



EDUCATION and WORKFORCE DEVELOPMENT CABINET
Department of Workforce Investment

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Office of Vocational Rehabilitation
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Commissioner

SERVICE FEE MEMORANDUM

TO: Office of Vocational Rehabilitation Staff
Client Assistance Program Administrator

FROM: Cora McNabb
Executive Director
Office of Vocational Rehabilitation

THROUGH: Pat Cruse, CRC, MRC
Central Office Administrator
Office of Vocational Rehabilitation

DATE: May 8, 2017

RE: The Blue Binder Program

The Blue Binder Program is a comprehensive support program for college students with Specific Learning Disorders, Attention Deficit Hyperactivity Disorder, Autism Spectrum Disorder, and other cognitive processing disorders. When the Office of Vocational Rehabilitation supports a consumer (student) in the Blue Binder Program:

- Student will complete a face-to-face interview with Program Director to discuss the elements of the program in determining if the Blue Binder Program is an appropriate match for the student's needs. Current psychological or medical documentation is needed for admittance, along with complete Blue Binder Program application.
- The Blue Binder Program requires a signed "Participation Contract" with each student per semester. The Office of Vocational Rehabilitation Counselor will receive a copy of the student's signed Blue Binder Program semester contract.

- Once the Office of Vocational Rehabilitation Counselor received the “Participation Contract” an authorization will be issued and sent to the University of Kentucky. This will stand as verification and Office of Vocational Rehabilitation agreement to provide financial assistance for the student in the Blue Binder Program and should be issued prior to the beginning of the semester.
- Blue Binder students are asked to provide the Program Director a copy of the student’s semester schedule for review to ensure that the student has a course structure that is reasonable and realistically designed for the individual student’s needs.
- During the academic year, the Blue Binder student will have regularly scheduled visits with the Academic Coach. The Blue Binder student will meet with his/her Academic Coach for a minimum of 6 visits per semester. A meeting can be considered face-to-face, telephone or electronic and will include student areas of need, and include goal development and outlining strategies to facilitate success and review of progress.
- Blue Binder students will also be invited to participate in bi-monthly “Focus Groups” for small group support and topical discussions. New students will attend a minimum of three (3) focus groups their first semester.
- Individualized Tutoring: Blue Binder students will work with at least one tutor per semester with a minimum of 2 tutoring hours per week or more if needed as determined by the Academic coach and the student. If it is determined that the student does not need tutoring for a semester, the Blue Binder Program staff will in turn inform the Office of Vocational Rehabilitation Counselor within the first 4 weeks of the semester.
- Blue Binder Program staff will generate two reports to the Office of Vocational Rehabilitation per semester: (1.) at 4 weeks into the semester; and (2.) at the end of the semester. The reports will consist of a summary of goals, strategies, participation and progress.
- Students participating in the Blue Binder Program will be registered and eligible to benefit from all other services through the Disability Resource Center.

University of Kentucky will be paid a \$1,000.00 fee per semester for the services outlined in this memorandum. Of this amount, \$500.00 reflects tutoring services and \$500.00 reflects coaching services.

Office of Vocational Rehabilitation Counselors should authorize for the Blue Binder Program prior to the beginning of the semester. The Blue Binder authorization is an individual authorization and should be separate from other University services or authorizations such as tuition. The University of Kentucky will issue an invoice at four (4) weeks or later from the beginning of the semester at the same time they will provide a copy of the 1st report. Payment will be made upon receipt of this invoice and the initial report.

Before any information is exchanged, the proper release of information forms shall be completed.

Office of Vocational Rehabilitation Counselors will receive both an initial report to be included with the invoice and a final semester report regarding student progress, tutoring/mentoring, and academic standing. In addition, if at any point in the semester an issue arises within these service areas, the expectation is that the Vocational Rehabilitation Counselor will be notified.

Service	Expenditure Code	Budget Unit Number	Fee
Academic Coaching	90L	Caseload Budget	\$500.00
Tutoring	90L	Caseload Budget	\$500.00
			(Total of \$1000.00)

Vendor Information

Vendor Number: VC0000118894

Vendor Name and Address: University of Kentucky

Contact Person: David T. Beach, Ph.D., CRC, Director
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