

**Office of Vocational Rehabilitation
Community Based Work Transition Program
School Participation Application
Valid from 7/1/11-6/30/12**

Date: May 26, 2011

Name of Individual Completing this Form: Sherry Adams

Director of Special Education:
School District Finance Officer: Johnna DeJarnett

School District Name: McCracken County Public Schools
School District Address: 435 Berger Road, Paducah KY 42001

E-mail Address:
Phone: 270-538-4000

Student Participant Information: Please list the number of students to be served in the CBWTP during this school year. Please also list the number of students to be served in the CBWTP who are anticipated to exit school at the conclusion of the school year.

Remember that while it is difficult to be exact with these figures, it is very important that the numbers be as close as possible to the actual numbers served as they play a critical role in the calculation of your individual performance expectations.

Number of Students to be Served: 27
Number of Students to be Served Who will be Exiting School: 15

Participating High Schools and CBWTP Contacts: Please list the names of all High Schools in your district that will be implementing a CBWTP. Please also list an e-mail address for the CBWTP Contact at each High School. This Contact person should be a certified staff member with knowledge and training in the CBWT Program other than the Employment Coordinator and will be in charge of assisting the job coach and the OVR counselor with the implementation of the program.

Remember that the CBWTP Contact is required to attend mandatory CBWTP training programs and meetings as defined in the CBWTP Agreement for Services between OVR and LEAs. The CBWTP Contact is also responsible for disseminating information regarding the program to school staff located at their assigned High School. Failure to attend required training programs and meetings will result in a delay of program implementation until missed events are attended.

High School: Lone Oak High School
CBWTP Contact E-mail Address: Natalie Carter
Natalie.carter@mccracken.kyschools.us

High School: Reidland High School

CBWTP Contact E-mail Address: Christy Sloan Christy.sloan@mccracken.kyschools.us

High School: Heath High School

CBWTP Contact E-mail Address: Niki Bobo niki.bobo@mccracken.kyschools.us

Employment Coordinators: Please list the names and e-mail addresses of all Employment Coordinators in your district.

Remember that Employment Coordinators are required to attend mandatory CBWTP training programs and meetings as defined in the CBWTP Agreement for Services between OVR and LEAs. Failure to attend required training programs and meetings will result in a delay of program implementation until missed events are attended.

Employment Coordinator: Vicki Donaldson

E-mail Address: vdonaldson@eswky.com

Employment Coordinator: Alyssa Sommer

E-mail Address: asommer@eswky.com

Employment Coordinator: Kristy Heath

E-mail Address: kheath@eswky.com

Employment Coordinator: Adam Dyer

E-mail Address: adyer@eswky.com

Employment Coordinator: Tara Sloan

E-mail Address: tsloan@eswky.com

Employment Coordinator: Lynne Thomas

E-mail Address: lthomas@eswky.com

**Please return the CBWTP APPLICATION and any necessary
attachments to:**

Mrs. Carolyn Eirich, Office of Vocational Rehabilitation
275 E. Main Street, Mail Drop 2-EK, Frankfort, KY 40621

Office of Vocational Rehabilitation
Community Based Work Transition Program
Application Budget Worksheet, page 1 of 2
for: _____ McCracken County Public Schools _____
Valid from 7/1/11 to 6/30/12

Total School Cost of Program: *(Please round all calculated totals to the nearest dollar)*

Employment Coordinator Information (If employing 2 or more employment coordinators, please attach Multiple Employment Coordinator Worksheet and transfer Total from Line A to the Wages blank on Line 1 of this worksheet):

Total Number of Job Coaches: 6
(Maximum 12 students for each full time Job Coach)

LINE 1:	<u>\$11.00</u>	X	<u>2.50</u>	X	<u>175</u>	for 5=	<u>\$24062.50</u>
	Hourly wage		Hours/Day		Days/Year		Wages
	<u>\$11.00</u>		X 1.0		X 175 for 1 =		<u>\$1925.00</u>
							<u>25987.50</u>

Employment Coordinator Fringe Benefits:

LINE 2:	<u>10%</u>	X	<u>\$25987.50</u>	=	<u>\$2598.75</u>
	Fringe Percent*		Line 1 Total (Wages)		Fringe Benefits

*Contingent on MUNIS Code – federal or state.

LINE 3: Transportation Costs	<u>\$5000.00</u>
LINE 4: Student Insurance	<u>\$</u>
LINE 5: Office Supplies	<u>\$</u>
LINE 6: Other	<u>\$</u>
LINE 7: Total of LINES 1 through 6 =	<u>\$33586.25</u>

Total Actual School Program Cost

Note on our Cooperative Agreement it states:

Schools cannot profit from program payments and 'shall maintain records that fully disclose & document:

- A. the amount and disposition of all funds received by it from OVR;
- B. the total cost of the project or undertaking in connection with the project with which the funds are given or used;
- C. the amount of that portion of cost of the project supplied by other sources;
- D. all expenses, including payroll records, to ensure that costs reported on invoices are allowable, allocable, and reimbursable costs under the CWBTP;
- E. how the LEA has separated grant expenditures in order to properly allocate costs to existing grants and ensure compliance with the requirements of 34 CFR § 361.28, 34 CFR §§ 80.20 and 80.40; and
- F. compliance with the requirements of chapter 1 of title VII of the Rehabilitation Act, as codified at 29 U.S.C. §§ 701-727. '

During year end evaluation surveys and audits, information will be gathered to show compliance with this requirement.

Application Budget Worksheet, page 2 of 2

for: McCracken County Public Schools

Date Completed: 5/26/11

1. Estimated Number of First Year Students Participating in Two Year Program: 12
(Typically Juniors or those students exiting within two years)

Services May Include:

Year One, First Year of Possible Two Year Program			
Initial Planning Meeting & Report	Up to 10 months of Vocational Exploration	Career Assessment	IPE Meeting & Report
\$50	\$1,500	\$900	\$150

2. Estimated Number of Second Year Students Participating in Two Year Program: 15
(Students returning for final year, participated last year in program, graduating Seniors)

Services May Include:

Year Two, Second Year of Possible Two Year Program			
Up to 10 months of Vocational Training	Exit Interview Meeting & Report	Job Placement Report	Employment Follow-up
\$1,500	\$100	\$800	\$200

3. Estimated Number of Compressed Year Students Participating in One Year Program: 0
(Students, transferring into district, medical reasons, or other valid reason, who could not participate in program's first year, however can fully participate in their last & final year of high school)

Services May Include:

Compressed Program, One year and out Program				
Initial Planning Meeting & Report	Up to 10 months <u>combination</u> of Vocational Exploration and/or Vocational Training	Compressed Career Assessment Report, reported on during IPE meeting (no IPE report)	Compressed Job Placement Report, reported on during Exit Interview Meeting, (no Exit Meeting report)	Employment Follow-up
\$50	\$1,500	\$450	\$400	\$200

Add Lines 1, 2, & 3 together for a total student count: 27

Multiply by \$2,600 (TOTAL BUDGET for 2011-12) = \$70,200

X 25% the TOTAL BUDGET (School Est. Match Funds): \$17,550

The 25% of Total Budget amount will be the amount invoiced upon approval of application.

Application will be reviewed and processed within 30 days of receipt. Invoices will be sent within 30 days of acceptance. Any changes to the above information must be amended and approved by OVR.