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SERVICE FEE MEMORANDUM

Summer Work-Based Learning Experience for Students with Disabilities

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 1, 2026

Program Overview

The Summer Work-Based Learning Experience (WBLE) is designed to provide students with disabilities aged 14-21 an opportunity to participate in integrated work experiences within their community. The program aims to foster career exploration, skill development, and workforce readiness while accommodating each student's unique preferences and interests. The program dates will be determined each year by the Transition Services Branch.

Eligibility Requirements

To be eligible for the program, students must meet the following criteria:

- Student must be in **Potentially Eligible** status or **Eligible** status by the student approval date for the 2026 Summer Work Based Learning Experience.
- Be able to plan to work a **minimum of 10 hours per week** for a pre-determined number of weeks (decided by student) during the summer program.
- For continued eligibility, students must respond to the surveys throughout the program.

Program Objectives

- **Career Exploration:** Students will engage in hands-on work experiences to explore various career options.
- **Skill Development:** Participants will gain both soft skills (e.g., communication, teamwork, time management) and job-specific technical skills.
- **Individualized Placements:** Each student's placement will be tailored to their interests, ensuring that the work experience is relevant, meaningful, and aligned with their career goals.
- **Workplace Readiness:** Students will develop a realistic understanding of the professional environment, enhancing their ability to navigate work settings and successfully transition into future employment.

Program Structure

Each student shall be assigned to only one provider for the Summer Work-Based Learning Experience

- The **Pre-ETS provider** shall meet with each student to discuss their career interests, strengths, and work preferences.
- The Pre-ETS provider shall review the **Work-Based Learning Experience Student Orientation** FAQ with the student prior to beginning the work experience.
- Providers shall assess local **labor market trends** to identify industries and businesses that align with the student's interests and available opportunities.
- **Placements** will be hands-on work experiences in areas of student's interest and goals to the extent possible.

Placement Process

- The **Pre-ETS provider** shall secure a **work experience** for each student, planning a **minimum of 10 hours per week**.
- Providers must ensure accommodations will be made as needed to ensure students can succeed in their roles.

Work Experience and Support

- Students shall be placed in jobs within businesses or community organizations, with appropriate **supervision** provided to support them throughout the experience.
- The **Pre-ETS provider** shall ensure the student receives any **job coaching** necessary to help them succeed in the workplace.
- **On-site support** shall be provided as needed to help students with tasks, understanding workplace expectations, and overcoming challenges.
- **Pre-ETS providers** shall support students by checking in daily with either the student and their employer, ensuring they are meeting goals and addressing any challenges.

Student Wages and Payment

- Students shall receive a minimum of **\$10 per hour** for their work during the program.
- The **Pre-ETS provider** shall ensure that students are compensated for their time through direct payment from the Pre-ETS provider, contributing to their **workplace readiness** and providing them with valuable financial experience.
- **Monthly invoices** for services, including student wages will be processed for payment. These will be reviewed by the Pre-ETS Coordinator for verification before being finalized.

Reporting

- Pre-ETS providers shall make **one daily entry per student** in the special project section of Pre-VR to ensure proper payment.

- Each student receiving services under the Summer Work Based Learning Experience Service Fee Memo, will not receive services under the standard Pre-ETS Service Fee Memo for the duration of the Summer Work Based Learning Experience.
- **Activity notes** and **weekly timesheets** are mandatory for each student and must be uploaded into the **Pre-VR system** weekly to track attendance, participation, and progress. Hours worked during the WBLE do not count against the student's caps (15hr/qt or 120 max) on Pre-ETS hours as a Potentially Eligible student.

Key Dates & Timeline

- **Program Start:** June 1, 2026
- **Program End:** July 31, 2026
- **Minimum Work Commitment:** 10 hours per week no more than 40 hours per week.

Program Budget Summary:

- **Provider's compensation:** \$60 per student per day, plus student daily wage
- **Student's compensation:** \$10 hourly (minimum of 10 hours per week to maximum 40 hours per week)
- **Providers will not be paid for days the student is absent from work.**

Example:

Student works **8 hours** in one day x **\$10 = \$80**.

OVR pays provider \$60 (provider compensation) + **\$80** (student compensation) = **\$140**