



**EDUCATION AND WORKFORCE DEVELOPMENT CABINET
OFFICE OF VOCATIONAL REHABILITATION**

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SERVICE FEE MEMORANDUM
PS- 14-15-6

TO: Office of Vocational Rehabilitation (OVR) Staff
Branch Managers, Counselors, and Assistants
CDPVTC Director, Case Management Director, and Counselors
Office for the Blind (OFB) Staff
Client Assistance Program (CAP)

FROM: Pat Selch, MRC, CRC
CO Administrator
Office of Vocational Rehabilitation

DATE: August 23, 2016 updated P Selch
June 10, 2014

RE: Background Checks (National and State)

In the routine development of rehabilitation cases, part of the assessment process may include background records to determine impact to employment. We encourage counselors to run a background check prior to IPE development when there are indications that it may affect employment goals and services. There are 2 types of background checks to include state and national. See the Policies and procedures for direction regarding the type of background check that is appropriate for the needs of each consumer.

STATE BACKGROUND CHECKS

The Administrative Office of the Courts (AOC) is no longer able to do this service for free. There will be a charge of \$10.00 per background record check. The referral should be sent via encrypted email to the designated Central office administrator (see the agency "who to call" list). That encrypted email referral should include the consumer's name, social security number and date of birth. That will be paid out of a pre-paid inter-account budget and not out of the district budget. This should be pre-authorized and payment processed following the receipt of the report. This will be an inter-account therefore there will be no invoice but the report will be acceptable as verification of the service. Once the report is received it will be placed in REVIEW status payment.

EXP CODE	BUN	VENDOR	ALLOWABLE RATES
100	District	<u>AOC</u>	\$10.00





NATIONAL BACKGROUND CHECKS

In some cases a National background checks may be needed. Justification/Reasons for performing this type of national background check can be found in the policy and procedure manual. The district pro card can be used to process payment. This will be a costing-back authorization. Once the receipt, invoice and report are received it should be placed in REVIEW status for payment.

EXP CODE	BUN	VENDOR	ALLOWABLE RATES
100	District	<u>Fowler's Profile Links Inc. www.profilelinks.com</u> <u>Fowlers' Client Application</u> Provide contact information for employee receiving report To include their job title and email *Clarification: Some state, local and county governments may charge additional fees (i.e. court) that are passed along to the provider. The provider should contact the authorizing counselor prior to passing this fee along to the agency. In such situations it is advised that the counselor use discretion and good judgment in order to evaluate such requests for an increased fee on a case-by-case basis. All considerations for payment should begin by assessing the critical need for this information in relation to the individual's potential vocational goal and/or training requirements. If the consumer determines that the information meets the definition of a critical need, they may pay the additional fees on as-needed basis only.	\$18.00*
		<u>Criminal Watchdog www.criminalwatchdog.com</u> Request online	\$18.95

