transition Services Branch at [OVRTSB@ky.gov](mailto:OVRTSB@ky.gov) no less than 90 days prior to the start date. Review of the proposal will include representatives from the Office of Vocational Rehabilitation's Transition Services Branch and may include representatives from the Community Rehabilitation Program Branch and local staff from the area of the proposal.

- A group is considered 2 or more individuals and shall not include more than 20 without approved exception.
- 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 Transition Services Branch will offer approval or recommendations for improvement in writing within 30 calendar days.
- Services shall not be provided without prior approval.