

**Kentucky Career Center  
Office of Vocational Rehabilitation  
Expenditure Codes**

**Pre-Employment Transition Services**

Expenditure Categories for Pre-Employment Transition Services begin with the number “0”

The appropriate category codes are:

<b>Pre-Employment Transition Services</b>			
0	0	A	Job Exploration Counseling
0	0	B	Work-based Learning Experiences
0	0	C	Counseling on Opportunities for Enrollment
0	0	D	Workplace Readiness Training
0	0	E	Instruction to Self-Advocacy

**Assessment**

Assessment means services provided and activities performed to determine an individual's eligibility for VR services, to assign an individual to a priority category under the order of selection, and/or to determine the nature and scope of VR services to be included in the IPE. Expenditures made while a case is in applicant status, trial work experience, extended evaluation, or eligible status are to be included here. Additionally, expenditures for services or activities needed to further assess limitations of a disability or the nature and scope of VR services at anytime throughout the rehabilitation process are to be coded as assessments.

Unless necessary to determine eligibility or participate in the assessment process or trial work; **equipment, rehabilitation technology devices, training, treatment of medical conditions, hearing aids, etc. are to be provided as planned services** rather than as diagnostic expenditures.

Expenditure Categories for Assessment begin with the number “1”

The appropriate category codes are:

<b>ASSESSMENT</b>			
1	0	A	General Medical
1	0	B	Orthopedic
1	0	C	Speech and/or Hearing Assessments or Evaluations
1	0	D	Visual
1	0	E	Neurological
1	0	F	Hospitalization for Diagnostic
1	0	G	Psychological (Non-medical)
1	0	H	Comprehensive Vocational Assessment
1	0	I	Dental Exam
1	0	J	Diagnostic X-ray
1	0	K	Other Diagnostic Exams (Specify)

1	0	L	Driver Evaluation
1	0	M	Interpreter Services for Deaf (diagnostics)
1	0	N	Other Interpreter Services (diagnostic) (language)
1	0	O	Other diagnostics (anesthesia, medical records, etc. Specify)
1	0	P	Vocational Assessment
1	0	Q	Person-Centered Job Selection
1	0	R	D/DB PFP/PATH Facilitator
1	0	S	Psychiatric (Medical)
1	0	T	Situational Assessment/Trial Work Experience
1	0	U	CBWTP Evaluation
1	0	V	Benefits Analysis
1	0	X	Transition Opportunities Pilot Project Evaluation
1	1	A	Person Centered Employment Plan (Project SEARCH)
1	1	B	Comprehensive Vocational Assessment (Project SEARCH)
1	1	C	Person Centered Job Selection (DARTMOUTH)

### **Diagnosis and Treatment of Impairments**

According to the Rehabilitation Services Administration, diagnosis and treatment of impairments medical or medically related rehabilitation services such as: diagnosis and treatment for physical, mental or emotional disorders; corrective surgery; dentistry; nursing services; hospitalization; prescription medication; visual services; physical or occupational therapy; prosthetic, orthotic or other assistive devices.

Expenditure Categories for Diagnosis and Treatment of Impairments begin with the number “2”

The appropriate category codes are:

			<b>DIAGNOSIS &amp; TREATMENT OF IMPAIRMENTS</b>
2	1	A	Medical Treatment
2	1	B	Surgery
2	1	C	Dental Surgery and Treatment
2	1	D	Physical Therapy
2	1	E	Speech Therapy
2	1	F	Otological Services
2	1	G	Psychiatric (Medical)
2	1	H	Anesthesia
2	1	I	Drugs and Supplies
2	1	J	Acute Medical Care
2	1	K	Other Physical Restoration
2	1	L	Outpatient Psychological Services (Nonmedical)
2	1	N	Occupational Therapy
2	1	P	Chiropractic Services
2	1	Q	Inpatient Mental Restoration Services
2	2	A	Artificial arm(s)
2	2	B	Artificial leg(s)
2	2	C	Prosthets/Orthotics/Brace(s)
2	2	E	Artificial Eye(s)
2	2	F	Glasses & Contacts

2	2	G	Other Optical Devices
2	2	H	Dentures
2	2	I	Surgical Appliances
2	2	L	Repairs-Prosthetic Appliance
2	3	A	Inpatient Hospitalization
2	3	C	Outpatient Hospitalization
2	4	A	Other Surgery and Treatment
2	4	C	Other Prosthetic / Orthotic Appliances
2	4	E	Other Hospitalization and Convalescent Care
2	4	F	Hearing Aid Dispensing Fee
2	4	G	Assistive Listening Device Professional Fee

### **Graduate College or University Training**

Full-time or part-time academic training leading to a degree recognized as being beyond a baccalaureate degree, such as a Master of Science, Arts (MS or MA) or Doctor of Philosophy PhD) or Doctor of Jurisprudence (JD). Such training would be provided by a college or university. The code assigned indicates the degree that the consumer is pursuing.

