



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, 4<sup>th</sup> 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: Janell Turner  
Vocational Rehabilitation Administrator  
Office of Vocational Rehabilitation

DATE: March 20, 2019

RE: Kentucky School for the Blind Summer Work Program

This Service Fee Memorandum addresses the payment of wages for the Summer Work Program at the Kentucky School for the Blind (KSB). This event occurs each June. Students that are 16 or older and are not in any other work program will be given priority to have the opportunity to work at the Louisville Zoo, Kentucky Kingdome, or the American Printing House for the Blind. The Office of Vocational Rehabilitation pays students an hourly wage of at least minimum wage based on the entry wage at the employer of their work experience site.

Around May of each year, the office of Vocational Rehabilitation Transition Coordinator will notify counselors of students in their service area that have been accepted to participate in the Summer Work Program. Students who are Potentially Eligible or Eligible can participate in this program. Students who have graduated but will not be going into a post-secondary training program may participate. The individuals will need to be in Individual Plan for Employment Implemented status in order to participate.

The Office of Vocational Rehabilitation Counselors will need to make sure that the participating student is signed up as a vendor in the system. For this program, most students will likely want their checks sent to their home.

1. **Vendor:** Consumer
2. **Expenditure Codes:** 00B if the student will still be eligible for Pre-Employment Transition Services at the time of the work experience. 36L if the students will not be eligible for Pre-Employment Transition Services at the time of the work experience.
3. **Cost:** Entry level pay rate of employer of the work experience site.
4. **Budget Unit:** Pre-Employment Transition Services if still a student with a disability. Regular Budget if not longer considered a student with a disability.

Once an invoice, an evaluation from a Louisville Zoo employee, a timesheet, and an evaluation from the Kentucky School for the Blind staff have been received with all necessary signatures, you can process the authorization for payment. Please note that the number of hours worked may need to be adjusted.

Some students may need a Work Experience Coordinator. These individuals will be authorized at \$30/hour also using expenditure code 00B if the student is eligible for Pre-Employment Transition Services. If they are not, use expenditure code 35C.

Students participating in this program are required to work with an Orientation and Mobility Specialist to ensure that they can travel safely in their work area, to the restroom, and to their break area. Contracted Orientation and Mobility Specialists will be used due to the Kentucky School for the Blind not having the funding to provide them for the necessary length of time at the worksites. For Pre-Employment Transition Services students, use expenditure code 00D Workplace Readiness Skills. For students not eligible for Pre-Employment Transition Services, use expenditure code 38E. The rate of pay is \$75/hour, portal to portal.

If you have any questions, please contact Janell Turner in Central Office.