The Office of Vocational Rehabilitation (OVR) supports Kentuckians with disabilities become economically self-sufficient and independent by preparing them for employment within Kentucky’s workforce. We provide rehabilitative services throughout Kentucky to assist individuals with disabilities with training, education and career preparation. OVR offers assistance to Kentucky employers to help with hiring employees with disabilities. Services include job restructuring and work-site adjustment, assistive technology and devices, onsite job training and support services, and business tax incentives.

To learn more about OVR, Click Here.

OVR Kentucky Services Include:
- Assessment by a counselor to determine eligibility for services.
- Career assessment and counseling
- Case management services to address the holistic needs of the individual with a disability.
- Support and strategies from vocational decision making to problem solve, set goals, and organize resources.
- Job Search and placement
- Assistive Technology
- Work Experience
- Academic Remediation
- Specialized services to assist students with disabilities ages 14 – 21 transition from high school to postsecondary school or the workforce.
- Specialized independent living services for the blind and visually impaired.
- Residential programs that provide comprehensive and intensive training leading to employment and independence in Thelma and Louisville. These centers operate programs that enable individuals to become more independent and productive in their homes, educational settings, workplaces and communities.

A referral can be made by anyone or a person can refer themselves by calling 502-564-4440.
We implement stay-at-work (SAW)/return-to-work (RTW) strategies across health, employment, and public health to support individuals as they experience an injury or illness that impacts their ability to keep working. We provide immediate support and assistance to maximize the likelihood of the employee staying at work or returning as quickly as possible.

People are eligible for RETAIN services if they have:

• Experienced an injury or illness that is not work-related.
• Have not applied for, or are not receiving, federal disability benefits (i.e., Social Security Disability Insurance or Supplemental Security Income).
• Been employed within the last twelve months or are currently employed.
• Employer must be located in these counties: Bourbon, Bullitt, Clark, Fayette, Henry, Jefferson, Jessamine, Madison, Oldham, Scott, Shelby, Spencer, Trimble, Woodford

RETAI N Kentucky Services Include:

• Assessment by a vocational professional to determine individualized return-to-work/stay-at-work needs.
• Care Coordination including resource referral and navigation (physician, physical therapy, occupational therapy, mental health services, community services to support basic needs, vocational counseling, assistive technology, etc.)
• Case management services to address the holistic needs of the employee.
• Support and strategies from vocational decision making to problem solve, set goals, and organize resources.

A referral can be made by anyone or a person can refer themselves by calling 859-562-3251 or by emailing RETAIN@uky.edu.

For more information about RETAIN Kentucky, call: Shirley Kron, Director of Outreach and Engagement, 502-541-5314 or Shirley.Kron@uky.edu.
Adult Education

Kentucky

Skills U
The Need

- Adult illiteracy is a fundamental barrier and increases the likelihood of unemployment, living in poverty, poor health and need for assistance, and incarceration.
- Approximately 350,000 working-age Kentuckians do not have a high school diploma or its equivalent.
- Employers’ increasing need to fill middle-skill jobs.
- 62% of Kentucky’s jobs will require some level of postsecondary education or training.

<table>
<thead>
<tr>
<th>Local Adult Ed Providers</th>
<th>Who We Serve</th>
<th>Who is Eligible?</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Network of grant awardee fiscal agents, including KCTCS colleges, Boards of Education and Co-ops, 4-year universities, and community-based organizations</td>
<td>- Individuals without a high school diploma</td>
<td>Individuals who:</td>
</tr>
<tr>
<td>- Services available across the state</td>
<td>- High school graduates with academic or employment skill-building needs</td>
<td>- Have attained 16 years of age;</td>
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<tr>
<td>- <a href="https://kyskillsu.ky.gov/Pages/County-Contacts.aspx">https://kyskillsu.ky.gov/Pages/County-Contacts.aspx</a></td>
<td>- Justice-involved individuals - in partnership with jails and state prisons</td>
<td>- Are not enrolled or required to be enrolled in secondary school under State law (compulsory age is 18 in Kentucky) and who:</td>
</tr>
<tr>
<td>- Free academic instruction aligned with college- &amp; career-readiness standards</td>
<td>- English language learners</td>
<td>✓ Are basic-skills deficient</td>
</tr>
<tr>
<td>- Preparation and coaching for next steps, e.g., postsecondary education/training and/or entering the workforce</td>
<td>- Eligible candidates for co-enrollment in integrated education and training</td>
<td>✓ Do not have a secondary school diploma or its recognized equivalent and have not achieved an equivalent level of education; and/or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Is an English language learner</td>
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</tbody>
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Free First-Time GED Test Taking

1. Start at www.GED.com – Learn about the test and create a MyGED account.

2. Connect from your MyGED account with a KY Skills U local center to take the GED Ready® Practice Test for FREE and receive FREE instruction.

