



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

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SERVICE FEE MEMORANDUM
CP-TB-12-13-03

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

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

Teresa Barney
Branch Manager
Supported Employment Services

RE: National Telecommuting Institute (NTI)

DATE: February 15, 2013

The purpose of this Service Fee Memorandum (CRP) is to outline the procedures and set the fees to be applied when an OVR consumer works with the above-referenced Community Rehabilitation Program (CRP).

NTI will provide 20 hours of interviews and performance assessments to assist the individual determine if a telework position is consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice.

- 1) Performance assessment based on 20 hours of interviews, testing and training.
- 2) Job development and placement into a telework position consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.
- 3) Coaching and post-placement support for 9 months.
- 4) Post-placement priority for re-placement for any consumer who loses their job through no fault of their own over the 2 year period following initial placement.

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To refer a consumer to NTI the counselor should instruct her/him to complete an –on-line application at www.nticentral.org and submit a resume. NTI will then contact the consumer for an interview.

NTI will not provide equipment. Any necessary equipment is the responsibility of the consumer and/or OVR. In the event that a computer purchase is required, close coordination between OVR and NTI will be necessary to ensure that the computer meets or exceeds minimum requirements for a typical telework job to be performed. If adaptive equipment is required and NTI staff does not possess the necessary expertise, consumers will be referred back to OVR for a Rehabilitation Technology Assessment.

NTI staff and OVR counselor will be responsible for monitoring the progress of the consumer throughout the process.

The applicable CRP fees and Expenditure Codes will be used as follows:

71A	First Day on the Job (One Time Only)	500.00
35L	On the Job Support 45 Days (One Time Only)	1,000.00
35L	On the Job Support 90 Days (One Time Only)	3,000.00
	Total	4,500.00

Vendor: National Telecommuting Institute

Vendor Address: 69 Canal St.
Boston, MA 02114

Phone Number: (617) 787-4426

Contact: Lynda Gardner

Vendor Number: VC0000001653