



**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  
Phone 502-564-4440  
Frankfort, KY 40601

**Josh Benton**

Deputy Secretary

**Marty Hammons**

Commissioner

**SERVICE FEE MEMORANDUM**

**TO:** Office of Vocational Rehabilitation Staff  
Client Assistance Program (CAP) Administrator

**FROM:** Cora McNabb  
Executive Director  
Office of Vocational Rehabilitation

**THROUGH:** Chris Sheeting  
Vocational Rehabilitation Administrator  
Office of Vocational Rehabilitation

**DATE:** Updated June 18, 2020

**RE:** Foreign Language Interpreting and Translating Services

This Service Fee Memorandum applies to fees that we can pay for foreign language interpreting and translating services.

**In-Person Interpreting**

In-person interpreting is paid at the rate of up through \$46 per hour, subject to minimum time requirements of the vendor. Travel time is paid as per policy of the specific vendor. Mileage is paid at prevailing state rates. Any rate in excess of this amount must be approved by Program Policy and Support Branch Program Administrator responsible. Services are billed via the caseload budget to Expenditure Category 10N when used in diagnostics and 90I otherwise.

## Telephone Interpreting

Telephone interpreting services, including conference calling, are provided through a Commonwealth of Kentucky contract with Language Service Associates and automatically billed to that contract at the current rate outlined in that contract.

Recommended practice is to use this service sparingly only and when in-person interpreting is not feasible. For the detailed procedure to use when accessing this service, please refer to the Policy and Procedures Manual.

## Translating Services

If translating services are required for Office of Vocational Rehabilitation forms, please contact the Program Policy and Support Branch Program Administrator responsible.