



EDUCATION and WORKFORCE DEVELOPMENT CABINET  
Department of Workforce Investment

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**Marty Hammons**  
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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: Pat Selch  
Central Office Administrator  
Systems and Fiscal Management Branch

DATE: July 11, 2014

RE: Explore Your Future (EYF) at Rochester Institute of Technology

This Service Fee Memorandum sets the fee to be paid for consumers participating in the Explore Your Future program.

Explore Your Future is a six-day, career exploration program for college-bound high school students with hearing loss who will begin their junior or senior year in the fall following the program. Referral should be made when the counselor has evidence that the consumer is college-bound and is capable of participating in the program.

During the program, students will take standardized tests and receive vocational counseling to help them determine their interests and suggest corresponding careers. At the end of the program, students will complete a written summary of their experiences, incorporating the counseling and career awareness information received during the program.

Explore Your Future counselors will write a report on each consumer at the end of the training. This report, along with the computer-generated results of the assessments and the student's summary of his or her Explore Your Future experiences, will be sent to the Office of Vocational Rehabilitation counselor.

The payment for this service is \$700.00. Service is to be pre-authorized. Payment shall be made only when the invoice and written report are received. Monies are to be taken from the caseload budget using expenditure code 10-H, Comprehensive Vocational Evaluation.

The fee charged is to include all support services such as interpreting and note taking.

**Fee Schedule**

Item	Expenditure Code	Allowable Rate
Explore Your Future at Rochester Institute of Technology	10-H	\$700