



EDUCATION and WORKFORCE DEVELOPMENT CABINET
Department of Workforce Investment

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Secretary

Office of Vocational Rehabilitation
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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: Charles W. Puckett
Central Office Administrator
Systems and Fiscal Management Branch

DATE: June 20, 2017

RE: Kelly Autism Program at Western Kentucky University

The Kelly Autism Program is a program that provides academic support for students diagnosed on the Autism Spectrum Continuum. It is available for those enrolled in Western's main campus, Bowling Green Community College, and Bowling Green Technical College. **It has been determined that Federal Application for Federal Student Aid will not allow the cost associated with the Kelly Autism Program to be applied to "cost of attendance" for consideration for federal aid therefore no federal aid is available for this program specific. Kelly Autism Program is considered to be a disability related accommodation and will therefore not be subject to our cost participation.**

Services provided through the Kelly Autism Program include academic counseling, mentoring, mental health counseling, tutoring, weekly meetings, and computer lab with assistive technology.

Students in this program must also be working with Student Disability Services; and services provided through Kelly Autism Program are in addition to any available accommodations provided by the university such as extended time in a quiet environment, note takers, books on tape, readers, and scanned e-text, etc.

Students who wish to participate in this program must sign the Kelly Autism Program Post-Secondary contract that lists the expectations that s/he must fulfill as a participant in the program. After the Kelly Autism Program Post-Secondary Contract is signed and sent to the counselor, the Office Vocational Rehabilitation Counselor will make a determination. If the counselor agrees to support the consumer in this program, the **\$5,000/semester fee** for the program shall be authorized prior to the semester using **expenditure code 90R – Kelly Autism Program**. The authorization should be sent to the Director of the program using the vendor information below. Refund dates for the Kelly Autism Program shall be identical to the refund dates for tuition.

Kelly Autism Program shall provide the referring Office of Vocational Rehabilitation counselor both a mid-semester and end-of-semester report summarizing the student's participation and progress in the program.

Vendor Information

Vendor Number: VC0000137149

Vendor Name and Address: Western Kentucky University
Kelly Autism Program
Attention: Michelle Elkin
104 14th St.
Bowling Green, KY 42101