



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, 4th 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: Charles Puckett
Program Administrator
Office of Vocational Rehabilitation

Janell Turner
Program Administrator
Office for the Blind

DATE: March 1, 2013

RE: Remediation Services Through Project Mentor at Murray State
University

Project Mentor offers enhanced remediation services to students with a diagnosed learning disability, attention deficit disorder, or acquired brain injury. Additional information about the program may be found on Page three of this Memorandum.

Consumers/students are to contact Project Mentor to request an application. The Office of Vocational Rehabilitation and the Office for the Blind will not cover the \$25.00 Application Fee that the student must return with the completed application.

Murray charges a **flat rate per semester** for mentoring services. The rate will vary based on the number of hours needed; i.e., one hour per week up to six hours per week. The student must file a Mentor Request Form with the Services for Students with Learning Disabilities (SSLD) Office each semester contracting for the number of hours needed.

Office of the Blind/Office of Vocational Rehabilitation should authorize for Project Mentor prior to beginning of the semester. Project Mentor services can be included on same authorization with tuition. Murray will bill Office of the Blind/Office of Vocational Rehabilitation the flat rate midway into the semester. **No refunds will be given.** Failure to utilize the requested hours could affect the amount of mentoring provided for subsequent semesters.

Project Mentor will provide a mid-semester report to the Office of the Blind/Office of Vocational Rehabilitation counselor. At the end of the semester copies of all mentor logs, the semester grades, class schedule for the next semester, and the Mentor Request Form will be sent to the Office of the Blind/Office of Vocational Rehabilitation counselor. The counselor should sign and return the Mentor Request Form to Project Mentor, keeping a copy of the form for the case file.

Fees for each semester are listed below: (Office of the Blind/Office of Vocational Rehabilitation will only pay the In-Rate)

Hours Per Week	Code	Cost
One hour/week	90L Tutoring	\$225.00
Two hour/week	90L Tutoring	\$450.00
Three hours/week	90L Tutoring	\$675.00
Four hours/week	90L Tutoring	\$900.00
Five hours/week	90L Tutoring	\$1,125.00
Six hours/week	90L Tutoring	\$1,350.00

Issue authorizations to Murray State University using the above expenditure category code.

Vendor Information

Vendor Number: VC0000097666

Name and Address: Murray State University
Bursars Office
200 Sparks Building
Murray, KY 42071

Contact Person: Stacie Collins: (270) 809-4340

Murray State University

Project Mentor

Project Mentor is an academic support unit of the Learning Center that offers enhanced services to students with a diagnosed learning disability, attention deficit disorder, or traumatic brain injury. This is a comprehensive program that focuses on the development of strategies and skills to build upon strengths and circumvent deficits. Students voluntarily access the services provided through Project Mentor. They receive individualized assistance with learning effective strategies for organizing and studying course-related materials and assignments. Accommodations such as taped textbooks and extended test time are also available based on each student's particular needs and specific disability.

Each student is assigned to work with one of the Academic Mentors on a regular weekly basis (usually 3 to 4 times per week). This work may involve any of the following: writing skills, reading strategies, note-taking skills, test-taking strategies, organization/time management skills, self-advocacy skills, social skills, career-related issues, and referrals to other campus resources. These services are offered in addition to the accommodations required by law.

For more information about Project Mentor and an application, contact:

Stacie Collins
423 Wells Hall
Murray State University
Murray, KY 42071
(270) 809-4340
scollins@murraystate.edu