



EDUCATION and WORKFORCE DEVELOPMENT CABINET
Department of Workforce Investment

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Governor

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Lieutenant Governor
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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: Patricia Selch, MRC, CRC
Central Office Administrator
Systems and Fiscal Management Branch
Office of Vocational Rehabilitation

Victoria Reilly, MRC, CRC
Central Office Transition Program Administrator
Office of Vocational Rehabilitation

Teresa Brandenburg, MRC, CRC
Supported Employment Branch Manager
Office of Vocational Rehabilitation

DATE: August 15, 2017

RE: Fee Schedule for Project Search (District 8 and 16 ONLY)

Project Search is an experience-based, adjustment model for transition- aged students in cooperation with Office of Vocational Rehabilitation, a host employer, local high school, and Community Rehabilitation Program.

Each student will have to meet eligibility criteria for Office of Vocational Rehabilitation services and have an Individualized Plan for Employment written prior to start of Project Search. Project Search will take place during the student’s last year of high school and will consist of a maximum of three site experiences, lasting 10 weeks each, at 15-20 hours per week. The student will receive classroom instruction regarding Project Search from school personnel and on the job orientation and assistance by the Community Rehabilitation Program. The host business provides a meeting room for Community Rehabilitation Program staff, site evaluation experiences, and potential employment. A comprehensive Person-Centered Employment Plan will be completed prior to beginning the first site evaluation to determine the student’s unique skills, abilities, and interests. This report is to be used to determine the three sites (job experiences) within the host business. Job Development will be authorized for and begin as determined by the Office of Vocational Rehabilitation Counselor and Community Rehabilitation Program.

The Community Rehabilitation Program will be responsible for helping the consumer find employment after the third site evaluation has ended in the event that the consumer is not been offered employment at the host business, or any other business.

Transitioning from Community Work Transition Program:

There may be times when the counselor deems it appropriate for a student to transition from the Community Work Transition Program into the Project Search program. The student may not participate in both programs simultaneously. The student should start in Community Work Transition Program potentially eligible transition services first. Transition planning to determine when the student will be exiting high school will be necessary. Project Search will occur during the final year.

The payment structure is detailed below:

Service	Fee
<p>Job Exploration Counseling (Planning Meeting)</p> <ul style="list-style-type: none"> • One-time billable per student. • Authorized prior to start of first project site evaluation. • Payable upon counselor receipt of Person Centered Employment Plan report and invoice. • Use Budget Unit Number 6791 (Pre-Employment Transition Services) and Expenditure Code 00A. 	<p>\$900</p>

Service	Fee
<p>Work-Based Learning Experiences (max 3 work sites)</p> <ul style="list-style-type: none"> • Authorized prior to start of first project site evaluation. • Paid monthly. • Paid upon receipt of written report and invoice. • Payable upon counselor receipt of invoice and reports. • Use Budget Unit Number 6791 (Pre-Employment Transition Services) and Expenditure Code 00B. 	<p>\$1,200 end of 4 weeks</p> <p>\$1,200 end 2nd – 4 weeks</p> <p>\$600 after final 2 weeks</p>

Service	Fee
<p>Job Development</p> <ul style="list-style-type: none"> • Authorized after 2nd site evaluation. • Payable after consumer's first day of employment with report and invoice. • Use Budget Unit Number 6719 and Expenditure Code 71C. 	<p>\$750</p>

Service	Fee
<p>30 Days Employed</p> <ul style="list-style-type: none"> • Payable upon counselor receipt of monthly reports and invoice. • Use Budget Unit Number 6719 (Community Rehabilitation Program) and Expenditure Code 71D. 	<p>\$500</p>

Service	Fee
<p>60 Days Employed</p> <ul style="list-style-type: none"> • Payable upon counselor receipt of monthly reports and invoice. • Use Budget Unit Number 6719 (Community Rehabilitation Program) and Expenditure Code 71D. 	<p>\$1,000</p>

Service	Fee
90 Days Employed/Final Outcome Fee <ul style="list-style-type: none"><li data-bbox="235 281 1040 359">• Payable upon counselor receipt of monthly report and invoice<li data-bbox="235 390 1097 468">• Use Budget Unit Number 6719 (Community Rehabilitation Program) and Expenditure Code 35P.	\$1,250