



**EDUCATION AND WORK DEVELOPMENT CABINET
OFFICE OF VOCATIONAL REHABILITATION**



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SERVICE FEE MEMORANDUM

CP-10-11-04

TO: Office of Vocational Rehabilitation (OVR) Staff
Branch Managers, Counselors, and Assistants
CDPVTC Director, Case Management Director, and Counselor(s)
Office for the Blind (OFB) Staff
Gerry Gordon-Brown and Vanessa Denham, Client Assistance Program

FROM: Charles W. Puckett
Central Office Administrator
Systems and Fiscal Management Branch

DATE: January 5, 2011

RE: Child Care Services

This Service Fee Memorandum establishes the following guidelines and rates of payment for the provision of child care services.

Child care services can only be purchased from Licensed, Certified or Registered child care providers. The approval of the Branch Manager is required for the purchase of these services from providers not meeting these criteria or from family members.

These services can only be provided on the dates that a consumer is actively participating in an IPE activity or completing an assessment. The approval of the Branch Manager is required for the provision of services beyond three months. This approval must include a specific timeframe.

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The following rates apply and reflect those used by the Kentucky Cabinet for Health and Family Services. These will be updated annually on July 1. Payment can be made up to these amounts. If payment is made to a provider not falling into one of these three categories, reimbursement will be made at the Registered rate.

	Licensed		Certified		Registered	
	Full Day	Part Day	Full Day	Part Day	Full Day	Part Day
Infant/Toddler	24	18	21	17	13	8
Preschool	21	15	19	15	12	7
School-Age	20	13	18	13	11	6

The range of the age categories is as follows:

- Infant/Toddler Birth to Third Birthday
- Preschool 3 to 6th Birthday
- School-Age 6 to 19th Birthday

If the consumer is participating in an assessment, Expenditure Code 50A should be used. Otherwise, Expenditure Code 50B is the appropriate Expenditure Code to use.

Non Pay Cash directly to the vendor is allowable for childcare and can be authorized up to one week in advance. Authorizations should be made for no more than one week at a time. Pay authorizations cannot be paid until the service is delivered. For the purpose of payment, childcare is considered delivered at the close of the first day of the week for which the authorization is made. The childcare provider can bill at that time. Payment will be made within 30 days of receipt of the invoice. Authorizations should be made for no more than one week at a time.