The appropriate category codes are:

			<b>GRADUATE COLLEGE OR UNIVERSITY TRAINING</b>
3	1	G	Graduate or Professional Degree Program: Tuition
3	1	H	Graduate or Professional Degree Program: Books
3	1	I	Graduate or Professional Degree Program: Supplies and Uniforms

### **College/University Training**

Full-time or part-time academic training leading to a baccalaureate degree, a certificate, or other recognized educational credential. Such training would be provided by a college or university. The code assigned indicates the degree that the consumer **is pursuing**.

The appropriate category codes are:

			<b>FOUR YEAR COLLEGE/UNIVERSITY TRAINING</b>
3	1	A	Bachelor Degree Program: Tuition
3	1	B	Bachelor Degree Program: Books
3	1	C	Bachelor Degree Program: Supplies and Uniforms

### **Junior or Community College Training**

Full-time or part-time academic training above the high school level leading to an associate degree, a certificate, or other recognized educational credential. Such training may be provided by a community college, junior college or technical college. The code assigned indicates the degree that the consumer is pursuing.

The appropriate category codes are:

			<b>JUNIOR OR COMMUNITY COLLEGE TRAINING</b>
3	1	D	Associate Degree Program: Tuition
3	1	E	Associate Degree Program: Books
3	1	F	Associate Degree Program: Supplies and Uniforms

**Occupational/Vocational Training**

Occupational, vocational, or job skill training provided by a community college and/or business, vocational/trade or technical school to prepare students for gainful employment in a recognized occupation, not leading to academic degree.

Expenditure Categories for Occupational/Vocational Training begin with “33”

The appropriate category codes are:

			<b>OCCUPATIONAL/VOCATIONAL TRAINING</b>
3	3	A	Technical or Trade Non-Degree Program: Tuition
3	3	B	Technical or Trade Non-Degree Program: Books
3	3	C	Technical or Trade Non-Degree Program: Supplies and Uniforms
3	3	H	Computer Certification Training
3	3	I	Skills Training with Competitive Employment Outcome

**On-the-Job Training**

Training in specific job skills by a prospective employer. Generally, the individual is paid during this training and will remain in the same or a similar job upon successful completion.

Expenditure Categories for On-the-Job Training begin with “34”

The appropriate category codes are:

			<b>ON-THE-JOB TRAINING</b>
3	4	I	On the Job Training
3	4	J	Books, Supplies and Uniforms

**Apprenticeship Training**

An apprenticeship program is a work-based employment and training program that combines hands-on, on-the-job work experience in a skilled occupation with related classroom instruction. Structured apprenticeship programs generally have minimum requirements for the duration of on-the job work experience and classroom instruction, and/or could utilize competency-based elements but should have mechanisms in place to ensure quality and consistency of skills acquisition. Other elements that distinguish apprenticeship programs from other work-based efforts including co-op education, on-the-job training, and internships are the following: includes supervision and structured mentoring; provides for wage increases as an apprentice’s skills increase; is based on an employer-employee relationship; and provides an industry recognized certificate of completion of the program.

The appropriate category codes are:

			<b>APPRENTICESHIP TRAINING</b>
3	3	J	Apprenticeship Training
3	3	K	Books, Supplies and Uniforms

## **Basic Academic Remedial or Literacy Training**

Literacy training or training provided to remediate basic academic skills that are needed to function on the job in the competitive labor market.

The appropriate category code is:

			<b>BASIC ACADEMIC REMEDIAL OR LITERACY TRAINING</b>
3	4	K	Remedial or Literacy Training

## **Job Readiness Training**

Training to prepare an individual for the world of work (e.g., appropriate work behaviors, getting to work on time, appropriate dress and grooming, increasing productivity). PACE services, other than for situational assessment or trial work experiences are to be coded 36L.

Expenditure Categories for Job Readiness Training begin with “36”

The appropriate category codes are:

			<b>JOB READINESS TRAINING</b>
3	6	A	Vocational Assessment and Adjustment
3	6	B	Personal Adjustment
3	6	K	D/DB Per/Voc Adj Facilitation
3	6	L	PACE Program / Work Experience
3	6	M	Transition Opportunities Pilot Training
3	6	N	SHEP Pilot Project
3	6	P	Pre-ETS Work Experience
3	6	Q	Pre-Employment Transition Services

## **Disability-related Augmentative Skills Training**

Disability related augmentative skills training includes but is not limited to: orientation and mobility; rehabilitation teaching; training in the use of low vision aids; Braille; speech reading; sign language; and cognitive training/retraining.

