



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

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**UPDATE**

**SERVICE FEE MEMORANDUM**

CP-BM-07-08-08

**TO:** Office of Vocational Rehabilitation (OVR) Staff  
Branch Managers, Counselors, and Assistants  
CDPVTC Director, Case Management Director, and Counselor(s)

**FROM:** Pat Selch-Cruse, Program Administrator  
Systems and Fiscal Management Branch

Victoria Reilly, Transition Program Administrator  
Division of Program Services - Transition

**RE:** Community Work Transition Program (CWTP) Fee Schedule

**DATE:** July 26, 2018 updated P Cruse  
July 1, 2017 updated Pat Cruse November 30, 2016 update Pat Cruse  
October 1, 2016 April 11, 2016 Update Pat Selch  
June 30, 2014 updated June 15, 2012 updated  
August 1 2009 updated June 5, 2008 updated

The latest update reflects changes and updates to the program. CWTP has two components: Pre-Employment Transition Services promoting exposure to and experiences in career and employment opportunities in the community and Transition Services promoting successful movement into competitive integrated employment prior to exiting high school.

Quarterly authorized services are: July-Sept, Oct-Dec, Jan-Mar, Apr-June

The following guidelines and fees pertain to the provision of services provided under the OVR Community Work Transition Program in collaboration with the Local School Districts, Human Development Institute – University of Kentucky, and the Kentucky Department of Education. Schools must have an application and annual contract on file with OVR prior to participating in the program.

### **1. CWTP - Pre-Employment Transition Services**

Choose services the student may participate in during their time in high school. Students should participate for multiple years, in more than one service at a time, and focus on exposure to careers in their community. These activities may be done in small groups of 2-4 maximum.

These services are for potentially eligible students (students not yet determined eligible for OVR services), and eligible VR consumers.

For potentially eligible students to participate, a referral from their school and allowable documentation is required. The allowable documentation may include: a copy of the student’s Individualized Education Plan (IEP), 504 plan, medical documentation, a review of school records, a statement from school staff, or case notes documenting counselor observation, or a letter verifying they are a Social Security benefits recipient.

<b>Pre-Employment Transition Service Provisions</b>	<b>FEE</b>
<b>Job Exploration Counseling: Up to Four (20 hour) Quarters each year</b>	<b>Up to \$500 per quarter</b>
<ul style="list-style-type: none"> <li>Expected practice 20 hours of workshops, prorated if less at \$25 ph</li> <li>Payable upon counselor receipt of invoice and <i>Monthly Services Reports</i> from Employment Specialist.</li> <li><b>Reports must be received monthly by the 5<sup>th</sup> of each month.</b></li> </ul> (interest inventories, career pathways, exploring in-demand occupations, interview skills)	Budget Unit Number (BUN) 6791  Expenditure Code OOA

<b>Work Based Learning Experiences: Up to Four (20 hour) Quarters each year</b>	<b>Up to \$500 per quarter</b>
<ul style="list-style-type: none"> <li>Expected practice 20 hours in an integrated setting in the community, prorated if less at \$25 ph</li> <li>Payable upon counselor receipt of invoice and all <i>Monthly Services Reports</i> from Employment Specialist</li> <li><b>Reports must be received monthly by the 5<sup>th</sup> of each month.</b></li> </ul>	Budget Unit Number (BUN) 6791  Expenditure Code OOB

(job shadowing, touring companies, job training, internships, apprenticeships, short term employment, on the job training—learning about jobs)	
<b>Post-Secondary Opportunities: Up to Four (20 hour) Quarters each year</b>	<b>Up to \$500 per quarter</b>
<ul style="list-style-type: none"> <li>• Expected practice 20 hours, prorated if less at \$25 ph.</li> <li>• Payable upon counselor receipt of invoice and <i>Monthly Services Reports</i> from Employment Specialist.</li> <li>• <b>Reports must be received monthly by the 5<sup>th</sup> of each month.</b></li> </ul> (provide info on course offerings, career options, types of trainings, advising on academic curricula, application and admission process, completing the FAFSA, disability support services)	Budget Unit Number (BUN) 6791  Expenditure Code OOC

