

**SERVICE FEE MEMORANDUM**  
CP-RR-05-06-02

TO: Office of Vocational Rehabilitation Staff  
Branch Managers, Counselors, and Assistants  
Barry Newill, Daniel Languedoc, and Todd Ward, CDPCRC  
Office for the Blind Staff

FROM: Charles Puckett, Central Office Administrator  
Division of Program Services

Robin Ritter, Central Office Administrator  
Division of Program Services

DATE: February 1, 2006

RE: Expenditure Categories for Self Employment Services

In order that Self Employment expenditures can be properly tracked, all such expenditures should be charged to one of the following expenditure codes.

93C	Technical Assistance for self employment/small business to include consultant services (business taxes, accounting, hiring, etc.), training specific to self employment (how to write a business plan, how to start a small business). <i>This code can only be used in Status 10 and above.</i>
93D	Initial Stock and Supplies. <i>This code can only be used in Status 12 and above.</i>
93E	Initial Operating Expenses. <i>This code can only be used in Status 12 and above.</i>