



EDUCATION and WORKFORCE DEVELOPMENT CABINET  
Department of Workforce Investment

**Andy Beshear**  
Governor

**Jacqueline Coleman**  
Lieutenant  
Governor and  
Secretary

Office of Vocational Rehabilitation  
500 Mero Street, 4<sup>th</sup> Floor  
Frankfort, KY 40601  
502-564-4440

**Mary Pat Regan**  
Deputy Secretary

**Marty Hammons**  
Commissioner

**SERVICE FEE MEMORANDUM**

TO: Office of Vocational Rehabilitation Staff  
Client Assistance Program Administrator

FROM: Cora McNabb  
Executive Director  
Office of Vocational Rehabilitation

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

DATE: October 1, 2012

RE: Individual Job Coaching Services for Competitive Employment

The provision of individual job coaching services results in a development of job skills and competencies to meet the consumer and employer's work standards. Services may include:

- Orientation to the job site, employer, and co-workers.
- Individualized on-site job training and systematic instruction in job functions and/or skills.
- Attention to work habits.
- Collaboration with the consumer, employer, and co-workers.
- Adaptations and work-site accommodations.
- Transportation training.
- Data collection and assessment.

## **Fee Schedule**

The amount of job coaching per consumer will be individualized. Each pay authorization should be issued in advance of the service provision and should specify the actual number of hours needed. Progress reports must accompany bills. Each bill must specify the actual number of hours.

- **Expenditure Code:** 35J - Job Coaching Services for Competitive Employment
- **Budget:** Consumer Services Budget
- **Fee:** \$30 per hour up to a total of \$3,000 (100 hours), per consumer.

An OVR 9, Agreement for Services, must be completed before the provision of services begins.