<b>Workplace Readiness Training in the areas of social skills and independent living skills necessary to prepare for eventual employment: Up to Four (20 hour) Quarters each year</b>	<b>Up to \$500 per quarter</b>
<ul style="list-style-type: none"> <li>• Expected practice 20 hours in an integrated setting in the community, prorated if less at \$25 ph</li> <li>• Payable upon Counselor receipt of invoice and <i>Monthly Services Report</i> from Employment Specialist</li> <li>• <b>Reports must be received monthly by the 5<sup>th</sup> of each month.</b></li> </ul> (social skills and independent living skills, soft skills training, communication and interpersonal skills, financial literacy, orientation and mobility training, job seeking skills, employer expectations)	Use Budget Unit Number (BUN) 6791 and Expenditure Code OOD

<b>Self-Advocacy Instruction: Up to Four (20 hour) Quarters each year</b>	<b>Up to \$500 per quarter</b>
<ul style="list-style-type: none"> <li>• Expected practice 20 hours, prorated if less at \$25 ph</li> <li>• Payable upon Counselor receipt of invoice and <i>Monthly Services Report</i> from Employment Specialist</li> <li>• <b>Reports must be received monthly by the 5<sup>th</sup> of each month.</b></li> </ul> (rights & responsibilities, request accommodations/services/supports, communicate needs, informational interviews)	Budget Unit Number (BUN) 6791  Expenditure Code OOE

**2. CWTP - Transition Services** (not Pre-Employment Transition Services, not Pre-ETS funded)

These services are available to students who are ready to move from general Pre-ETS into specific targeted transition services in order to train, teach, and prepare for competitive integrated employment post high school. Prior to beginning, students must be determined eligible for OVR services and meet Order of Selection.

**Transition Services, targeting Competitive Integrated Employment Prior to Exiting School**

Transition Service Provisions	FEE
<b>Transition Planning Meeting</b>	<b>\$200</b>
<ul style="list-style-type: none"> <li>• One-time billable per student.</li> <li>• Expected to be within the quarter that it is authorized.</li> <li>• Payable upon counselor receipt of invoice and Meeting Note from Employment Specialist.</li> </ul>	Budget Unit Number (BUN) 6790  Expenditure Code 35C
<b>Comprehensive Vocational Assessment</b>	<b>\$900</b>
<ul style="list-style-type: none"> <li>• One-time billable per student</li> <li>• Payable upon counselor receipt of invoice and this report from Employment Specialist. This comprehensive and approved report then forms the basis for OVR Counselor completing/amending the Individualized Plan for Employment (IPE).</li> </ul>	Budget Unit Number (BUN) 6790  Expenditure Code 10U
<b>Job Development: Up to Four (20 hour) Quarters</b>	<b>Up to \$500 per quarter</b>
<ul style="list-style-type: none"> <li>• Individualized, targeted weekly job coaching and task analysis expected in an integrated setting in the community</li> <li>• Expected practice 20 hours, prorated if less at \$25 ph</li> <li>• Payable upon counselor receipt of invoice and monthly report of weekly activities</li> </ul>	Budget Unit Number (BUN) 6790  Expenditure Code 35C
<b>Job Placement</b>	<b>\$800</b>
<ul style="list-style-type: none"> <li>• Can only be invoiced when the student leaves school with the employment outcome.</li> </ul>	Budget Unit Number (BUN) 6790  Expenditure Code 35C

<ul style="list-style-type: none"> <li>Payable upon invoicing and documentation by the Employment Specialist of job placement through the <i>Monthly Training Services Report</i> as well as submission of the <i>Job Placement Note</i>.</li> </ul>	
<b>Employment Follow-up</b>	<b>\$200</b>
<ul style="list-style-type: none"> <li>Invoiced upon completion of 60 days of employment following exit from school.</li> <li>Service must be invoiced by August 1.</li> <li>Payable upon counselor receipt of invoice and <i>Employment Follow-up Note</i> describing follow-up services provided. Report must note the Consumer's employment status is stable.</li> </ul>	Budget Unit Number (BUN) 6790 Expenditure Code 35C
<b>Transition Exit Planning Meeting</b>	<b>\$200</b>
<ul style="list-style-type: none"> <li>One-time billable per student.</li> <li>Expected to be within the quarter that it is authorized.</li> <li>Payable upon counselor receipt of invoice and Meeting Note from Employment Specialist.</li> </ul>	Budget Unit Number (BUN) 6790 Expenditure Code 35C

<b>Supported Employment Consultation in Conjunction with CWTP</b>	<b>\$300</b>
<ul style="list-style-type: none"> <li>Should be invoiced on or after last day of school.</li> <li>Payable upon counselor receipt of invoice and all monthly notes from SE provider.</li> </ul>	Use Supported Employment Budget Unit Number (BUN) 6760 Expenditure Code 35N