SERVICE FEE MEMORANDUM

TO: Office of Vocational Rehabilitation Staff
Client Assistance Program Administrator

FROM: Cora McNabb
Executive Director
Office of Vocational Rehabilitation

THROUGH: Chris Sheetinger
Vocational Rehabilitation Administrator
Office of Vocational Rehabilitation

DATE: 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.

*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 Consumer Services Budget using Expenditure Code 93C.

Vendor List

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