

DEPARTMENT FOR WORKFORCE INVESTMENT
KENTUCKY OFFICE OF VOCATIONAL REHABILITATION

COMMUNITY REHABILITATION PROGRAMS
VENDOR APPLICATION AND ASSURANCES

CRP Application Addendum

The Community Rehabilitation Program (CRP) Branch of the Office of Vocational Rehabilitation accepts addendums to current applications any time during the year. Agencies and Organizations with change requests should complete the addendum and return it to the CRP Branch for review.

Addendums should be sent to your respective consultants.

Ron O'Hair, Branch Manager: RonnieL.O'Hair@ky.gov

Ashley Taylor, Consultant, Western Region: AshleyD.Taylor@ky.gov

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Eric Barth, Consultant, Jefferson County: Eric.Barth@ky.gov

This box to be filled out by OVR Staff:

Addendum Approved

Addendum Denied

OVR Consultant Signature

Date

Consultant Notes:

District Office Notified of Change

Date:

CMS Updated

Date:

CRP's choosing to discontinue Supported Employment services are required to assist the OVR Counselor (when applicable) and consumer in transitioning to another extended services provider.

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This addendum is to update on new hires only: Yes No

Organization Name (Legal Business Name, Doing Business As, if applicable)

Contact Person, Telephone, Email

Please provide information on newly hired staff, including name, phone, email, and services to be rendered.

If seeking to expand the geographic service area for an existing service(s), then please list the service(s) and the counties with which you are seeking to expand.

Please indicate your service change request:

CRP Services	Addition	Discontinuation
Adjustment Services	<input type="checkbox"/>	<input type="checkbox"/>
Employment and Retention	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Employment Transitions Services (Pre-ETS)	<input type="checkbox"/>	<input type="checkbox"/>
Traditional Supported Employment Services	<input type="checkbox"/>	<input type="checkbox"/>
IPS Supported Employment Services	<input type="checkbox"/>	<input type="checkbox"/>
Customized Supported Employment Services	<input type="checkbox"/>	<input type="checkbox"/>
Person Centered Planning	<input type="checkbox"/>	<input type="checkbox"/>
Transportation Services	<input type="checkbox"/>	<input type="checkbox"/>
Vocational Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive Vocational Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Other (please describe below)	<input type="checkbox"/>	<input type="checkbox"/>

Please provide details for Other:

Please describe your request in detail, including changes to the business that substantiate the request.

Supported Employment only: If discontinuing Supported Employment, then please list how many consumers are still active on your caseload?

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*Current CRP's requesting to provide Supported Employment Services are required to fill out the attached sheet titled "Supported Employment Services".

Supported Employment Services:

The following questions need to be addressed in narrative format if your business is applying to provide Supported Employment Services. Concise, descriptive paragraphs should suffice. Additional pages may be utilized, and/or attachments such as descriptions of funding may be included.

1. Briefly describe your organization's mission, and why you desire to deliver supported employment services.
2. Describe in general terms the population you plan to serve. If you are restricted to a particular disability population because of funding or for other reasons, please explain.
3. How will you "staff" the supported employment program? Describe the specific job duties of the staff designated to deliver supported employment services OR attach the Job Description, including minimum qualifications.
4. Will the SE Specialist be involved exclusively in supported employment services with your agency, or will he/she be assigned to other duties as well? If other duties will be assigned to the Supported Employment Specialist, please describe in detail how you will assure that sufficient time is devoted to supported employment services.
5. Describe briefly your administrative, fiscal, and record keeping systems.
6. Briefly describe how you plan to address and assure integration at the job site, a key feature of supported employment.
7. How will you assure consumer satisfaction with your services and supports?
8. How will you customize and fund extended, ongoing support services? Be specific about the funding sources you plan to use.