



EDUCATION and WORKFORCE DEVELOPMENT CABINET  
Department of Workforce Investment

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**SERVICE FEE MEMORANDUM**

TO: Office of Vocational Rehabilitation Staff  
Client Assistance Program Administrator

FROM: Cora McNabb  
Executive Director  
Office of Vocational Rehabilitation

THROUGH: Ron O'Hair  
Community Rehabilitation Program Branch Manager  
Office of Vocational Rehabilitation

DATE: Effective October 1, 2020

RE: Guidelines for the Purchase of Supported Employment

This Service Fee Memorandum provides guidance pertaining to the purchase of each type of Supported Employment service for eligible consumers with most significant disabilities. Individuals must meet the Category 1 or 2 of the Order of Selection criteria to be eligible for Supported Employment services.

Supported Employment is the intensive, long term and flexible support designed for the eligible individual with the most significant disability. Supported Employment services are designed to identify the individual's strengths, abilities and interests, as well as meet specific and unique needs of the consumer to facilitate competitive and integrated employment while supporting the business needs of the employer.

The Kentucky Office of Vocational Rehabilitation utilizes three types of Supported Employment:

1. Traditional Supported Employment
2. Individual Placement and Support (IPS)
3. Customized Supported Employment

The Office of Vocational Rehabilitation Community Rehabilitation Program Branch must approve all Community Rehabilitation Program providers who wish to provide Supported Employment services. Training is required by each Employment Specialist, enabling them to provide supported employment services. All approved Supported Employment providers are listed in our Case Management System (CMS).

Vocational Rehabilitation Counselors must pre-authorize specific services for each consumer per the Individualized Plan for Employment or Amendment. Authorized services must follow the guidelines of each type of Supported Employment as outlined in Office of Vocational Rehabilitation Policy and Procedures Manual.

**Payment for services should be processed promptly upon verification of an appropriate outcome, specified documentation and receipt of invoice. The provider must also submit a Long Term Supported Employment Plan with the invoice when ninety days of stable employment has been achieved.**

Once Office of Vocational Rehabilitation outcome payments have been utilized, the Community Rehabilitation Program is responsible for accessing alternative resources for the provision of extended services throughout the consumer's term of employment.

An Additional Supported Employment Services fee has been established for provision of services by a Supported Employment Specialist who may provide extra necessary support services beyond the established outcome fees. The hourly fee may only be used with special approval from the Community Rehabilitation Program Branch. The Additional Supported Employment Services fee will be utilized in Supported Employment cases requiring Post-Employment Services. All issues, which are deemed to be "exceptions to the rule", will be taken into consideration and decisions made on an individualized basis. This permits the Office of Vocational Rehabilitation to consider those extra hours of services that are needed when a person has significant barriers to employment that will require services beyond the routine supported employment outcome fees.

No payments should be rendered until the appropriate documentation has been received and has been deemed acceptable by the Vocational Rehabilitation Counselor.

Any service with asterisks (\*\*) indicates that Community Rehabilitation Program Branch approval is required prior to authorization.

## Services and Fees

### Traditional Supported Employment:

#### I. Person Centered Job Selection

The person centered job selection outcome fee must be authorized by the Vocational Rehabilitation Counselor prior to the start of this service. This process leads to the development of the Person Centered Employment Plan. Payment may be rendered once a Person Centered Employment Plan is developed, submitted, and approved by the Office of Vocational Rehabilitation Counselor. The authorization time frame should be no longer than 75 days. The Supported Employment provider must submit monthly Person Centered Employment Plan Activity Notes during the person centered job selection process. Standard formats for the notes and the Person Centered Employment Plan have been developed and must be used by all providers. A minimum of 10 hours of individualized, documented time must be spent with the individual and / or people who know the person well in order for the Person Centered Employment Plan to be paid. The Person Centered Employment Plan should be submitted to the Office of Vocational Rehabilitation Counselor within 2 weeks of the final Person Centered Employment Plan activity.

