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SERVICE FEE MEMORANDUM

Summer Work-Based Learning Experience for Students with Disabilities (Ages 14-21)

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: April 1, 2025

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 will run from **June 1 to August 15**, spanning a **at least 10 hours per week and no more than 40 hours per week** of work experience. Students are not required to work every week.

Eligibility Requirements

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

- Student must be in **Potentially Eligible** status or beyond.
- Be able to commit to a **minimum of 10 hours per week** for a pre-determined number of weeks (decided by student) during the summer 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** PowerPoint presentation 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 sectors such as **retail, hospitality, office administration, technology, construction**, or other industries relevant to the student's goals.

Placement Process

- The **Pre-ETS provider** shall secure a **work experience** for each student, ensuring a **minimum of 10 hours per week**.
- Placements shall be individualized, and 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 regularly checking in with both 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 work with employers to 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.
- **Weekly 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.

- **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
- **Program End:** August 15
- **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 absence from work.

Example:

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

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