The appropriate category codes are:

			<b>DISABILITY RELATED AUGMENTATIVE SKILLS TRAIN.</b>
3	8	A	Prosthetic Training
3	8	B	Drivers training
3	8	E	Orientation & Mobility Training
3	8	F	Other Disability Related Training

## **Miscellaneous Training**

Any training not recorded in one of the other categories listed, including GED or high school training leading to a diploma.

The appropriate category codes are:

			<b>MISCELLANEOUS TRAINING</b>
3	2	A	High School: Tuition
3	2	B	High School: Books, Supplies and Uniforms
3	2	D	Elementary: Tuition
3	2	E	Elementary, Books, Supplies and Uniforms
3	2	G	Other Training (miscellaneous)
3	2	H	Life Skills Coaching

## **Job Search Assistance**

Job search activities support and assist a consumer in searching for an appropriate job. Job search assistance may include help in resume preparation, identifying appropriate job opportunities, developing interview skills, and making contacts with companies on behalf of the consumer.

The appropriate category codes are:

			<b>JOB SEARCH ASSISTANCE</b>
3	5	E	Job Development (Supp Emp: Individual Job Coach Model only)
3	5	M	Job Finding Service
3	5	N	SE Consult with CBWTP
3	5	Q	Job Development (DARTMOUTH)

## **Job Placement Assistance**

Job placement assistance is a referral to specific job resulting in an interview, whether or not the individual obtained the job.

The appropriate category codes are:

			<b>JOB PLACEMENT ASSISTANCE</b>
7	1	A	Job Placement
7	1	B	Community Based Adjustment and Placement Services
7	1	C	Job Placement (Project SEARCH)
7	1	D	Employment & Retention (Project SEARCH)

## **On-the-Job Supports – short term**

Support services provided to an individual who has been placed in employment in order to stabilize the placement and enhance job retention. Such services include short term job coaching for persons who do not have a supported employment goal consistent with the employment goal on the IPE.

The appropriate category codes are:

			<b>ON-THE-JOB SUPPORTS short term</b>
3	5	C	Training by Job Coach (including CBWTP)
3	5	J	Job Coaching Services for Competitive Employment (not SE)
3	5	L	Job Retention Services
3	5	P	Job Retention Services (project SEARCH)

## **On-the-Job Supports – Supported Employment**

On-going support services and other appropriate services needed to support and maintain an individual with a most significant disability in supported employment for a period of time generally not to exceed 24 months. Such services, such as job coaching, are for individuals who have supported employment and long-term supports identified on the IPEs.

The appropriate category codes are:

			<b>ON-THE-JOB SUPPORTS</b>
3	5	G	Additional Supported Employment Services
3	5	H	Supported Employment Services/Individual Placement
3	5	O	Supported Employment Services/Individual Placement (SHEP Pilot)
3	5	R	Supported Employment Services/Ind. Placement (DARTMOUTH)

## **Transportation Services**

Transportation, including adequate training in the use of public transportation vehicles and systems, means travel and related expenses that are necessary to enable an application or eligible individual to participate in a VR service.

The appropriate category codes are:

			<b>TRANSPORTATION</b>
6	0	A	Transportation (Diagnostic purpose only)
6	0	B	Transportation (All Other)

## Maintenance

Maintenance means monetary support provided for those expenses such as food, shelter and clothing that are in excess of the normal expenses of the individual, and that are necessitated by the individual's participation in an assessment for determining eligibility and VR needs or while receiving services under an IPE.

The appropriate category codes are:

			<b>MAINTENANCE</b>
4	0	A	Maintenance (diagnostic purposes only)
4	0	B	Shelter
4	0	C	Food
4	0	D	Shelter and Food
4	0	E	Clothing
4	0	F	Maintenance (other)
4	0	G	Uniforms
4	0	H	Pre-ETS Integrated Work Experience

## Rehabilitation Technology Services

Rehabilitation technology is the systematic application of engineering sciences to design, develop, test, evaluate, apply, and distribute technological solutions to problems confronted by individuals with disabilities in functional areas such as mobility, communications, hearing, vision, and cognition, and in activities associated with employment, independent living, education, and integration into the community. **Generally computer hardware and basic software are not considered rehabilitation technology and should be coded as Other Services - 80A or 80D. However, computer devices and adaptive software that are necessary for a person with a disability to utilize a computer would be coded as rehabilitation technology.**

The appropriate category codes are:

