



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, 4th 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: Pat Cruse CRC, MRC
Central Office Administrator
Systems and Fiscal Management Branch

Holly Hendricks
Assistance Director of Program Services
Supported Employment Services

DATE: August 1, 2019

RE: Fee Schedule for Community Rehabilitation Programs

This Service Fee Memorandum replaces Service Fee Memorandum CP-CR-MY-CE-04-05-09, Fee Schedule for Community Rehabilitation Programs dated March 17, 2005, updated July 7, 2009 and August 6, 2010. It also replaces Service Fee Memorandum CP-TB-08-09-06, Job Direction and Retention Services, dated August 12, 2009.

The following updated guidelines pertain to the purchase of Community Rehabilitation Program services for eligible vocational rehabilitation consumers.

The counselor has the responsibility of informing consumers of the services available through Community Rehabilitation Programs so the consumer can make appropriate choices among the various services and providers. Once the consumer and counselor have jointly decided upon Community Rehabilitation Program services, pertinent information is to be furnished at the time of referral to meet the admission requirements of the Community Rehabilitation Program.

The primary responsibility of the Community Rehabilitation Program is to assist in the development of and to carry out the agreed upon services outlined in the Individualized Plan for Employment. Ideally, a representative of the Community Rehabilitation Program should be involved in the Individualized Plan for Employment development to ensure all parties understand the services that are to be provided. It is critical there is a general understanding and agreement among all involved parties concerning the expected vocational outcome.

The Community Rehabilitation Program provides feedback to the counselor; furnishes written progress reports on a monthly basis until the consumer is employed in the required format. Once the consumer is employed, the Community Rehabilitation Program will submit a progress report after day 1, day 45 and day 90 in the required format to the Office of Vocational Rehabilitation Counselor with an invoice. Payment documents should be processed promptly by the Office of Vocational Rehabilitation office upon attainment of appropriate outcomes, pending receipt of necessary documentation of service provision/individual progress from the Community Rehabilitation Program provider.

Employment and Retention Services

(Formerly known as services leading to competitive employment or Community Based Adjustment and Placement Services)

For Employment and Retention services a three tiered milestone payment system has been designed based on the Office of Vocational Rehabilitation eligibility priority category (see attached table). Payment will be made only when these milestones are reached by the consumer and approved by consumer and the Office of Vocational Rehabilitation counselor at day 1, day 45, and day 90. Community Rehabilitation Program services must extend beyond the first 90 days of employment if the individual still requires those services in order to be successful on the job.

Employment means a permanent job that is suitable, full or part-time at competitive wages with all the rights, privileges, and benefits of individuals who are not disabled and employed in similar jobs.

Monthly Summary Progress notes are to be sent to the Office of Vocational Rehabilitation counselor by the fifth of each month for the prior month.

Once the consumer is employed, a progress note is sent to the counselor along with an invoice after day 1, day 45, and day 90.

The Vocational Rehabilitation counselor should issue an authorization for job development services once the goal is established and the consumer has signed the Individual Plan for Employment. There should be time limits placed on all authorizations not to exceed six months.

In some instances, a Community Rehabilitation Program could be utilized to complete a Person Centered Employment Plan. However, the Supported Employment Training Project provided by Human Development Institute at the University of Kentucky must be successfully completed, and mentoring from the Office of Vocational Rehabilitation Community Rehabilitation Program Consultant must occur during three Person Centered Employment Plan processes, or until the consultant grants autonomy. Refer to the Supported Employment Service Fee Memorandum for more guidance.

Item	Code	Rate
Comprehensive Vocational Evaluation	10H	\$650.00
Vocational Assessment	10P	\$225.00
Academic Assessment	10P	\$110.00
Aptitude Assessment	10P	\$110.00
Interest Assessment	10P	\$75.00
Mobile Assessment Fee	10P	\$50.00
Adjustment	36B	\$1,500.00
Employment and Retention Priority Category 3 or 4	71B	
<ul style="list-style-type: none"> Completed 1 Day (one time only) 	71A	\$500.00
<ul style="list-style-type: none"> Completed 45 Days (one time only) 	71B	\$1,000.00
<ul style="list-style-type: none"> Completed 90 Days (one time only) 	35L	\$2,500.00
Total		\$4,000.00
Employment and Retention Priority Category 1 or 2	71B	
<ul style="list-style-type: none"> Completed 1 Day (one time only) 	71A	\$5,00.00
<ul style="list-style-type: none"> Completed 45 Days (one time only) 	71B	\$1,000.00
<ul style="list-style-type: none"> Completed 90 Day (one time only) 	35L	\$3,000.00
Total		\$4,500.00