



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: Charles Puckett  
Program Administrator  
Systems and Fiscal Management Branch  
Office of Vocational Rehabilitation

DATE: December 1, 2010

RE: Vocational Skills Assessment at The Point of Northern Kentucky

This Service Fee Memorandum outlines the fee to be paid for services provided under the above referenced program at The Point of Northern Kentucky (provider). In addition, it outlines the required program content and the reporting that is necessary for payment to be made to the provider.

The referral to the program shall be made by the Office of Vocational Rehabilitation counselor. Only individuals who have a Most Significant Disability as per the Office of Vocational Rehabilitation definition will be referred. Students will participate in the program during their senior year as they are preparing to transition from school to work. The purpose of the program is to assess the student's current abilities in terms of the targeted skills, establish an appropriate vocational goal, and assess the service needs necessary for the student to transition effectively from school to work.

The program is two semesters in length. During the first semester (The Social Communication Skills Phase), the following components shall be provided:

- 1) Behavior/Social Skills in the Workplace
- 2) Workplace Etiquette/Communication Skills
- 3) Work Ethic
- 4) Work Advocacy
- 5) Goal Setting

During the second semester (The Work Skills Phase), the following components shall be provided:

- 1) Teamwork and Leadership
- 2) Career Exploration
- 3) Getting Ready for Work (transportation, dressing for success)
- 4) Job Search/Applications/Testing/Interviewing Skills
- 5) Job Retention and Career Growth

A total of 72 hours of services shall be provided each semester. As per the program design, this will be provided in two-hour segments - two times a week.

### **Fee Schedule**

Office of Vocational Rehabilitation will pay the provider \$600.00 per semester for this service for a maximum of two semesters (the first and second semesters of the senior year). The provider will prepare and send to the counselor two reports per semester. The first report shall be provided after the goals for the individual consumer have been developed. A second report shall be sent to the Office of Vocational Rehabilitation counselor at the end of the semester when the consumer has completed the program. The counselor shall remit payment after a minimum of eight hours of assessment and the goals have been developed and s/he receives the first report. The counselor shall not authorize for the second semester of the program until s/he receives the final report for the first semester. The vendor agrees to refund the proportionate amount of the fee if the final report is not received within 60 days of the end of the semester.

Expenditure code 10P shall be used for this service. Funds for payment will come from the caseload budget. The expectation is that this service will be provided before the Individualized Plan for Employment has been developed.

No other transition service can be provided simultaneously with this service.