



EDUCATION and WORKFORCE DEVELOPMENT CABINET  
Department of Workforce Investment

**Andy Beshear**  
Governor

**Jacqueline Coleman**  
Lieutenant Governor  
and Secretary

Office of Vocational Rehabilitation  
500 Mero Street, 4<sup>th</sup> Floor  
Frankfort, KY 40601  
502-564-4440

**Mary Pat Regan**  
Deputy Secretary

**Marty Hammons**  
Commissioner

**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  
Program Administrator  
Division of Program Services

Clifton Rice  
Program Administrator  
Division of Program Services  
Program Planning and Development Branch

DATE: October 24, 2007

RE: Training Programs at Employment Solutions/College of Technical  
Education of Lexington

Employment Solutions/College for Technical Education has in place two training tracks, which are available to consumers of the Office of Vocational Rehabilitation. The Council on Occupational Education, an accreditation recognized by the United States Department of Education, accredits Employment Solutions/College of Technical Education as a post-secondary training facility. Programs in both tracks fall under this accreditation umbrella.

One track is composed of four short-term training programs, which **are not of sufficient length** to qualify students for Title IV Federal Financial Aid. These programs and their tuition rates are as follows:

Program	Tuition	Clock/Semester Hours
Automated Office Skills	\$2,500.00	345/23
Building Maintenance	\$2,500.00	390/22
Fundamentals of Culinary Arts	\$2,500.00	480/32
Fundamentals of Retail Sales	\$1,500.00	375/17

The cost of these four programs comes from the Community Rehabilitation Program budget (Budget Unit Number 6719), using Expenditure Code 33I, Skills Training through a Community Rehabilitation Program. The College of Technical Education will bill for these programs after the consumer has begun attending class and there is a reasonable expectation that the individual is willing and able to complete the educational program.

The second track consists of four programs, which **are of sufficient length** to qualify eligible students for Title IV Federal Financial Aid such as Pell grants and student loans. These programs and their tuition rates are as follows:

Program	Tuition	Clock/Semester Hours
Administrative Assistant	\$4,050.00	855/49
Maintenance Technician	\$5,800.00	1095/60
Food and Hospitality	\$4,050.00	885/39
Retail Store Management	\$4,050.00	789/32

These latter four programs shall be treated as post-secondary training programs. The support level is to be determined using the training worksheet and the tuition will come out of the counselor’s caseload budget using expenditure code 33A, Technical or Trade Non-Degree Program: Tuition. The College of Technical Education will bill for these programs after the consumer has begun attending class and there is a reasonable expectation the student is willing and able to complete the educational program.

Use of the worksheet and consideration of comparable benefits is critical with these latter four programs because, due to the pricing structure, Pell Grants and or other federal financial aid will cover all or most of the tuition if the individual is eligible.

Certificates are issued upon completion of each of the short-term and long-term programs.

In all cases, it is the decision of the counselor/consumer as to which track or which program is appropriate for a given individual.

If Supported Employment or any additional Community Rehabilitation Programs services such as Adjustment or Services Resulting in Competitive Employment were required, they would be authorized to a Supported Employment/Community Rehabilitation Provider provider in addition to the above-referenced training programs.

Authorizations should be prepared as follows:

**Employment Solutions**

**1165 Centre Parkway, Suite 120**

**Lexington, KY 40217**

**Phone: (859) 272-4855**

**Fax: (859) 272-4805**

**Vendor Number: VC0000098968**