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GOVERNOR

## EDUCATION AND LABOR CABINET

Kentucky Office of Vocational Rehabilitation  
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SECRETARY

### SERVICE FEE MEMORANDUM

#### Fee Schedule for Project Search (District 6,8,9, and 16)

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**TO:** Office of Vocational Rehabilitation Staff  
Client Assistance Program Administrator

**FROM:** Executive Director  
Office of Vocational Rehabilitation

**THROUGH:** Transition Branch Manager  
Office of Vocational Rehabilitation

**DATE:** Effective: December 22, 2023

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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 if the consumer has 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><b>Job Exploration Counseling (Planning Meeting)</b></p> <ul style="list-style-type: none"> <li>• One-time billable per student.</li> <li>• Authorized prior to start of first project site evaluation.</li> <li>• Payable upon counselor receipt of Person-Centered Employment Plan report and invoice.</li> <li>• Use Budget Unit Number 6791 and Expenditure Code 11A.</li> </ul>	<p>\$900</p>
<p><b>Work-Based Learning Experiences (max 3 work sites)</b></p> <ul style="list-style-type: none"> <li>• Authorized prior to start of first project site evaluation.</li> </ul>	<p>\$1,200 end of first 4 weeks                      \$1,200 end of second 4 weeks                      \$600 after final 2 weeks</p>

<ul style="list-style-type: none"> <li>• Paid monthly.</li> <li>• Paid upon receipt of written report and invoice.</li> <li>• Payable upon counselor receipt of invoice and reports.</li> <li>• Use Budget Unit Number 6791 and Expenditure Code 11B.</li> </ul>	
<p><b>Job Development</b></p> <ul style="list-style-type: none"> <li>• Authorized after 2<sup>nd</sup> site evaluation.</li> <li>• Payable after consumer’s first day of employment with report and invoice.</li> <li>• Use Budget Unit 6791 and Expenditure Code 71C</li> </ul>	\$750
<p><b>30 Days Employed</b></p> <ul style="list-style-type: none"> <li>• Payable upon counselor receipt of monthly reports and invoice.</li> <li>• Use Budget Unit 6791 and Expenditure Code 71D</li> </ul>	\$500
<p><b>60 Days Employed</b></p> <ul style="list-style-type: none"> <li>• Payable upon counselor receipt of monthly reports and invoice</li> <li>• Use Budget Unit 6791 and Expenditure Code 71D</li> </ul>	\$1,000
<p><b>90 Days Employed/Final Outcome Fee</b></p>	\$1,250

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<ul style="list-style-type: none"><li>• Payable upon counselor receipt of monthly reports and invoice.</li><li>• Use Budget Unit 6791 and Expenditure Code 35P</li></ul>	
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