



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

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SERVICE FEE MEMORANDUM
PS- 13-14- 4

TO: Office of Vocational Rehabilitation Staff
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: Patricia Selch MRC, CRC
Central Office Administrator
Systems and Fiscal Management Branch

Victoria Reilly MRC, CRC
Central Office Transition Program Administrator

Teresa Brandenburg MRC, CRC
Branch Manager, Supported Employment

DATE: August 15, 2017 updated PCruse
February 29, 2016 update P Selch
April 1, 2014

RE: Fee Schedule for Project Search
(District 8 &16 ONLY)

Project SEARCH is an experience-based, adjustment model for transition- aged students in cooperation with OVR, a host employer, local high school, and community rehabilitation program (CRP). Each student will have to meet eligibility criteria for OVR services and have an Individualized Plan for Employment (IPE) written prior to start of Project SEARCH. Project SEARCH will take place during the student’s last year of high school and will consist of a maximum of three site experiences, lasting 10 weeks each, at 15-20 hours per week. The student will receive classroom instruction regarding Project SEARCH from school personnel and on the job orientation and assistance by the CRP. The host business provides a meeting room for CRP staff, site evaluation experiences, and potential employment. A comprehensive Person Centered Employment Plan will be completed prior to beginning the first site evaluation to determine the student’s unique skills, abilities, and interests. This report is to be used to determine the three sites (job experiences) within the host business. Job Development will be authorized for and begin as determined by the OVR counselor and CRP.



The CRP will be responsible for helping the consumer find employment after the third site evaluation has ended in the event that the consumer is not been offered employment at the host business, or any other business.

Transitioning from Community Work Transition Program:

There may be times when the counselor deems it appropriate for a student to transition from the CWTP into the Project Search program. The student may not participate in both programs simultaneously. The student should start in CWTP potentially eligible transition services first. Transition planning to determine when the student will be exiting high school will be necessary. Project Search will occur during the final year.

The payment structure is detailed below:

<u>SERVICE</u>	FEE
Job Exploration Counseling (Planning Meeting)	\$900.00
<ul style="list-style-type: none"> • One-time billable per student. • Authorized prior to start of first project site evaluation • Payable upon counselor receipt of PCEP report and invoice . • Use Budget Unit Number 6791 (Pre-ETS) and Expenditure Code 00A 	
Work-based Learning Experiences (max 3 work sites)	\$1200.00 end of 4 weeks \$1200.00 end 2nd - 4 weeks \$600.00 after final 2 weeks
<ul style="list-style-type: none"> • Authorized prior to start of site evaluation • Paid monthly • Paid upon receipt of written report and invoice • Payable upon counselor receipt of invoice and reports • Use Budget Unit Number (BUN) 6791 (Pre-ETS) and Expenditure Code 00B 	
Job Development	\$750.00
<ul style="list-style-type: none"> • Authorized after 2nd site evaluation • Payable after consumer's first day of employment with report and invoice • Use Budget Unit Number (BUN) 6719 (CRP) and Expenditure Code 71C 	
30 Days Employed	\$500.00
<ul style="list-style-type: none"> • Payable upon counselor receipt of monthly reports and invoice • Use Budget Unit Number (BUN) 6719 (CRP) and Expenditure Code 71D 	
60 Days employed	\$1000.00
<ul style="list-style-type: none"> • Paid upon receipt of monthly report and invoice • Use budget Unit Number 6719 (CRP) and expenditure code 71D • 	

90 days employed/Final Outcome Fee	\$1250.00
<ul style="list-style-type: none">• Payable upon counselor receipt of monthly report and invoice	
<ul style="list-style-type: none">• Use Budget Unit Number (BUN) 6719 (CRP) and Expenditure Code 35P	