



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
Phone 502-564-4440
Frankfort, KY 40601

Josh Benton
Deputy Secretary

Marty Hammons
Commissioner

SERVICE FEE MEMORANDUM

TO: Office of Vocational Rehabilitation Staff
Client Assistance Program (CAP) Administrator

FROM: Cora McNabb
Executive Director
Office of Vocational Rehabilitation

THROUGH: Chris Sheeting
Vocational Rehabilitation Administrator
Office of Vocational Rehabilitation

DATE: Updated June 18, 2020

RE: Self-Employment Feasibility Review and Plan Review

The following Service Fee Memorandum details the services and fees established for the review of Feasibility Studies and Business Plans of Consumers pursuing self-employment.

Feasibility Review and Summary Report: \$100.00

- Review of consumer submitted Feasibility Study Consultation with Counselor or Consumer for background and all other relevant information.
- Consultation with Consumer as necessary for information gathering and coaching.
- Preparation and submission of Summary Report to Counselor.

Business Plan Review and Report: \$150.00

- Review of Business Plan for completeness according to Office of Vocational Rehabilitation guidelines.
- Interface with Consumer for more information, discussion, and guidance in areas where clarification or improvement is needed.
- Preparation and submission of report to counselor regarding findings and recommended next steps.

Business Plan In-Depth Consultation: \$250.00

- Face-to-face meeting, telephone or email consultation(s) with Consumer and / or Counselor to help them understand various points identified in the review that need corrected and how to properly do so.
- Conducting research and verification on elements of the Business Plan.

***This service must be approved separately and authorized by the Counselor.**

If the Counselor wants both the Feasibility Study Review and the Business Plan Review then two separate authorizations totaling \$250.00 should be prepared. The same would be true if the Counselor wants both the Feasibility Review and the Business Plan In-Depth Review. In that case, two separate authorizations totaling \$350.00 should be prepared.

The expenditure should be made from the Counselor's Case Service Budget using Expenditure Code 93C.

The following vendors currently provide this service:

1. Jewish Family & Career Services

Attention: Kristi Quinn, Director of Career Services
 2821 Klempner Way
 Louisville, KY 40205
 Phone: (502) 452-6341; Ext. 230
 Fax: (502) 452-6718
 Vendor Number: KY0021905

2. Phoenix Business Consulting

Attention: Irene Dervin, Owner

111 Stonecrest Road
Winchester, KY 40391
Phone: (859) 744-8930
Cell: (859) 771-4757
Vendor Number: KY0007801