



EDUCATION and WORKFORCE DEVELOPMENT CABINET
Department of Workforce Investment

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

DATE: July 15, 2011

RE: Project Success at Eastern Kentucky University

The Project Success Program is a comprehensive support program for college students with Specific Learning Disabilities, Attention Deficit Disorder, Autism Spectrum Disorders, and other cognitive disorders.

When the Office of Vocational Rehabilitation supports a consumer (student) in Project Success:

- Student will complete a face-to-face interview with Program Director to discuss the elements of the program in determining if the Project Success program is an appropriate match for the student's needs. A current psychological evaluation/psycho-educational assessment or Attention Deficit Hyperactivity Disorder evaluation is needed for admittance, along with complete Project Success application.

- Project Success requires a 'per semester' signed contract with the student and a signed participation agreement or authorization for payment from the student's Vocational Rehabilitation Counselor.
- The Office of Vocational Rehabilitation Counselor will receive a copy of the student's signed Project Success semester contract.
- The Office of Vocational Rehabilitation Counselor will complete a participation agreement or send to Eastern Kentucky University an authorization for payment for Project Success.
- Once admitted to Eastern Kentucky University, New Project Success students are encouraged to attend Eastern Kentucky University's summer transition program, "Planning to Win," specifically designed for students transitioning from high school to college.
- Project Success students are asked to provide the Project Director a copy of the student's semester schedule for review to ensure that the student has balanced an appropriate number of course credit hours, which will procure Success.
- During the academic year, Project Success students have regularly scheduled visits with the **Academic Coach**; Project Success students will meet with their Academic Coach for a minimum of six visits per semester.
- Student will also be invited to participate in bi-monthly "Focus Groups" for small group support and topical discussion. New students will attend a minimum of three focus groups their first semester.
- **Individualized Tutoring:** Project Success students are required to request at least one tutor per semester with a minimum of two tutoring hours per week. If the student does not need tutoring, the student will inform the Project Success staff who will in turn inform the Office of Vocational Rehabilitation within the first four weeks of the semester.
- **Project Success staff will generate two reports to Office of Vocational Rehabilitation per semester:**
 1. At four weeks into the semester; and
 2. At the end of the semester.
- Project Success employs a Tutor Coordinator whose responsibility it is to hire, train, and monitor tutoring services. Tutors are required to attend two training sessions per semester and are paid for training.

- Students participating in Project Success will be entitled to benefit from all other disability services they would be eligible for were they not participating in the project.

Eastern Kentucky University will be paid a \$1,000.00 fee per semester for the services outlined in this memorandum. Of this amount, \$500.00 reflects tutoring services and \$500.00 reflects coaching services.

Counselors should authorize for Project Success prior to the beginning of the semester. Tuition and Project Success services should be authorized separately. Project Success services should be invoiced at four (4) weeks or later from the beginning of the semester. Payment will be made upon receipt of this invoice and an initial report. **When authorizing, use Expenditure Code 90L – Tutoring.** At the time of the authorization, or before, the Vocational Rehabilitation Counselor should sign the Participation Agreement provided by Eastern Kentucky University and return it to the director of the program. A copy should remain in the case file.

Before any information is exchanged, the proper release of information forms shall be completed.

The Office of Vocational Rehabilitation Counselors will receive both an initial report to be included with the invoice and a final semester report regarding student progress, tutoring/mentoring, and academic standing. In addition, if at any point in the semester an issue arises within these service areas, the expectation is that the Vocational Rehabilitation Counselor will be notified.

Vendor Information

Vendor Number: VC0000098038

Name and Address: Eastern Kentucky University
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Student Services Building
521 Lancaster Avenue
Richmond, KY 40475

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Project Success Director
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