



**EDUCATION AND WORKFORCE DEVELOPMENT CABINET  
OFFICE OF VOCATIONAL REHABILITATION**

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**SERVICE FEE MEMORANDUM**

CP-12-13-07

Updated 6-2016

TO: Office of Vocational Rehabilitation (OVR) Staff  
Branch Managers, Counselors, and Assistants,  
CDPVTC Director, Case Management Director and Counselors  
Office for the Blind (OFB) Staff  
Client Assistance Program (CAP)

FROM: Pat Selch, Central Office  
Administrator Systems and  
Fiscal Management Branch  
Administrator

DATE: June 20, 2013  
Updated July 17, 2015  
Updated June 6, 2016 P Selch  
Updated June 20, 2017 P Cruse

RE: Change in Support Level for Post-Secondary Training.

Beginning with the 2017-2018 academic year the allowable annual amount for post-secondary training assistance will be **\$ 2500.00** after determination of consumer financial participation and consideration of comparable benefits. This is based on the average unmet tuition need after application of federal/state need based assistance. As is the case presently, this amount will include all training expenses with the exception of required books, supplies and uniforms. If additional support is required in order for the consumer to achieve his/her vocational goal the counselor should complete the Training Reconsideration Worksheet (OVR 19A) and forward it to the Branch Manager or his/her designee for approval. Under no circumstances (even SSI/SSDI recipients) will the total amount approved exceed the highest state rate. Although services to SSI/SSDI recipients are not subject to economic needs testing, comparable benefits must be applied and therefore, the same training assistance procedure is to be followed. Negotiation is strongly encouraged to maximize resources to successfully serve the greatest number of eligible individuals .

This Post-Secondary Training Support applies to all post-secondary training programs (unless otherwise specified on a Service Fee Memorandum) to include public/private institutions, short term programs such as certificates, trade training and traditional diplomas. All post-secondary training is subject to:

\*Current policies and procedures related to post-secondary training

\*Cost participation guidelines

\*Limited to current levels of support for post -secondary training for any 12 months (\$2500.00 ) unless a reconsideration is requested and approved.

Regardless of financial need OVR may pay a negotiated amount (generally not more than \$500 per academic year) toward the cost of required books, supplies and uniforms not to exceed actual costs.

In addition, OVR may pay the actual cost of disability related-expenses on the IPE after use of established economic need practices and application of comparable benefits as appropriate.

Appropriate comparable benefits must always be explored and utilized as outlined in Federal and State regulations and OVR policy. Negotiation is strongly encouraged to maximize resources to successfully serve the greatest number of eligible individuals