3. Take the FREE GED® test (Promo Code: KYFREEGED) at a testing center - schedule your test from your MyGED account.

4. Receive your diploma packet within a week of passing the test.
Program Assistance

Employment Assistance:

Jobs for Veterans’ State Grant (VPL 03-14, VPL 03-14 changes 1 & 2, VPL 03-19)
One of the strategies used by the U.S. DOL to serve veterans is the JVSG program, which provides funds to states to exclusively serve eligible veterans, other eligible spouses and to perform outreach to employers. JVSG funds are provided to states to fund two staff positions.

Disabled Veterans’ Outreach Program (DVOP) Specialists
DVOP specialist provides intensive services and facilitates placements to meet the employment needs of veterans, prioritizing service to special disabled veterans, other disabled veterans, and other categories of veterans in accordance with priorities determined by the Secretary of Labor.

Local Veterans’ Employment Representatives (LVER)
Under 38 U.S.C. 4104(b), the LVER’s principal duties are to: (1) conduct outreach to employers in the area to assist veterans in gaining employment, including conducting seminars for employers and, in conjunction with employers, conducting job search workshops and establishing job search groups; and (2) facilitate employment, training, and placement services furnished to veterans in a State under the applicable State employment service delivery systems.

Veterans with disabilities
If you are a veteran who is blind or disabled, the Kentucky Career Center can help you with assessment, counseling, training, personal assistance services, assistive technology and more. See our Office of Vocational Rehabilitation page for more information.

Kentucky Hiring Veterans’ Preference
In accordance with Kentucky Revised Statute (KRS) 18A.150, Veterans’ Preference provides veterans, and in some instances their family members, opportunities for Interview Preference for merit employment within state government agencies. Click here for more details.

National Career Readiness Certificate
The National Career Readiness Certificate (NCRC) is a nationally recognized accreditation of demonstrated workplace skills based on the ACT WorkKeys assessments in three foundational areas: applied mathematics; locating information; and reading for information. Many employers use the NCRC and other WorkKeys assessments for hiring and promotion. The governor’s office has made funding available to provide the NCRC free for any veteran. Click here or go to your local Kentucky Career Center for details and to schedule a test.

Registered Apprenticeship Program
A Registered Apprenticeship Program (RAP) is a proven model of apprenticeship that has been validated by the U.S. Department of Labor or a State Apprenticeship Agency. RAPs enable and energize more employers to participate and provide them access to larger talent pools that have been trained for entry-level to management positions, thereby meeting industry demands and reducing unemployment rates across the country.

Small Business Credit Initiative (KSCBI)
The Kentucky Small Business Credit Initiative (KSCBI), composed of three distinct credit enhancement programs, is designed to increase the availability of credit to small businesses by reducing the risk of participating lenders assume. KSBCI helps to finance creditworthy small businesses that would typically fall just outside of a lender’s normal underwriting standards.

Federal Government
Want to work for the federal government? Federal government agencies can fill job openings faster when they hire disabled veterans. For more information on how you can qualify for a position in the federal government, visit the Office of Personnel Management’s Veterans Employment program at www.fedshirevets.gov/.

Hilton HonorsTM Military Program
NASWA's partnership with Hilton™ is making the career transition easier for veterans and transitioning service members. The Hilton Honors TM Military Program provides up to 100,000 hotel points to eligible Transitioning Service Members and Veterans to support needed travel for verifiable employment related activities, such as a job search, training for a new job, or finding housing. Click here to learn more.
VETS Program Assistance

Partnering Agencies

Homeless Veterans’ Reintegration Program (HVRP) - HVRP, HFVWWF, and IVTP (collectively, "homeless veterans programs") are the primary programs through which VETS administers grant funding to support employment opportunities for homeless veterans and veterans at risk of homelessness. The Department of Labor also serves veterans through WIOA title I programs, the Wagner-Peyser Act Employment Service (ES), and the Jobs for Veterans State Grants (JVSG) program. Through JVSG in particular, Disabled Veterans’ Outreach Program (DVOP) specialists, authorized under 38 U.S.C. 4103A, provide intensive services to veterans with significant barriers to employment, including homeless veterans.

U.S. DOL-VETS will require the grantees serving homeless veterans to enroll all participants in the public workforce system through the local AJC while these participants are receiving services through VETS’ homeless veterans program grantees. This is to create a sustainable partnership in which grantees understand each other’s services and participants’ employment needs are met. Grantees can find the closest AJCs here, [http://www.careeronestop.org/LocaJHelp/localhelp.aspx](http://www.careeronestop.org/LocaJHelp/localhelp.aspx). Note that each state may refer to an AJC with a unique brand or name.

