



EDUCATION and WORKFORCE DEVELOPMENT CABINET
Department of Workforce Investment

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Office of Vocational Rehabilitation
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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 W. Puckett
Program Administrator
Office of Vocational Rehabilitation

DATE: August 1, 2007

RE: Smooth Move Program at Murray State University

This is a new program at Murray State University for incoming freshman students with learning disabilities, attention deficit disorder, or acquired brain injury who are already involved with Project Mentor. This is an on-campus program, which is conducted one week prior to the beginning of classes. The purpose of the Smooth Move Program is to help these students with the transition into college and to give them the tools necessary to be successful.

The program will begin this year on August 16th. Workshops will be conducted Wednesday evening through Friday morning.

The students will learn how to use vital university technology, such as the PIN system, estudy/blackboard, racertouch, etc. They will be introduced to research methods in the library as well. They will meet some of the successful seniors and graduate students in the Project Mentor Program who will speak to them on a number of topics of interest to

freshmen. They will also meet staff members from departments such as health services, counseling, etc. These students will engage in activities that will assist them with time management, task management, learning, and memory. In addition, the students will discover how their specific disability will affect their college experience and how to overcome the obstacles presented by the disability. They will also learn what their rights are under the Americans with Disabilities Act and what they must do to access accommodations.

The charges for this program are as follows:

| Item | Code | Rate |
|---|--------------|----------|
| Smooth Move Workshop (includes binder, textbook [which they will use during the fall semester], diagnostic test, and handouts) | 90L Tutoring | \$100.00 |
| Housing | 90L Tutoring | \$30.00 |
| Meals | 90L Tutoring | \$25.00 |

Issue authorizations to Murray State University using the above expenditure code. This can be included on the same authorization as is tuition and Project Mentor.

Vendor Information

Vendor Number: VC0000097666
Vendor Name/Address: Murray State University
 ACCTG and Financial Services
 200 Sparks Building
 Murray, KY 42071

Contact Person: Loetta Gibson, Coordinator
 Murray State University
 Services for Students with Learning Disabilities
 423 Wells Hall
 Murray, KY 42071-3318
 Phone: (270) 809-2018

Since an application form has not yet been developed, please send a copy of the authorization to Ms. Gibson so that she will know that we are supporting a particular consumer.