#### II. Job Development

An outcome fee will be paid for specialized job development services that result in competitive integrated employment in a suitable job that has been specified on the Person Centered Employment Plan. The Vocational Rehabilitation Counselor should issue an authorization for job development services upon receipt of an approved Person Centered Employment Plan and after the Individual Plan for Employment has been signed by the consumer. Authorizations should be done on a quarterly basis. The job development fee will be paid after the Work Summary and invoice have been received by the Office of Vocational Rehabilitation Counselor. Job Development Notes should be submitted to the Office of Vocational Rehabilitation Counselor by the 5<sup>th</sup> of each month.

#### III. Stable Employment Outcome

Once the individual has obtained competitive integrated employment, the Stable Employment Outcome fee should be authorized to the supported employment provider. Stable Employment Activity Notes must be submitted to the Office of Vocational Rehabilitation Counselor by the 5th of each month. Payment for 30, 60, and 90-day stable employment outcomes should occur after the appropriate documentation has been provided and approved by the Office of Vocational Rehabilitation counselor.

A Visual Resume, Needs Analysis, and Job Analysis may be used in conjunction with Traditional Supported Employment services. See Customized Supported Employment section for additional information.

**Budget Description:** Community Rehabilitation Program (CRP)

<b>Expenditure Code</b>	<b>Traditional Supported Employment Service</b>	<b>Fee</b>
10Q	Person Centered Job Selection	\$1,000
35E	Job Development	\$1,000
35S	Stable Employment Outcome 30-Days	\$1,000
35T	Stable Employment Outcome 60-Days	\$2,000
35U	Stable Employment Outcome 90-Days	\$2,000
35G	**Additional Supported Employment Services	\$50 per hour

**Individual Placement and Support:**

**I. Career Profile**

The Career Profile is an assessment tool designed to explore and identify the person’s interests, strengths, uniqueness, culture, and experiences. Information compiled in the Career Profile is used to complete the Job Search Plan. An authorization for the Career Profile assessment process should be generated once it is mutually determined that Individual Placement and Support is the appropriate service. The authorization should not exceed a 30-day timeframe. An invoice for payment should accompany the Career Profile and the Job Search Plan, and payment should be made only when the assessment is deemed acceptable by the authorizing counselor. The Career Profile and Job Search Plan should be submitted within 15 business days from the date of the authorization.

**II. \*\*Person Centered Job Selection**

This method of assessment is not to be used in lieu of the Career Profile for individuals receiving Individual Placement and Support. However, if the Office of Vocational Rehabilitation Counselor deems it necessary to complete a Person Centered Employment Plan in addition to the Career Profile, then a detailed explanation for the request must be provided to the Community Rehabilitation Program Branch. If approval is given, then the same requirements are to be followed as outlined in the Traditional Supported Employment section.



### III. Job Development

Individualized job development services can begin once the Career Profile and Job Search Plan have been approved and an authorization has been generated. An outcome fee will be paid for specialized job development services that result in competitive integrated employment in a suitable job that has been specified on the Career Profile and Job Search Plan. This fee will be paid after the consumer completes one day of employment and the appropriate documentation has been provided. Authorizations should be done on a quarterly basis. This fee will be paid after the Work Summary and invoice have been received by the Office of Vocational Rehabilitation Counselor. Job Development Notes should be submitted to the Office of Vocational Rehabilitation counselor by the 5<sup>th</sup> of each month. The Job Support Plan will need to be submitted after the job is obtained.

### IV. Stable Employment Outcome

Once the individual has obtained competitive integrated employment, the outcome-fee should be authorized to the supported employment provider. Stable Employment Activity Notes must be submitted to the Office of Vocational Rehabilitation Counselor by the 5th of each month. Payment for outcomes should occur after the appropriate documentation has been provided, and after 30, 60 & 90 days of stable employment has been achieved. The 30, 60, and 90-day (Long Term Support Plan) Monthly Summaries should be submitted within five days of the achieved milestone and should be accompanied by the respective invoice before payment is rendered.

A Visual Resume, Needs Analysis, and Job Analysis may be used in conjunction with Individual Placement and Support services. See Customized Supported Employment section for additional information.

