



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: Beth McDaniel
Community Work Transition Program Administrator
Office of Vocational Rehabilitation

DATE: Effective July 1, 2021

RE: Community Work Transition Program (CWTP) Fee Schedule

The Community Work Transition Program (CWTP), designed to meet the transition needs of students with significant disabilities, has two (2) components:

1. Pre-Employment Transition Services (Pre-ETS): promoting exposure to and experiences in career and employment opportunities in the community.
2. Transition Services: promoting successful movement into competitive integrated employment prior to exiting high school.

Quarterly authorized services are reflected in the table below:

Quarter	Months
First Quarter	July 1 – September 30
Second Quarter	October 1 – December 31
Third Quarter	January 1 – March 31
Fourth Quarter	April 1 – June 30

The following guidelines and fees pertain to the provision of services provided under the Kentucky Office of Vocational Rehabilitation (OVR) CWTP in collaboration with the local school districts, University of Kentucky's Human Development Institute, and the Kentucky Department of Education. Schools must have an approved application and signed memorandum of agreement (MOA) on file with OVR prior to participating in the program.

CWTP: Pre-ETS

Pre-ETS, provided by secondary school personnel, are for students with disabilities who require the intensive supports provided by the CWTP. This is intended for those students who plan to continue to the second component of the program (Transition Services). Students may participate during their 9th and 10th grade year and in more than one (1) service at a time. If a student would benefit from additional Pre-ETS, an exception must be approved prior to services. These services are for the sole purpose of providing exposure to and experience in work-related activities. These activities can be provided individually or in small groups up to a maximum of 20 students. Prior approval must be granted by the CWTP Administrator in order to provide services to groups larger than 20 students. Pre-ETS may be provided to potentially eligible students (students with a disability not yet determined eligible for OVR services), and eligible OVR consumers.

Provisions

- Up to 15 hours, per quarter, not exceeding 60 hours per academic year
 - Rates dependent on group size:
 - Group Size of 1: \$62.00 per hour
 - Group Size of 2: \$33.48 per hour, per student
 - Group Size of 3: \$25.42 per hour, per student
 - Group Size of 4: \$20.46 per hour, per student
 - Group Size of 5 – 10: \$100 per hour
 - Group Size of 11 – 20: \$150 per hour
 - Group Size of 21+: Proposal Required
- Payable upon receipt of invoice and monthly service reports from local school district.
- Reports must be received by the 5th of the following month.
- Invoice and supplemental documentation must be received by the 15th of the following month.

Fee Schedule

- Rate: Up to \$930.00 per quarter, per student
- Budget: Pre-Employment Transition Services Budget

Pre-Employment Transition Services Activities	Expenditure Codes
Job Exploration Counseling: interest inventories, career pathways, exploring in-demand occupations, informational interviews.	00A
Work Based Learning Experiences: job shadowing, touring companies, job training, internships, apprenticeships, short-term employment, on the job training learning about jobs.	00B
Post-Secondary Opportunities: providing information on course offerings, career options, types of trainings, advising on academic curricula, application and admission process, completing the FAFSA, disability support services.	00C
Workplace Readiness Training in the areas of social skills and independent living skills necessary to prepare for competitive integrated employment: social skills and independent living skills, soft skills training, communication and interpersonal skills, financial literacy, orientation and mobility training, job seeking skills, employer expectations.	00D
Self-Advocacy Instruction: rights & responsibilities, request accommodations/services/supports, communicate needs, informational interviews.	00E

CWTP: Transition Services

NOTE: These are not considered Pre-Employment Transition Services nor Pre-Employment Transition Services funded.

These services are available to students who are ready to move from general Pre-ETS into specific targeted transition services to obtain and maintain competitive integrated employment prior to exiting high school. Only students who

have been determined eligible for OVR services may receive these CWTP transition services.

Except for the Comprehensive Vocational Assessment, these CWTP services require an Individualized Plan for Employment (IPE). High school students who have an IPE should be in “training during individualized plan for employment” status until exiting high school. Planned services are included on the IPE.

Fee Schedule and Provisions

Comprehensive Vocational Assessment

- Fee: \$1,200.00
- Budget: Community Work Transition Program Budget
- Expenditure Code: 10U
- Provisions
 - One (1) time billable, per student;
 - Payable upon receipt of invoice and assessment;
 - May only be authorized after being determined eligible.

Job Development/Job Coaching Planning Meeting

- Fee: \$300.00
- Budget: Community Work Transition Program Budget
- Expenditure Code: 10U
- Provisions
 - One (1) time billable, per student;
 - Payable upon receipt of invoice and meeting report;

Job Development/Job Coaching

- Fee: \$40.00 per hour
- Budget: Community Work Transition Program Budget
- Expenditure Code: 35C
- Provisions
 - 20 hours, per quarter, with a maximum of four (4) quarters per school year;
 - Payable upon receipt of invoice and monthly report with weekly activities;
 - Individualized, targeted weekly services to help student attain and maintain employment;
 - Planned service- may only be authorized after implementation of IPE.

Job Placement

- Fee: \$1,500.00
- Budget: Community Work Transition Program Budget
- Expenditure Code: 35C
- Provisions:
 - Invoices upon student's exit from high school with competitive integrated employment that matches IPE goal;
 - Payable upon receipt of invoice and documentation;
 - Planned service- may only be authorized after implementation of IPE but moved to "employed" status, for at least one day after exiting high school.

Employment Follow-Up

- Fee:
 - 30 Days of successful employment- \$200.00
 - 60 Days of successful employment- \$200.00
 - 90 Days of successful employment- \$200.00
- Budget: Community Work Transition Program Budget
- Expenditure Code: 35C
- Provisions:
 - Invoiced upon completion of 30,60,90 days of employment following exit from school;
 - Payable upon receipt of invoice and report of follow-up services provided and that consumer's employment is stable;
 - Planned service- may only be authorized after implementation of IPE.

Example: Student's case is moved to employed status June 5th (day after graduation).

The authorizations for the outcome fees can be created at this time:

1st Authorization, 30th Day Outcome:

Authorization Approval Date would be 06/05/2021

Begin Date: 07/01/2021

End Date: 07/06/2021

2nd Authorization, 60th Day Outcome:

Authorization Approval Date would be 06/05/2021

Begin Date: 08/01/2021

End Date: 08/06/2021

3rd Authorization, 90th Day Outcome:

Authorization Approval Date would be 06/05/2021

Begin Date: 09/01/2021

End Date: 09/06/2021

CWTP Exit Planning Meeting

- Fee: \$300.00
- Budget: Community Work Transition Program Budget
- Expenditure Code: 35C
- Provisions:
 - One (1) time billable per student;
 - Expected to be within the quarter authorized;
 - Payable upon receipt of invoice and meeting report;
 - Planned service- may only be authorized after implementation of IPE.

Supported Employment Consultation in Conjunction with CWTP

- Fee: \$300.00
- Budget: Supported Employment Budget
- Expenditure Code: 35N
- Provisions:
 - Invoiced in the quarter it was authorized, to best extent possible;
 - Payable upon receipt of invoice and all monthly notes;
 - Planned service- may only be authorized after implementation of IPE.