

# BUDGETARY ISSUES

## PROGRAM COSTS

School districts participating in the CBWTP must submit a budget and provide a 25% match to the Office of Vocational Rehabilitation\* (OVR) each year. The match is based on either Total Actual Program Cost or Maximum Potential Reimbursement (whichever is less as determined on the CBWTP Budget Worksheet). Ultimately OVR provides from 25% to 75% of school district budgets for the CBWTP. The primary variable in percentage of actual costs for a school district is student employment coordinator salaries and fringe benefits. OVR will reimburse school districts for actual milestones/outcomes achieved and billed to OVR by employment coordinators during students' participation in the CBWTP. Funds from OVR/OFB must be used for a student employment coordinator(s) and related expenses. These funds cannot be used to replace existing positions

**\*Note: The Office for the Blind (OFB) does not require a 25% school district match for students served by OFB.**

## BILLING PROCESS

School districts are reimbursed by OVR for the student achieving milestones/outcomes that have been agreed upon by the student, the school, and the OVR counselor. All services to be billed must be specific to a particular student and must pertain to the student's participation in the CBWTP.

Once the student's eligibility has been established, the OVR counselor will issue an authorization (a form known as an EP-8) to the school district, authorizing the school to provide specific vocational services for the student.

The authorization (EP-8) lists the student's name and social security number. The school district is listed as the vendor (or service provider). The authorization (EP-8) states what specific milestone/outcome the school is authorized to work towards with the student. New milestone/outcome authorizations (EP-8s) are issued for each student as necessary. The school district receives two copies of the authorization (EP-8), one is for their records and the other must be returned to the OVR counselor along with the milestone/outcome billing invoice and required documentation.

Employment coordinators should submit invoices for milestones/outcomes along with required documentation to their designated OVR Counselor for payment. Pending OVR Counselor approval of documentation, school districts should receive reimbursement from the OVR central office three to four weeks after submitting their billing materials. It is important to ensure that billings are submitted on a timely basis so that bills can be processed as quickly as possible. **Billings for *Monthly Evaluation Services* and *Monthly Training Services* should be submitted to the local OVR counselor no later**

**than the fifth day of the following month** (example: for services provided in September, billings should be submitted no later than October 5).