**Budget description:** Community Rehabilitation Program (CRP)

Expenditure Code	Individual Placement and Support Service	Fee
11D	Career Profile (Includes Job Search Plan)	\$750
11C	**Person Centered Job Selection (IPS)	\$1,000
39A	Job Development (IPS)	\$1,000
39B	Stable Employment Outcome (IPS) 30-Days	\$1,000
39C	Stable Employment Outcome (IPS) 60-Days	\$2,000
39D	Stable Employment Outcome (IPS) 90-Days	\$2,000
39E	**Additional Supported Employment Services (IPS)	\$50 per hour

## **Customized Supported Employment:**

Customized Supported Employment should include the following: specific job exploration and employer relations to facilitate placement, a customized job description, development of a specific set of job duties, work schedule, job arrangements to include specific supervision, performance evaluation and review, as well as the determination of a job location.

**Enhanced rates for Customized Supported Employment can only be authorized and paid to Community Rehabilitation Programs whose Employment Specialists have successfully completed the Marc Gold and Associates certification process as provided through the University of Kentucky's Human Development Institute Leadership Series on Customized Supported Employment.** A list of qualified Employment Specialists can be found on the Office of Vocational Rehabilitation website located under Program Services, Community Rehabilitation Services & Supported Employment, then [Approved for Customized Employment](#).

A minimum of **25** individualized, documented **hours** must be spent with the individual and / or people who know the person well in order for the Vocational Profile to be paid. The report must be developed according to the Marc Gold & Associates Vocational Profile Format, and the Marc Gold & Associates Customized Employment Activity Logs must be submitted. The Customized Person Centered Job Selection authorization time frame should be 75 days. Payment should be made upon receiving acceptable Activity Logs, invoice, and only if the Vocational Profile is deemed acceptable and valid by the consumer and counselor. The Vocational Profile should be submitted within 14-days of the last Vocational Profile Activity Note.

### **V. Visual Resume**

The visual resume is a tool used to introduce a job seeker to a potential employer. Development of the visual resume is concurrent with the Vocational Profile. Preauthorization is required and images of completion should be submitted to the respective Vocational Rehabilitation Counselor within 5 business days of completion. This can also be used as a consultation service by the Certified Staff in conjunction with a Community Rehabilitation Program that may be providing one of the other models of Supported Employment. This Fee can only be utilized by professionals who are certified in Discovery through Marc Gold & Associates.

### **VI. Planning Meeting**

The Planning Meeting is an extremely vital part of the customized supported employment process. Multiple meetings may be necessary to accomplish the goal of identifying the unique features of a job to the consumer. However, only one authorization is to be utilized to cover subsequent meetings that ultimately make up the Planning Meeting. An invoice and a written report should be submitted within five business days from completion. The Vocational

Rehabilitation Counselor should issue an authorization for the Planning Meeting upon completion of the Advanced Person Centered Employment Plan-Vocational Profile. The authorization should be no longer than 90 days. This can also be used as a consultation service by the Certified Staff in conjunction with a Community Rehabilitation Program that may be providing one of the other models of Supported Employment.

## **VII. Needs Analysis**

The Needs Analysis report, specific to the acquired job, should be submitted to the Vocational Rehabilitation Counselor within 5 business days after job acquisition. The report must be developed according to the Marc Gold & Associates Format. This Fee can only be utilized by professionals who are certified in Job Development through Marc Gold & Associates. This can also be used as a consultation service by the certified staff in conjunction with a Community Rehabilitation Program that may be providing one of the other models of Supported Employment. In instances where the certified staff is performing this service as a consultant to other Community Rehabilitation Programs, the payment is made upon completion of the service and submission of the report and is not contingent upon job acquisition.

## **VIII. Job Development (Customized Supported Employment)**

The customized job development fee will only be paid for a suitable customized job, which has been identified in the Vocation Profile. This fee will be paid after the consumer completes one day of employment. If a labor market position is obtained instead of a customized position, then the Traditional Supported Employment Job Development fee of \$1,000 should be utilized. The Vocational Rehabilitation Counselor should issue an authorization for Job Development upon receipt of the Planning Meeting documentation, and after the Individual Plan for Employment has been signed by the consumer. Authorizations should be done on a quarterly basis. Job Development Notes must be submitted to the Office of Vocational Rehabilitation Counselor by the 5<sup>th</sup> of each month.

