



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: Charles W. Puckett  
Central Office Administrator  
Division of Program Services

Robin Ritter  
Central Office Administrator  
Division of Program Services

DATE: February 1, 2006

RE: Expenditure Categories for Self-Employment Services

In order that Self Employment expenditures can be properly tracked, all such expenditures should be charged to one of the following expenditure codes.

Expenditure	Expenditure Code
<p>Technical Assistance for self-employment/small business to include consultant services (business taxes, accounting, hiring, etc.), training specific to self-employment (how to write a business plan, how to start a small business).</p> <p>This code can only be used in Status 10 and above.</p>	93C
<p>Initial Stock and Supplies.</p> <p>This code can only be used in Status 12 and above.</p>	93D
<p>Initial Operating Expenses.</p> <p>This code can only be used in Status 12 and above</p>	93E