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Andy Beshear
GOVERNOR

EDUCATION AND LABOR CABINET

Kentucky Office of Vocational Rehabilitation
Cora McNabb
Executive Director
Mayo-Underwood Building
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601
Phone: (502) 564-4440

Jamie Link
SECRETARY

SERVICE FEE MEMORANDUM

Fee Schedule for Project Search

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: August 12, 2024

Introduction

Project SEARCH is a work-based learning experience model for transition-aged students in cooperation with Office of Vocational Rehabilitation (OVR), a host employer, local high school, and Community Rehabilitation Program.

This is a transition service; therefore, each student must meet eligibility criteria for OVR services and have an Individualized Plan for Employment (IPE) written prior to the 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 worksite 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 (CRP). The host business provides a meeting room for CRP staff, site evaluation experiences, and potential employment.

The CRP is required to complete the VocFit Assessment-Job (VFAJ) for each worksite or department (job experience) at the start of a new program host site and as needed when new worksites are added within the host business (see VocFit section of Project SEARCH National Portal for information on set up). While this is not a billable service through OVR, the VFAJ still is required to be completed. The VocFit Assessment-Job, which assesses the demands of the job, must be completed for each worksite prior to completing the VocFit Assessment-Worker.

The CRP will complete the VocFit Assessment-Worker (VFAW) for each intern prior to the start of each of the 3 worksite rotations. This report is to be used to determine the 3 worksites the intern will have at the host business.

If the consumer is not offered employment at the host business, or any other business, upon completion of the third site evaluation, the CRP will be responsible for helping the consumer find employment.

If the consumer is not employed within one year of internship completion, counselors should meet with the consumer to review and amend the IPE services as necessary.

Job Placement:

A comprehensive assessment will be conducted by the Vocational Rehabilitation Counselor to determine the appropriate method for job placement services. This is to be conducted after the student completes the second worksite rotation.

The assessment will conclude whether the student requires Employment and Retention or Supported Employment services.

- For Employment and Retention related services, please refer to the Service Fee Memorandum titled Fee Schedule for Community Rehabilitation Programs.
- For Supported Employment related information, please refer to the Service Fee Memorandum titled Guidelines for the Purchase of Supported Employment.

Fee Schedule

VocFit Assessment Worker (VFAW) Report:

- **Authorized prior to** the start of each rotation site evaluation.
- **Payable upon** counselor receipt of the VocFit Assessment Worker (VFAW) report and invoice
- **Budget Description:** Pre-ETS
- **Expenditure Code:** 00F
- **\$200** per report
- **Billable maximum** of 3 times per student for the year (\$600 total)

Worksite Rotations:

- **Entire rotation (50 days) authorized prior to** the start of each worksite.
- **Reports due monthly** by the 5th of the following month.
- **Remaining days of rotation** to be reauthorized upon payment of previous month's reports (note original authorization # in description line of reauthorization)
- **Budget Description:** Pre-ETS
- **Expenditure Code:** 00G
- **Authorized at \$80 per day** (2.5 hours or more), prorated at \$40 for a half day (less than 2.5 hours) upon receipt of monthly report.
- **Billable maximum** of \$4,000 per rotation, maximum of 3 rotations (\$12,000 total)