## **IX. Job Analysis**

Payment will be rendered after completion of acceptable service and the Systematic Instruction Job Analysis report is submitted to the Vocational Rehabilitation Counselor within 5 days of the last analysis activity. The authorization timeframe should not exceed 30 days. Authorization for this service should be generated concurrently with the 30-Day Stable Employment Outcome. This Fee can only be utilized by professionals who are certified in Systematic Instruction through Marc Gold & Associates. This can also be used as a consultation service by the certified staff in conjunction with a Community Rehabilitation Program that may be providing one of the other models of Supported Employment.

**X. Stable Employment Outcome**

Once the individual has obtained competitive integrated employment, the outcome-fee should be authorized to the supported employment provider. Stable Employment Activity Notes must be submitted to the Office of Vocational Rehabilitation Counselor by the 5<sup>th</sup> of each month. Payment for outcomes should occur after receiving the respective invoice, and after receiving the 30, 60 & 90-day monthly reports confirming that stable employment has been achieved. The Long Term Support Plan should be submitted for day 60.

**Budget description:** Community Rehabilitation Program (CRP)

<b>Expenditure Code</b>	<b>Customized Supported Employment Service</b>	<b>Fee</b>
11E	Customized Person Centered Job Selection (Vocational Profile)	\$1,750
39O	Visual Resume <b>*Consultation service that can be used with other models of Supported Employment</b>	\$200
11F	Planning Meeting (CSE) <b>*Consultation service that can be used with other models of Supported Employment</b>	\$200
39M	Needs Analysis <b>*Consultation service that can be used with other models of Supported Employment</b>	\$300
39H	Job Development	\$2,000
39N	Job Analysis <b>*Consultation service that can be used with other models of Supported Employment</b>	\$500
39I	Stable Employment Outcome (CSE) 30-Days	\$1,500
39J	Stable Employment Outcome (CSE) 60-Days	\$2,000
39K	Stable Employment Outcome (CSE) 90-Days	\$2,500
39L	<b>**Additional Supported Employment Services</b>	\$50 per hour





## **Supported Employment Consultation with Transition Programs**

When a student is in a transition program and will need supported employment services to maintain employment after graduation, the following guidelines apply:

The Supported Employment provider may become involved with the student during the last semester. The Lead Job Developer will continue to be the transition staff person. The Supported Employment provider may act as a Consultant to work with the transition program. The consultation fee may be authorized to cover such activities as planning meetings with the student, Office of Vocational Rehabilitation, transition staff and others; record reviews; consultation regarding vocational goal selection and job development; Individualized Education Program / Individualized Transition Plan meetings and other individualized services. The supported employment provider and transition staff will work together to plan for a smooth transition for the student.

**If the student leaves school with a job (Community Work Transition Program only),** the Community Work Transition Program will be eligible to receive the 60-day follow-up fee according to Community Work Transition Program guidelines. During these 60-days, the Community Work Transition Program staff will work with the Supported Employment provider to ensure a smooth transition to long-term supports. The Supported Employment provider in this case would not be eligible to receive the \$1,000 Supported Employment job development fee, but would be eligible for Stable Employment Outcome fees, according to guidelines for that service.

**If the student leaves school without a job,** the Supported Employment Provider is eligible to receive the \$1,000 Supported Employment job development fee, followed by the Stable Employment Outcome Fees, according to guidelines. Individual decisions will be necessary to determine if supplemental information is needed prior to beginning the job development process. If so, the Counselor may authorize for the appropriate assessment process (i.e. Person Centered Employment Plan, Career Profile, Vocational Profile), and the Community Rehabilitation Program must provide the appropriate documentation as identified in subsequent sections of this Service Fee Memorandum.

When planning for supported employment services for a student still in school, all decisions should be individually determined. Exceptions to the above guidelines should be discussed and approved by the Community Rehabilitation Program Branch Manager.

**Budget Description:** Community Rehabilitation Program (CRP)

<b>Expenditure Code</b>	<b>Supported Employment with Community Work Transition Program Service</b>	<b>Fee</b>
35N	Supported Employment Consultation in Conjunction with Community Work Transition Programs or other transition programs	\$300