



EDUCATION and WORKFORCE DEVELOPMENT CABINET
Department of Workforce Investment

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SERVICE FEE MEMORANDUM

TO: Office of Vocational Rehabilitation Staff
Client Assistance Program Administrator

FROM: Cora McNabb
Executive Director
Office of Vocational Rehabilitation

THROUGH: Sandy Conder
Transition Program Administrator
Office of Vocational Rehabilitation

DATE: Effective December 9, 2020

RE: Community Work Transition Program (CWTP) Fee Schedule

The Community Work Transition Program, designed to meet the transition needs of students with significant disabilities, has two components: Pre-Employment Transition Services (promoting exposure to and experiences in career and employment opportunities in the community) and Transition Services (promoting successful movement into competitive integrated employment prior to exiting high school).

Quarterly authorized services are reflected in the table below:

Quarter	Months
First Quarter	July – September
Second Quarter	October – December
Third Quarter	January – March
Fourth Quarter	April – June

The following guidelines and fees pertain to the provision of services provided under the Office of Vocational Rehabilitation Community Work Transition Program in collaboration with the Local School Districts, University of Kentucky’s Human Development Institute, and the Kentucky Department of Education. Schools must have an approved application and annual contract on file with the Office of Vocational Rehabilitation prior to participating in the program.

1) Community Work Transition Program: Pre-Employment Transition Services

Pre-Employment Transition Services, provided by secondary school personnel, are for students with disabilities who require the intensive supports provided by the Community Work Transition Program. They are intended for those students who plan to continue on to the second component of the Community Work Transition Program: Transition Services. Students may participate for multiple years and in more than one service at a time. These services are for the sole purpose of providing exposure to and experience in work related activities. These activities can be provided individually or in small groups up to a maximum of four. Pre-Employment Transition Services are for potentially eligible students (students with a disability not yet determined eligible for Office of Vocational Rehabilitation services), and eligible Vocational Rehabilitation consumers.

Provisions

- Up to four (20-hour) quarters each year, per activity.
- Expected practice 20 hours at \$35 per hour; prorate in 15- minute increments at \$8.75 if less than an hour.
- Payable upon counselor receipt of invoice and Monthly Services Reports from Employment Specialist.
- Reports must be received by the 5th of each month.

Fee Schedule

- Rate: Up to \$700 per quarter, per activity.
- Budget: Pre-Employment Transition Services Budget

Pre-Employment Transition Services Activities	Expenditure Codes
Job Exploration Counseling: interest inventories, career pathways, exploring in-demand occupations, informational interviews.	00A
Work Based Learning Experiences: job shadowing, touring companies, job training, internships, apprenticeships, short-term employment, on the job training learning about jobs.	00B
Post-Secondary Opportunities: providing information on course offerings, career options, types of trainings, advising on academic curricula, application and admission process, completing the FAFSA, disability support services.	00C
Workplace Readiness Training in the areas of social skills and independent living skills necessary to prepare for competitive integrated employment: social skills and independent living skills, soft skills training, communication and interpersonal skills, financial literacy, orientation and mobility training, job seeking skills, employer expectations.	00D
Self-Advocacy Instruction: rights & responsibilities, request accommodations/services/supports, communicate needs, informational interviews.	00E

2) Community Work Transition Program: Transition Services

Note: this is not Pre-Employment Transition Services nor Pre-Employment Transition Services funded.

These services are available to students who are ready to move from general Pre-Employment Transition Services into specific targeted transition services in order to obtain and maintain competitive integrated employment prior to exiting high school. Only students who have been determined eligible for Office of Vocational Rehabilitation services may receive these Community Work Transition Program services.

With the exception of the Comprehensive Vocational Assessment, these Community Work Transition Program services require an Individualized Plan for Employment. High school students who have an Individualized Plan for Employment should be in "Training During Individualized Plan for Employment" status until they exit high school. Planned services are included on the Individualized Plan for Employment.

Fee Schedule and Provisions

1. Comprehensive Vocational Assessment

- Fee: \$900
- Budget: Community Work Transition Program Budget
- Expenditure Code: 10U
- Provisions: One time billable per student; Payable upon counselor receipt of invoice and this report; May only be authorized after being determined eligible.

2. Job Development/Job Coaching Planning Meeting

- Fee: \$200
- Budget: Community Work Transition Program Budget
- Expenditure Code: 10U
- Provisions: One-time billable per student; Payable upon counselor receipt of invoice and meeting report; Planned service - may only be authorized after implementation of Individualized Plan for Employment.

3. Job Development/Job Coaching

- Fee: Up to \$700 per quarter
- Budget: Community Work Transition Program Budget
- Expenditure Code: 35C
- Provisions: Up to four (20-hour) quarters each year (expected practice); Prorate at \$35 hourly if less than 20 hours; Payable upon counselor receipt of invoice and Monthly Report of weekly activities; Individualized, targeted weekly services to help student attain and maintain employment; Planned Service - may only be authorized after implementation of Individualized Plan for Employment.

4. Job Placement

- Fee: \$800
- Budget: Community Work Transition Program Budget
- Expenditure Code: 35C
- Provisions: Invoiced upon student's exit from high school with competitive integrated employment that matches Individualized Plan for Employment goal; Payable upon invoicing and documentation by the Employment Specialist of job placement through the Monthly Report and the Job Placement Note; Planned Service - may only be authorized after implementation of Individualized Plan for Employment but moved to Employed Status, for at least one day after exiting high school, for payment.

5. Employment Follow-up

- Fee: \$200
- Budget: Community Work Transition Program Budget
- Expenditure Code: 35C
- Provisions: Invoiced upon completion of 60 days of employment following exit from school; Service must be authorized by June 15th and invoiced by August 30th (authorization should begin July 1st – August 30th of specific year); Payable upon counselor receipt of invoice and Employment Follow-up Note describing follow-up services provided. Report must note the Consumer's employment status is stable; Planned Service - may only be authorized after implementation of Individualized Plan for Employment Case status should be employed for 60 days.

6. Community Work Transition Program Transition Exit Planning Meeting

- Fee: \$200
- Budget: Community Work Transition Program Budget
- Expenditure Code: 35C
- Provisions: One-time billable per student; Expected to be within the quarter authorized; Payable upon counselor receipt of invoice and Meeting Report; Planned Service – may only be authorized after implementation of Individualized Plan for Employment.

7. Supported Employment Consultation in Conjunction with Community Work Transition Program

- Rate: \$300
- Budget: Supported Employment Budget
- Expenditure Code: 35N
- Provisions: Should be invoiced in the quarter in which it was authorized; Payable upon counselor receipt of invoice and all monthly notes from Supported Employment provider; Planned Service - may only be authorized after implementation of Individualized Plan for Employment.