Kentucky Department of Veterans Affairs (KDVA)

The KDVA assists veterans with a wide array of services, including: Benefits counseling, skilled long-term care at state veterans centers, dignified interment at state veterans cemeteries, health care, education, employment and special programs for women veterans, homeless veterans and others. [Click here](#) to learn more.

Kentucky Veterans Accelerated Learning for Licensed Occupations (VALLO)

Veterans Accelerated Learning for Licensed Occupations (VALLO) is one of the first initiatives of its kind in the United States. Made possible by a 2018 Department of Labor award to Kentucky Science and Technology Corporation, VALLO works to ease transitions for military service members by overcoming burdensome disconnects between military training and civilian licensure requirements. Our goal has been to give service members credit for their education and experience obtained in the military so that they may be quickly licensed and employed within Kentucky.

With an identified 35 disciplines, the VALLO team has worked diligently to accelerate pathways to occupational licensure, bridge coursework/degree curriculum, and impact state legislation to benefit veteran employment and licensure mobility. Our philosophy has upheld the best interest of the service member, while prioritizing the shortest, most direct pathways to occupational licensure. Ancillary efforts of VALLO hope to support prospective employers with workforce shortages and assist supplementary states in establishing similar models of licensure credit for veterans. [Click here](#) to learn more.
• The Work Ready Kentucky Scholarship (WRKS) helps Kentuckians who have not yet earned an associate's degree afford an industry-recognized certificate, diploma or associate’s in applied science.

• Scholarship pays up to the remaining cost of KCTCS tuition and fees after federal and state need-based are applied.

• Qualifying areas for the 2020–2021 year are health care, advanced manufacturing, transportation/logistics, business services/IT, and construction.

• Find eligibility criteria and a full list of approved programs on kheaa.com.

• To apply, file the FAFSA and complete the WRKS application on kheaa.com. Application for the 2021-2022 school year opens in May 2021.
FAFSA Process

• Required for federal, state and most institutional aid.

• Apply as soon as possible starting October 1 of senior year or the year before you plan to enter college.
  • Ask schools to which you are applying if they have specific FAFSA deadlines.

• Your FAFSA can be sent to up to 10 schools to which you have applied or may apply.

• To ensure accuracy, use the IRS Data Retrieval Tool in the financial section of the FAFSA.
  • If taxes weren’t filed, use W-2s to report income.

• Sign electronically with an FSA ID.
• Student and one parent can set up FSA IDs at fsaid.ed.gov.

What do I need to file my FAFSA?

• E-mail address or mobile phone number
• FSA ID for both the student and the dependent student’s parent/stepparent
• Your social security number
• Your alien registration number (if you are not a U.S. citizen)

• Your federal income tax returns, W-2s, and other records of money earned
  • The 2021-2022 FAFSA requires 2019 tax and income information

• Bank statements and records of investments (if applicable)
• Records of untaxed income (if applicable)
• Parent(s) of dependent students will also need the above information as well as date of birth, marital status, and date parent was married, divorced, or widowed.
What happens after I file the FAFSA?

• Review Student Aid Report (SAR)
• Make any necessary updates or corrections
• Talk to schools about special circumstances not reflected on your FAFSA
• Review award letters (may not come right away)
• Research additional scholarship and loan options to cover unmet need

Check email frequently! Most communication about financial aid will be sent electronically.
Kentucky Commission on Proprietary Education
Role of Career and Technical Schools

- Career relevant education and training
  - Prepare graduates for the workforce in a specific field
- Train students for employment in fast-growing/high demand areas (career pathways – manufacturing, business & IT, construction, healthcare and transportation)
- Collaborative partnership with employers
  - Schools create a pipeline “a conduit” of talent for our workforce and economy

- Exists to protect enrollees by regulating private, for-profit and not-for-profit postsecondary schools, offering career and technical training at the associate degree level and below
- Approval by the Kentucky Commission on Proprietary Education confirms credibility when a school is advertised to the public
  - It’s very important to Know Before You Enroll – Avoid Unlicensed Schools!
    - Licensed schools undergo a rigorous licensure process and must meet minimum standards
- Handles student complaints against a school
  - KCPE investigates the formal written complaint and works with the school and the complainant to resolve the issue
- Directly manages the closure of a school
  - KCPE communicates with enrollees and works with the surety bond companies to secure reimbursements and coordinates activities with appropriate state and federal agencies.
  - KCPE works to ensure the closed school turns over records so the individual can verify attendance for future education and employment needs
Kentucky’s Workforce Strategy
- Respond to the immediate workforce needs of employers
- Realign the education system to meet the needs of business
- Engage businesses to define their current/future needs
- Empower communities to design their own solutions
- Increase the workforce pipeline to accommodate growth

Workforce Services for Businesses & Employers
How do we do it? Business Solution Specialist
- Employer navigation and technical assistance
- Labor market information
- Provides inter-agency sharing multiple reach (vocational rehab, veterans, corrections, etc.)