			<b>REHABILITATION TECHNOLOGY</b>
9	1	A	Vehicle Modification over \$5,000
9	1	B	Vehicle Modification repair/upgrade
9	1	C	Vehicle Modification less than \$5,000
9	1	D	Home Modification
9	1	E	Other Property Modifications (e.g., Jobsite)
9	2	A	Assistive Technology Devices
9	2	B	Assistive Technology Services
9	2	C	Rehabilitation Engineering
9	2	D	Telecommunication Devices for Deaf (TDD, amplified phone, etc)
9	2	E	Assistive Listening Devices
9	2	F	Alerting Devices for Deaf (flashers, etc.)
9	2	G	Hearing Aid(s)
9	2	H	Hearing Aid accessories
9	2	I	Adaptive Computer Software
9	2	J	Adaptive Computer Devices
9	2	K	Wheelchairs
9	2	L	Wheelchair repairs
9	2	M	Specialized Aids/Appliances for the Blind



## Reader Services

Reader services are for individuals who cannot read print because of blindness or other disability. Reader services include, in addition to reading aloud, transcription of printed information into Braille or sound recordings if the individual requests such transcription. Reader services are generally for individuals who are blind or deaf-blind, but may also include individuals unable to read because of serious neurological disorders, specific learning disabilities, or other physical or mental impairments.

The appropriate category codes are:

			<b>READER SERVICES</b>
7	0	A	Reader service for the Blind
7	0	B	Reader Services - Other

## Interpreter Services

Interpreter services are sign language or oral interpretation services for individuals who are deaf or hard of hearing and tactile interpretation services for individuals who are deaf-blind. Specially trained individuals perform sign language or oral interpretation. Also include here real-time captioning services for persons who are deaf or hard of hearing. Do not include language interpretation in this category, but in “other services”.

The appropriate category code is:

			<b>INTERPRETER SERVICES</b>
7	0	C	Interpreter Service for the Deaf

## Personal Attendant Services

Personal attendant services are those personal services that an attendant performs for an individual with a disability such as bathing, feeding, dressing, providing mobility and transportation, etc.

The appropriate category code is:

			<b>PERSONAL ATTENDANT SERVICES</b>
7	0	D	Personal Attendant Service

### **Technical Assistance Services**

Technical assistance and other consultation services provided to conduct market analyses, to develop business plans, and to provide resources to individuals in the pursuit of self-employment, telecommuting and small business operation outcomes.

The appropriate category code is:

			<b>TECHNICAL ASSISTANCE SERVICES</b>
9	3	C	Technical assistance for self-employment/small business

### **Benefits Counseling**

Assistance provided to an individual who is interested in becoming employed, but is uncertain of the impact work income will have on any disability benefits and entitlements being received. This typically involves an analysis of current benefits, the effect different income levels from work will have on future financial situation. This assistance is intended to provide the individual an opportunity to make an informed choice regarding the pursuit of employment. Ongoing assistance may also be provided as the individual decides on employment goals, searches for jobs, and becomes employed.

The appropriate category codes are:

			<b>BENEFITS COUNSELING</b>
9	0	W	Work Incentive Follow-up

### **Customized Employment Services**

Services that involve a blend of flexible strategies that result in the provision of individually negotiated and designed services, supports and job opportunities for an individual and that lead to an employment outcome of customized employment, including self-employment. A key factor in deciding if a service is a customized employment service is the presence of employer negotiation, including customizing a job description based on current unidentified and unmet needs of the employer and the needs of the employee; developing a set of job duties or tasks; developing a work schedule (including determining hours worked); determining a job location; developing a job arrangement (such as job carving, job sharing or a split schedule); or determining specifics of supervision.

The appropriate category code is:

			<b>CUSTOMIZED EMPLOYMENT SERVICES</b>
7	2	A	Customized Supported Employment Services

## **Other Services**

Use this category for all other VR services that cannot be recorded elsewhere. Included here are occupational licenses, tools and equipment, initial stocks and supplies. Medical care for acute conditions arising during rehabilitation and constituting a barrier to the achievement of an employment outcome is also included in this category.

The appropriate category codes are:

			<b>OTHER SERVICES &amp; SUPPLIES</b>
5	0	A	Services to Family Members (Diagnostic Purpose Only)
5	0	B	Services to Family Members (all other)
8	0	A	Computers and peripheral equipment
8	0	D	Computer software purchase
8	0	E	Computer consulting and programming
8	0	F	Other Computer Products and Services (specify)
9	0	A	Tools and Equipment
9	0	B	Livestock
9	0	D	Licenses and Permits
9	0	E	Product Sales License
9	0	I	Other Interpreter Services (Language)
9	0	L	Tutoring
9	0	M	Note Taking
9	0	N	Educational Aids
9	0	U	Miscellaneous Services & Supplies
9	3	D	Initial Stock and Supplies (Self Employment)
9	3	E	Initial Operating Expenses (Self Employment)