



EDUCATION and WORKFORCE DEVELOPMENT CABINET  
Department of Workforce Investment

**Andy Beshear**  
Governor

**Jacqueline Coleman**  
Lieutenant Governor  
and Secretary

Office of Vocational Rehabilitation  
500 Mero Street, 4<sup>th</sup> Floor  
Frankfort, KY 40601  
502-564-4440

**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: Charles W. Puckett  
Program Administrator  
Office of Vocational Rehabilitation

DATE: January 5, 2011

RE: Child Care Services

This Service Fee Memorandum establishes the following guidelines and rates of payment for the provision of child care services.

Child care services can only be purchased from Licensed, Certified or Registered child care providers. The approval of the Branch Manager is required for the purchase of these services from providers not meeting these criteria or from family members.

These services can only be provided on the dates that a consumer is actively participating in an Individualized Plan for Employment activity or completing an assessment. The approval of the Branch Manager is required for the provision of services beyond three months. This approval must include a specific timeframe.

The following rates apply and reflect those used by the Kentucky Cabinet for Health and Family Services. These will be updated annually on July 1. Payment can be made up to these amounts. If payment is made to a provider not falling into one of these three categories, reimbursement will be made at the registered rate.

The range of the age categories is as follows:

- Infant/Toddler - Birth to Third Birthday
- Preschool - Third to Sixth Birthday
- School Age - Sixth to Nineteenth Birthday

### **Full Day Rates for Licensed, Certified, and Registered Providers:**

#### Licensed Provider:

- Infant/Toddler: \$24
- Preschool: \$21
- School Age: \$20

#### Certified Provider:

- Infant/Toddler: \$21
- Preschool: \$19
- School Age: \$18

#### Registered Provider:

- Infant/Toddler: \$13
- Preschool: \$12
- School Age: \$11

### **Part Day Rates for Licensed, Certified, and Registered Providers:**

#### Licensed Provider:

- Infant/Toddler: \$18
- Preschool: \$15
- School Age: \$13

Certified Provider:

- Infant/Toddler: \$17
- Preschool: \$15
- School Age: \$13

Registered Provider:

- Infant/Toddler: \$8
- Preschool: \$7
- School Age: \$6

**If the consumer is participating in an assessment, Expenditure Code 50A should be used. Otherwise, use Expenditure Code 50B.**

Non-Pay Cash directly to the vendor is allowable for child care and can be authorized up to one week in advance. Authorizations should be made for no more than one week at a time. Pay authorizations cannot be paid until the service is delivered. For the purpose of payment, child care is considered delivered at the close of the first day of the week for which the authorization is made. The child care provider can bill at that time. Payment will be made within 30 days of receipt of the invoice. Authorizations should be made for no more than one week at a time.