[SETP Logo

](http://www.hdi.uky.edu/setp)

Interested in providing Supported Employment (SE)?

Supported Employment begins service, in Kentucky, with the Kentucky Office of Vocational Rehabilitation (OVR.) In order to provide SE, you must become a vendor with OVR.

As an agency doing business with OVR, you are considered a **Community Rehabilitation Provider (CRP.)**

**The application process will require the following documents:**

* [Vendor Application](https://kcc.ky.gov/Vocational-Rehabilitation/Documents/Directories%20and%20Publications/New%20Website%20Docs/OVR%20Vendor%20Application%20Form%20Revised%202021.pdf) (general application for doing business with OVR)
* [Vendor Agreement](https://kcc.ky.gov/Vocational-Rehabilitation/VendorInfo/Documents/OVR%20Vendor%20Agreement%202021-2022.pdf)
* [CRP Manual](https://kcc.ky.gov/Vocational-Rehabilitation/Documents/Directories%20and%20Publications/New%20Website%20Docs/CRP%20Manual%202022.pdf) includes what you need to attach to the Vendor Application & Agreement forms specific to the CRP application process (see page 1 for the 13-item list.) See page 5 for information specific to supported employment.

[Vendor Manual](https://kcc.ky.gov/Vocational-Rehabilitation/VendorInfo/Documents/Vendor%20Manual.pdf) (for additional information about doing business with OVR.)

**All documents will be submitted together to:** [**OVRVendors@ky.gov**](mailto:OVRVendors@ky.gov)

**Tips for completing the above application documents:**

Vendor Manual

* Instructions on the Application process are on p. 5
* You are applying to be a Community Rehabilitation Provider (this manual refers you to the CRP Manual for a complete list of application materials)

Vendor Application

* P. 2, you want to check CRP Services
* P. 3, there is no specific “certification or license” required for supported employment
* P. 4, you want to check **Supported Employment Services** and then **Traditional Supported Employment**
  + Individual Placement & Support provision of service requires additional approvals form the Division of Behavioral Health
  + Customized Supported Employment requires additional certifications to be earned by the Employment Specialist
* The other questions are specific to the provision of supported employment. If you are not yet familiar with this service, some new vendors have found it helpful to attend the [Supported Employment Core Training Series](https://hdi.uky.edu/setp/training) (particularly Session 1) prior to completing the application.

Vendor Agreement

* You can complete everything but the Vendor number (which will be provided upon approval)

CRP Manual:

* P.1 lists 13 items to be included in your application packet (along with the Vendor Application and the Vendor Agreement) and sent to [OVRVendor@ky.gov](mailto:OVRVendor@ky.gov)
  + Include all items on the list that are applicable to you
  + #13 Samples of Agency Documentation: If you have ever provided SE in the past (or any staff have) you can include redacted examples here. If you have never provided SE, you can note that you do not yet have examples to share as you are new to the service.
* You can focus on the portion of this manual for Supported Employment, information begins on p. 5
* Some of the hyperlinks in the online manual are not working. You can find them below:
  + Reference to the [APSE Ethical Standards](https://apse.org/wp-content/uploads/2021/04/APSE-Ethical-Guidelines.pdf)
  + All those providing any phase of Supported Employment need to attend the Supported Employment Core Training Series, offered by UK-HDI’s Supported Employment Training Project. This training is FREE and held virtually. [You can find information on the training and link to register here.](https://hdi.uky.edu/setp/training) Please direct question about this training to [kwolf@uky.edu](mailto:kwolf@uky.edu)
  + [Competitive Integrated Employment](https://www.ecfr.gov/current/title-34/subtitle-B/chapter-III/part-361/subpart-A/section-361.5) as in 34 CFR 361.5(9) (Scroll down to #9).
    - You can also find more about [Competitive Integrated Employment](https://www.dol.gov/agencies/odep/featured/bbs) here.

As these are approved, you will also be asked to provide the following:

You will need to register for either a Sales and Use, OR Consumers Use tax account with [KY Revenue](https://revenue.ky.gov/Forms/10A100.pdf) – this link will direct you to instructions for setup.  All vendors, whether out of state, profit or non-profit, must hold an account with the Department of Revenue, by statute. A vendor must have a Sales and Use Tax account (if the business sells products that are subject to Sales and Use Tax) or a Consumers Use Tax account (for vendors that do not sell products).

To obtain the correct status, you will need to complete [sections A, B, C, D (if applicable) and E (for sales and use) OR H (for consumer use)](https://revenue.ky.gov/Forms/10A100.pdf) then sign and submit to [OVRVendors@ky.gov](mailto:OVRVendors@ky.gov), or submit online as indicated.

Once the aforementioned steps are complete, you can then create an account in the [Vendor Self-Service Portal](https://kcc.ky.gov/Vocational-Rehabilitation/VendorInfo/Documents/KY%203.11%20EZ%20VSS%20Registration%20Guide.pdf) (VSS) - this is where you’ll enter your business/personal information, financial information, and receive your vendor number. We’ll need this vendor number during the final stages of the application process.

All documents will be submitted together to: [OVRVendors@ky.gov](mailto:OVRVendors@ky.gov)

**Questions?**

If you have questions about the provision of Supported Employment, please contact the Supported Employment Training Project Director, Katie Wolf Whaley, at [kwolf@uky.edu](mailto:kwolf@uky.edu) or 859-218-5960.

This information is shared as a courtesy by the Kentucky Supported Employment Training Project. Please direct all specific vendor questions to [OVRVendors@ky.gov](mailto:OVRVendors@ky.gov). Please note that the vendor application process is subject to change.

