



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

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**SERVICE FEE MEMORANDUM**

PS- 2016- 2

TO: Office of Vocational Rehabilitation  
Branch Managers, Counselors, and Assistants,  
CDPVTC Director, Case Management Director, and Counselors  
Client Assistance Program (CAP)

FROM: Patricia Selch Cruse MRC, CRC  
Systems and Fiscal Management Branch  
Office of Vocational Rehabilitation

Teresa Brandenburg, MRC, CRC  
Supported Employment/CRP Branch  
Office of Vocational Rehabilitation

Vickey Reilly, MRC, CRC  
Program Services– Transition  
Office of Vocational Rehabilitation

DATE: January 12, 2016  
Updated April 27, 2017 Pat Cruse  
Updated September 1, 2017

RE: Fee Schedule for CRP/ Pre-Employment Transition Services  
Integrated Work Experience Program for Students

The Integrated Work Experience Program has been developed to provide students with disabilities integrated work experiences for a minimum of six weeks over the course of their final two years of high school prior to exiting the school system. The OVR Counselor will refer the student and ensure the CRP will have ample time to procure an individualized experience for the student based on the student's preferences while taking into account the current labor market trends in their area. We suggest the CRP is given no less than 8 weeks of planning time. The intent of the work experience is exploration and may entail multiple work experiences, internships, and job shadowing experiences. Completion of the program does not guarantee employment at any business participating in the program. In order to participate in the program the individual must all requirements to receive Pre-Employment Transition Services (Pre-ETS.)

The CRP referred for the integrated work experience program will meet with the student to determine the businesses and types of work that may be of interest to the student and secure a 6-week (10-hour minimum per week) program tailored to the expressed interests of the student. The "Work Experience" must be approved by the OVR counselor, prior to the start of the work experience. The student may participate in this program for two years only and may include the summer between their sophomore-junior years and the summer between their junior-senior years. Upon exiting high school/graduation the student will become ineligible for this program. The student should be paid a Maintenance stipend of a maximum of \$15.00 daily (or \$75.00 max per week for 6 weeks) for reimbursement of travel and work related expenses to include transportation, meals, and clothing. These will be paid bi-weekly, for up to 3 times in the 6-week program. If the student is unable to complete the entire program, the payment should be prorated at the \$15.00 per day.

CRP/Pre-Employment Transition Services	FEE
<b>STUDENT MAINTENANCE STIPEND</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Authorizations can be done bi-weekly</li> <li><input type="checkbox"/> \$15.00 per day, (up to 10 days biweekly or 5 days each week) for 2 weeks to totaling no more than \$150.00 for each bi-weekly authorization</li> <li><input type="checkbox"/> There will be a maximum of three, bi-weekly authorizations for each participant's 6-week program.</li> <li><input type="checkbox"/> Payable upon receipt of a report to verify participation and progress</li> <li><input type="checkbox"/> Authorizations should be completed at the beginning of each 2-week time frame and processed at the end of the 2 week time frame based on the verification of daily participation.</li> <li><input type="checkbox"/> This is a pay authorization and therefore the consumer will need to be established as a vendor</li> </ul>	<p>\$15.00 per day (2 weeks total max \$150.00 per authorization)</p> <p>Exp. Cat <b>00B</b> BUN 6791- (Pre-ETS)</p>
<b>CRP SERVICES</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Authorize 8 weeks prior to the expected start of the student's program</li> <li><input type="checkbox"/> Payable upon receipt of invoice and report</li> <li><input type="checkbox"/> Hourly rate is for the purpose of direct services</li> </ul>	<p>\$500 – First day of placement, one time per year.</p> <p>CRP job coaching services - \$41 per hour, (per student with a limit of 2 students per site)</p> <p>Limited to 60 hours total per year per student</p> <p>Exp. Cat <b>00B</b> BUN <b>6791</b> (Pre-ETS)</p>

Pre-ETS Expenditure codes

- 00A – Job Exploration Counseling
- 00B – Work-Based Learning Experiences
- 00C - Counseling on Enrollment Opportunities
- 00D – Workplace Readiness Training
- 00E – Instruction in Self-Advocacy

