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EDUCATION AND LABOR CABINET

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SERVICE FEE MEMORANDUM

Independent Contracting Agency Interpreting Services Fee Schedule

TO: Office of Vocational Rehabilitation Staff
Client Assistance Program Administrator

FROM: Cora McNabb
Executive Director
Office of Vocational Rehabilitation

THROUGH: Tara Eversole
Interpreter Coordinator
Office of Vocational Rehabilitation

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Deaf and Hard of Hearing Services Branch Manager
Office of Vocational Rehabilitation

DATE: Effective October 6th, 2023

This Service Fee Memorandum establishes the following rates and services provision for referrals to agencies who provide interpreting services for the purpose of facilitating communication between consumers who are deaf, hard of hearing, deaf-blind and the hearing community.

Kentucky Licensure Law for Interpreters

No person shall represent themselves as an interpreter or engage in the practice of interpreting as defined in KRS 309.300 unless they are licensed in accordance with the

provisions of KRS 309.300 to 309.319. For more information regarding the Kentucky licensure law for interpreters, please review the Kentucky General Assembly website.

Fee Schedule

NOTE:

- **Assessment Services** are to use Expenditure Code 10M ASL Interpreter (diagnostics).
- **Planned Services** are to use Expenditure Code 70C ASL Interpreter Services.

License Type	Clock Time	Code	Rate
Kentucky Licensed Interpreter	8am – 5pm	00060	\$65 per hour
	5pm – 8am and weekends between 5pm Friday and 8am Monday	00066	\$70 per hour
Kentucky Temporary Licensed Interpreter	(8am – 5pm)	00061	\$60 per hour
	5pm – 8am and weekends between 5pm Friday and 8am Monday	00067	\$65 per hour

Additional Hourly Fees

Key:

‡ see expanded definitions on last page.

* when coding this service, enter appropriate base rate and then this code.

Category	Code	Rate
‡ Deaf-Blind Interpreting <i>to include but not limited to Tactile American Sign Language, ProTactile, and Haptics</i>	00055	* \$5 additional per hour
Holiday Pay <i>to include Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Day, and New Year's Day</i>	00058	\$5 additional per hour

Interpreter Selection

The agency, to the greatest extent possible, will match the interpreter with the communication system preferred by the individual(s) who are deaf, hard of hearing or deaf-blind. When selecting an interpreter, the nature of the assignment should be considered.

Examples of such things include but are not limited to:

- consumer communication modality,
- content of assignment and environmental factors,
- preferred gender of interpreter, etc.

Interpreting within specialized fields such as providing communication access for Deaf/Blind individuals or for individuals who require a high visual orientation (HVO) modality may require the use of Deaf-Blind Interpreter or a Certified Deaf Interpreter.

These roles are outlined below:

Deaf-Blind Interpreter:

- Experienced interpreters who work with Deaf-Blind people are knowledgeable about and sensitive to environmental factors that may significantly affect the interpreting process. Skilled Deaf-Blind Interpreters can incorporate the speaker's message while also transmitting visual, auditory, and environmental stimuli that contribute to the context of the interpreted message. (*Registry of Interpreters for the Deaf, Inc., Interpreting for Individuals Who are Deaf-Blind, 2007.*)
- Interpreters for individuals who are deaf-blind use the style of communication that is the best fit for the individual e.g., tactile American sign language, close vision or restricted vision sign language, tactile fingerspelling, etc.

Certified Deaf Interpreter/Deaf Interpreter:

- A Certified Deaf Interpreter is an individual who is deaf or hard of hearing and has been certified by the Registry of Interpreters for the Deaf (RID) as an interpreter. In addition to excellent general communication skills and general interpreter training, the Certified Deaf Interpreter may also have specialized training and/or experience in the use of gesture, mime, props, drawings, and other tools to enhance communication. The Certified Deaf Interpreter has an extensive knowledge and understanding of deafness, the deaf community, and/or deaf culture, which combined with excellent communication skills, can bring added

expertise into both routine and uniquely difficult interpreting situations. (*Registry of Interpreters for the Deaf, Inc., Use of a Certified Interpreter, 1995-1997.*)

- A Certified Deaf Interpreter who holds full state licensure or Deaf Interpreter who holds state temporary licensure will be paid according to the Kentucky Licensed Interpreter and Kentucky Temporary Licensed Interpreter rates, respectively.

Two-Hour Minimum

- A minimum of 2 hours per assignment may be charged if assignment is less than 2 hours.
- Portal-to-portal travel time may be charged in addition to the 2-hour minimum in 15-minute increments.
- If interpreter is scheduled, and/or is available to stay beyond the 2 hours booked and the Office of Vocational Rehabilitation Interpreter Coordinator approves this additional time, billing accrues in 15-minute increments thereafter.

No-Show and Cancellations

If the consumer is a no show or if the assignment is cancelled, with less than 24 hours (1 business day) notice, the interpreter shall be paid for scheduled block of time.

Portal Time

- Portal-to-portal time will be paid by the hourly rate and/or in 15-minute increments.
- If multiple assignments are scheduled on the same day in the same area, portal charges will be split between the assignments.
- Any necessary expenses, such as lodging, meals, parking fees, etc. that are anticipated must be approved prior to confirmation of the assignment.
- Travel forms are located on the Finance and Administration website underneath the heading titled "Travel Forms" and must be submitted to the Office of Vocational Rehabilitation Interpreter Coordinator for reimbursement of expenses.

Billing/Payment Terms

- Invoices are mailed/emailed to the Interpreter Coordinator in your region and are expected to be received within 2 weeks from the date of service.

- Payment will be rendered within 30 business days upon the Interpreter Coordinator's acceptance of receipt.
- Payment of services will be in accordance with KRS 45.451 – KRS 45.458.
- The invoice should reflect the names and qualifications of interpreters provided per assignment. This will ensure the appropriate rate per hour is applied to the invoice for payment.
- Invoices for multiple consumers must be billed on separate invoices for record keeping and confidentiality purposes.
- If invoices are lacking the above information, it will result in a delay of payment at no penalty to the Office of Vocational Rehabilitation.

Inclement Weather

The Office of Vocational Rehabilitation makes reasonable efforts to honor its assignments while maintaining the safety of its workforce. If inclement weather becomes an issue per weather watches/warnings on television/radio, promptly communicate with the Office of Vocational Rehabilitation Interpreter Coordinator in your region to negotiate an alternate plan.

Exceptions

For any interpreter assignment arranged by an Interpreter Referral Agency, please follow terms of agreement outlined in Fee Schedule for Independent Contracting Agency Interpreting Services. The rates specified in Agency Fee Schedule shall take precedence over this Interpreter Fee Schedule.

Expanded Definitions for Deaf-Blind Interpreting

Tactile American Sign Language (TASL)

The process wherein a deaf-blind person places his or hand on top of another signer's hand and receives the American Sign Language message through a sense of touch.

Protactile

A socio-cultural philosophy with its own sets of philosophy, attitude, culture, and language. The ProTactile Movement began by two deaf-blind women, AJ Granda and Jelica Nuccio. ProTactile implements methods through touch that give the Deaf-Blind person access to the world. It signifies its meaning as

in pro touch, pro connection, pro experience, pro accountability, pro-ownership, and pro identity.

Haptics

A specific method of touch signals that relies on a fixed set of signals performed in a certain way and in a defined order to provide visual and environmental information and social feedback to an individual who is deaf/blind on various articulation points on their body.