



EDUCATION and WORKFORCE DEVELOPMENT CABINET
Department of Workforce Investment

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SERVICE FEE MEMORANDUM

TO: Office of Vocational Rehabilitation Staff
Client Assistance Program Administrator

FROM: Cora McNabb
Executive Director
Office of Vocational Rehabilitation

THROUGH: Patricia Selch, MRC, CRC
Systems and Fiscal Management Branch
Office of Vocational Rehabilitation

Teresa Brandenburg, MRC, CRC
Supported Employment/Community Rehabilitation Program Branch
Office of Vocational Rehabilitation

Vickey Reilly, MRC, CRC
Program Services – Transition
Office of Vocational Rehabilitation

DATE: January 12, 2016

RE: Fee Schedule for Community Rehabilitation Program/Pre-Employment
Transition Services Integrated Work Experience Program for Students

The Integrated Work Experience Program was developed to provide students with disabilities integrated work experiences for a minimum of six weeks over the course of their final two years of high school prior to exiting the school system.

The Office of Vocational Rehabilitation Counselor will refer the student and ensure the Community Rehabilitation Program will have ample time to procure an individualized experience for the student based on the student's preferences while taking into account the current labor market trends in their area. We suggest the Community Rehabilitation Program be given no less than eight weeks of planning time. The intent of the work experience is exploration and may entail multiple work experiences, internships, and job shadowing experiences. Completion of the program does not guarantee employment at any business participating in the program. In order to participate in the program the individual must be eligible for Office of Vocational Rehabilitation, meet the Order of Selection and currently enrolled in a local public high school as a student with an Individual Education Plan (IEP) or a 504 plan.

The Community Rehabilitation Program referred for the integrated work experience program will meet with the student to determine the businesses and types of work that may be of interest to the student and secure a six-week (ten-hour minimum per week) program tailored to the expressed interests of the student. The work experience must be approved by the Office of Vocational Rehabilitation Counselor prior to the start of the work experience. The student may participate in this program for two years only and may include the summer between their sophomore-junior years and the summer between their junior-senior years. Upon exiting high school/graduation, the student becomes ineligible for this program. The student may be paid a Maintenance stipend of a maximum of \$15.00 daily (**or \$75.00 max per week for six weeks**) for reimbursement of travel and work related expenses to include transportation, meals, and clothing. These will be paid bi-weekly for up to three times in the six-week program. If the student is unable to complete the entire program the payment can be prorated at the \$15.00 per day.

Fee Schedule

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| Community Rehabilitation Program/ Pre-Employment Transition Services Integrated Work Experience | Fee |
|---|--|
| <p><u>Student Maintenance Stipend:</u></p> <ul style="list-style-type: none"> • Authorizations can be done bi-weekly. • \$15 per day (up to 10 days bi-weekly or 5 days each week) for 2 weeks to totaling no more than \$150 for each bi-weekly authorization. • There will be a maximum of three, bi-weekly authorizations for each participant's 6-week program. • Payable upon receipt of a report to verify participation and progress. • Authorizations should be completed at the beginning of each 2-week period and processed at the end of the 2-week period based on the verification of daily participation. • This is a pay authorization and therefore the consumer will need to be established as a vendor. | <p>\$15 per day (2 weeks total maximum \$150 per authorization)</p> <p>Expenditure Category: 40H</p> <p>Budget Unit Number: 6791-Pre-Employment Transition Services gen</p> |
| <p><u>Community Rehabilitation Program Services:</u></p> <ul style="list-style-type: none"> • Authorize 8 weeks prior to the expected start of the student's program. • Payable upon receipt of invoice and report. • Hourly rate is for the purpose of direct services. | <p>\$500 – First day of placement, one time per year.</p> <p>Community Rehabilitation Program Job Coaching Services - \$41 per hour per student with a limit of 2 students per site.</p> <p>Limited to 60 hours total per year per student.</p> <p>Expenditure Category: 36P</p> <p>Budget Unit Number: 6796-Pre-Employment Transition Services Community Rehabilitation Program</p> |