



Andy Beshear
GOVERNOR

EDUCATION AND LABOR CABINET

Kentucky Office of Vocational Rehabilitation
Cora McNabb
Executive Director

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Jamie Link
SECRETARY

SERVICE FEE MEMORANDUM

Self-Employment Feasibility Review and Plan Review

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 21, 2024

Introduction

The following Service Fee Memorandum details the services and fees established for the review of Feasibility Studies and Business Plans of Consumers pursuing self-employment.

Feasibility Review and Summary Report: \$250.00

- Review of consumer submitted Feasibility Study Consultation with Counselor or Consumer for background and all other relevant information.
- Consultation with Consumer as necessary for information gathering and coaching.
- Preparation and submission of Summary Report to Counselor.

Business Plan Review and Report: \$450.00

- Review of Business Plan for completeness according to Office of Vocational Rehabilitation guidelines.
- Interface with Consumer for more information, discussion, and guidance in areas where clarification or improvement is needed.
- Preparation and submission of report to counselor regarding findings and recommended next steps.

*This service must be approved separately and authorized by the Counselor.

If the Counselor wants both the Feasibility Study Review and the Business Plan Review then two separate authorizations totaling \$700.00 should be prepared.

The expenditure should be made from the **Consumer Services Budget** using **Expenditure Code 93C**.

Vendor List

The following vendors currently provide this service:

1. Jewish Family & Career Services

Attention: Valecia Quinn, Director of JFCS Navigate

2821 Klempner Way

Louisville, KY 40205

Phone: (502) 452-6341; Ext. 230

Fax: (502) 452-6718

Vendor Number: KY0021905

2. Phoenix Business Consulting

Attention: Irene Dervin, Owner

111 Stonecrest Road

Winchester, KY 40391

Phone: (859) 744-8930

Cell: (859) 771-4757

Email: Migdervin@outlook.com

Vendor Number: KY0007801