



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: Ron O'Hair
Community Rehabilitation Program Branch Manager
Office of Vocational Rehabilitation

DATE: Effective April 1, 2022

RE: Fee Schedule for United Parcel Service (UPS) Training Program

The United Parcel Service training program was developed jointly with the help of United Parcel Service and Options Unlimited in conjunction with The Coalition (interested parties from service providers, to private industry and state Office of Vocational Rehabilitation). The United Parcel Service Training Program is designed to fill a significant and specific employment need while offering a practical, hands-on training opportunity in a package handling training center. If hired, this would be competitive employment which meets the guidelines of an integrated work setting with wages equal to the earnings by individuals who do not have disabilities in the same or similar positions.

Completion of the program does not guarantee employment but the intent is to facilitate more successful employment and retention at United Parcel Service for people with disabilities. In order to participate in the United Parcel Service work adjustment training program, the individual must be eligible for Office of Vocational Rehabilitation, meet the Order of Selection and have an employment goal of package handler.

The United Parcel Service Work Adjustment Program includes intensive small group training facilitated by United Parcel Service and Options Unlimited (since they hold the liability). It is designed to offer more intensive and effective training experience for people with disabilities who have a goal of package handler. United Parcel Service has created an onsite training center with a classroom and fully equipped simulated work stations at their World Port Hub in Louisville. The trainers include 2 United Parcel Service employee trainers and job coaches from Options Unlimited.

This United Parcel Service Work Adjustment Program includes a 2-week curriculum. The training takes place in the classroom and the simulated work stations at United Parcel Service. The training highlights include safety, employer policies, navigation of the work site, classroom review of safe job technique in package handling, work place culture, teamwork, soft skills for career and workplace success, hands-on training in all areas of package handling and assessment of performance. Both weeks include constant support from the trainers and work adjustment coaches from Options Unlimited. The consumer will be given a \$20.00 daily stipend for participation paid through Options Unlimited out of the Work adjustment fee and at no additional cost to the agency. The program includes 1:1 assessment of progress each week by the trainers. Following the completion of the program the trainers will recommend them for employment based on their performance and will identify the best job fit. They may also determine that employment at United Parcel Service is not recommended for a variety of reasons.

Work Adjustment/Job Training	Fee
<ul style="list-style-type: none"> • One-time billable per consumer • Authorized prior to start of first day of training • Payable upon receipt of invoice and reports • Budget Unit Number 6719, Expenditure Code 36B • Or, Pre-Employment Transition Services (Budget Unit Number 6796, Expenditure Code 36B.) 	\$2,000.00

Referral can be made directly to Options Unlimited or can be facilitated via another Community Rehabilitation Program provider. If another Community Rehabilitation Provider is involved and placement at United Parcel Service is achieved the expectations for each milestone payment will be as follows:

- Completed day 1:
 - a. Facilitated referral, application and acceptance into the United Parcel Service training program.
 - b. May include application paperwork, drug test, background screening, interview.
 - c. Proper attire (boots), hygiene, transportation coordination.
 - d. Weekly contact with consumer and trainers for performance review.
 - e. With written documentation to detail activity.

- Completed 45 days:
 - a. Follow-up with consumer at least weekly to assure stability on the job.
 - b. With a written report to detail activity.

- Completed 90 days:
 - a. Follow-up at least bi-weekly to assure stability on the job.
 - b. With written documentation to detail activity.

If the consumer is not placed at United Parcel Service, the Community Rehabilitation Program will resume traditional employment placement elsewhere.

Item	Expenditure Code	Budget Unit Number	Fee
Employment and Retention Priority Category 3 or 4	71B	6719	
• Completed 1 Day (one time only)	71A	6719	\$500.00
• Completed 45 Days (one time only)	71B	6719	\$1,000.00
• Completed 90 Days (one time only)	35L	6719	\$2,500.00
Total			\$4,000.00

Item	Expenditure Code	Budget Unit Number	Fee
Employment and Retention Priority Category 1 or 2	71B	6719	
<ul style="list-style-type: none"> • Completed 1 Day (one time only) 	71A	6719	\$500.00
<ul style="list-style-type: none"> • Completed 45 Days (one time only) 	71B	6719	\$1,000.00
<ul style="list-style-type: none"> • Minimum of 90 Days (one time only) 	35L	6719	\$3,000.00
Total			\$4,500.00