



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: Chris Sheeting
Vocational Rehabilitation Administrator
Office of Vocational Rehabilitation

DATE: 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 using the Consumer Services 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.