



EDUCATION and WORKFORCE DEVELOPMENT CABINET
Department of Workforce Investment

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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: Carol Weber
Assistive Technology Branch Manager
Office of Vocational Rehabilitation

DATE: Effective January 27, 2022

RE: Rehabilitation Engineering, Assistive Technology Services, and
Assistive Technology Training Fee Schedule

All service providers must comply with Federal, State, and local laws, rules, and regulations pertaining to construction, modification, or repair. Service providers must obtain building permits, if required, and hold appropriate credentials to perform the work. Liability insurance should be carried by the contractor, service provider, or manufacturer of rehabilitation engineering equipment and devices.

Best practice indicates that Rehabilitation Counselors should consult with a member of the Assistive Technology Branch when evaluating a consumer for Assistive Technology devices and services. One of the branch's Assistive Technology Specialists can perform an assessment and provide training or can assist the counselor in identifying appropriate service providers, when necessary.

Fee Schedule

The hourly rate will include travel time (paid at the same hourly rate and shall be billed in fifteen-minute increments). Portal will be specified from point of origin to destination and back. Mileage for assignments more than ten (10) miles from the point of origin will be reimbursed at the state rate. Additional charges involving travel expenses will be billed for out-of-town assignments such as meals, lodging, etc. Travel forms can be found on the [Finance and Administration Cabinet's website](#) located under "Forms" within the Office of the Controller's section.

Rehabilitation Engineering Services

- Rate: \$75.00 per hour
- Relative Value Code: 00101

Assistive Technology Services and Assistive Technology Training

- Rate: \$60.00 per hour
- Relative Value Code: 00102

Service Requirements

Rehabilitation Engineer Services: Must be provided by an individual who has a bachelor's degree (or higher) in engineering, architecture, or computer science and has knowledge of disabilities. Ability to evaluate, prescribe and/or design custom equipment and/or devices. Should be a Rehabilitation Engineering and Assistive Technology Society of North America (RESNA) certified as an Assistive Technology Practitioner (ATP) if providing direct consumer services, such as evaluation or training. Should be able to provide references or examples of previous work for inspection. All purchases require approval by the Assistive Technology Branch Manager.

Assistive Technology Services: Must be provided by an individual who has a bachelor's degree (or higher) in specific rehabilitation discipline or related construction/technical field such as: Occupational Therapy, Physical Therapy, Vocational Evaluation, Rehabilitation Counseling, Speech Pathology, Industrial Arts, etc. Specializes in matching commercially available aids and devices to meet consumers' needs when not available through agency resources. Rehabilitation Engineering and Assistive Technology Society of North America (RESNA) certification as an Assistive Technology Practitioner (ATP) or Academy for Certification of Vision Rehabilitation & Education Professionals (ACVREP) certification as a Certified Assistive Technology Instructional Specialist for People with Visual Impairments (CATIS™) is preferred, but not required. References required. Should be able to provide references or examples of previous work for inspection. All purchases require approval by the Assistive Technology Branch manager.

Assistive Technology Training: Specializes in providing training on complex assistive technology, such as JAWS (Job Access with Speech), braille note takers, and augmentative communication devices, when not available through agency resources. Must be provided by an individual who has extensive experience with the specific complex technology on which the consumer will be trained. Rehabilitation Engineering and Assistive Technology Society of North America (RESNA) certification as an

Assistive Technology Practitioner (ATP) or Academy for Certification of Vision Rehabilitation & Education Professionals (ACVREP) certification as a Certified Assistive Technology Instructional Specialist for People with Visual Impairments (CATIS™) is preferred, but not required. An official certification offered through Freedom Scientific on JAWS and ZoomText to demonstrate proficiency is preferred in lieu of other certification. References required.

Reports and Invoices

Reports must be submitted with all invoices. An invoice will not be paid unless it is accompanied by a report. Reports and invoices shall be submitted within seven (7) days of service provision. For training, reports and invoices shall be submitted monthly, within seven (7) days of the last training date for the month.

Unless otherwise exempt or subject to an exception, all reports and invoices must comply with the following to ensure accessibility and usability for all users, including but not limited to people with physical, sensory, or cognitive disabilities:

- [Section 508](#) of the Rehabilitation Act
- [Kentucky Accessible Information Technology \(AIT\) Law](#)

Contact Information

If you have any questions concerning this fee schedule or Rehabilitation Technology in general, please contact the Assistive Technology Branch Manager, Carol Weber, at (859) 372-8428.