



EDUCATION and WORKFORCE DEVELOPMENT CABINET  
Department of Workforce Investment

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**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: Ron O'Hair  
Community Rehabilitation Program Branch Manager  
Office of Vocational Rehabilitation

DATE: Effective July 1, 2021

RE: Bonus Payments for Community Rehabilitation Program Outcomes

A Bonus Payment of \$1,000.00 per consumer may be awarded to a Community Rehabilitation Program for outcomes meeting a specific targeted wage. The consumer must work a minimum of 20 hours per week at or above 52% of the average hourly earnings of all employed individuals in the state for the Office of Vocational Rehabilitation. **The Office of Vocational Rehabilitation targeted wage for Program Year 2021 is \$12.00. Program Year 2021 is from July 1, 2021 through June 30, 2022.**



A Bonus Payment of \$500.00 per consumer may be awarded to a Community Rehabilitation Program for outcomes with employer paid comprehensive major medical insurance. In order for the insurance to qualify as employer paid, the employer must pay at least 51% of the premium. Supplemental insurance does not meet the requirement of this provision.

The Bonus Fees are payable only to a Community Rehabilitation Program. These fees were developed to increase the quality of employment outcomes for individuals receiving Employment and Retention leading to a Competitive Employment outcome or Supported Employment services from a Community Rehabilitation Program and to improve the Office's indicator related to quality employment outcomes. The fees are bonus payments that the Community Rehabilitation Program will automatically be eligible for if the established criteria are met.

Expenditures are paid from the Community Rehabilitation Program Budget:

- Expenditure Code 71E, CRP Bonus Wage
- Expenditure Code 71F, CRP Bonus Insurance

**Criteria, Procedures, and Restrictions:**

- i. The consumer must receive either Employment and Retention Services or Supported Employment services from the approved Community Rehabilitation Program that leads to a Competitive Integrated Employment outcome.
- ii. The Community Rehabilitation Program may be eligible for one or both bonus payments.
- iii. Bonus payment will be determined at the time that the standard for payment is met: at 90 days of successful employment for Employment and Retention and Supported Employment.
- iv. The Community Rehabilitation Program must submit adequate documentation that the criterion/criteria have been met along with the bill requesting bonus payment(s) in addition to the established outcome fee no later than 2 weeks after the standard for payment has been met. Possible sources of verification might be copies of the consumer's last two pay stubs or copies of the individual's valid health insurance card from a major insurer.

- v. Once the bill is received and the criterion/criteria has been verified, the original authorization should be adjusted to reflect the increased fee payment.
- vi. Bonus payments will come out of the Community Rehabilitation Program budget.
- vii. The maximum payment for the authorized Community Rehabilitation Program service will not exceed the established outcome fee plus \$1,500.00.
- viii. The Community Rehabilitation Program will be provided with the target amount within 30 days of the close of the Program year.