Strategic Recruitment
- Military Veterans
- Rapid Response/Displaced Workers
- “Diversity Hiring” (second chance, recovery, disabilities, immigrants)

Talent Acquisition:
Finding Talent Through Rapid Response
- Kentucky Career Center, Rapid Response Teams provide statewide, early intervention re-employment services at no cost to companies or their employees affected by layoffs and closings
- Mandated and funded by federal Workforce Innovations and Opportunity Act
- Rapid Response Teams provide quality, on-site services for an effective and smooth transition to new employment for affected employees
- Worker Adjustment and Retraining Notification (WARN) legally requires companies laying off at least 50 people to notify state government
- These documents along with positions are posted to kcc.ky.gov (https://kcc.ky.gov/Pages/News.aspx)

GROWING & DEVELOPING TALENT
Customized & Work-Based Training
- Flexible, employer-driven skills-upgrade training
- On-the-Job Training (OJT), Incumbent Worker Training, (WIOA)
- BSSC and TRAINS funding available

Health and Safety Training through KYSafe Apprenticeship
Hiring Incentives: **Work Opportunity Tax Credit (WOTC)**

WOTC is a federal tax credit ($1,200 - $9,600) available to employers for hiring and retaining recipients from the following specified target groups:

- Veterans
- Long-term Temporary Assistance for Needy Families (TANF) recipients
- Short-term TANF recipients
- SNAP (food stamp) recipients
- Designated community residents
- Vocational rehabilitation referrals
- Summer youth employee
- Ex-felons
- Long-term unemployed individuals
- Supplemental Security Income (SSI) recipients

**Fill out 2 short forms:**
- IRS Form 8850 & ETA Form 9061
- Submit the completed and signed forms online to the Kentucky WOTC System - [https://wotc.ky.gov](https://wotc.ky.gov)
- Forms must be submitted within 28 calendar days of the employee’s start date

For more information, please visit: [https://kcc.ky.gov/employer/Pages/Tax-Credits.aspx](https://kcc.ky.gov/employer/Pages/Tax-Credits.aspx)

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**Hiring Incentives: Federal Bonding**

**What is the Federal Bonding Program?**
- Provides fidelity bonds to help hard-to-place job seekers get and keep a job
- Protects against fraud and/or dishonesty such as: stealing, theft, forgery, larceny or embezzlement
- Extremely successful, began in 1966 and less than 1% of the bonds filed upon

**Bond Mechanics**
- Issued as soon as applicant starts
- Each bond has a $5,000 limit
- May issue up to 5 bonds or $25,000 limit per individual depending on the position
- Each bond covers a 6 month term and may be renewed for additional 6 months at no cost

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**Overview of Services**

A detailed overview of the assistance provided by the Office of Employer and Apprenticeship Service can be downloaded from [here](https://kcc.ky.gov/employer/Pages/Tax-Credits.aspx).

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**Business Solutions Videos**

- WOTC Can Help
- WOTC Veteran Video
- Introduction to the Work Opportunity Tax Credit
- Work Opportunity Tax Credit: A Tutorial for Employers
- KY Work Ready
- KY WIN Career Readiness
- KY Career Ready
- The Federal Bonding Program
The Kentucky Workforce Innovation Board (KWIB) serves as an advisory board to the Governor on workforce training and development issues. The KWIB is charged with creating a statewide vision for workforce development and adopting a plan to move Kentucky forward through workforce training and development.

John Lyons Interim Executive Director
Kentucky Workforce Innovation Board

Phone: 502-564-0372 Email: JohnA.Lyons@ky.gov

For questions about Unemployment Insurance, visit kcc.ky.gov
Local Workforce boards assume critical leadership roles in the local workforce system. The Boards build links between workforce and economic development related activities. They convene industry-specific groups and general business organizations to identify occupational skill needs and discuss basic employment skill requirements in order to supply a quality workforce.

The Boards form strategic alliances, negotiate relationships and broker resources and identify training service providers and require that they meet industry standards, based on employer needs, as well as, ensure that training meets business and labor market needs.
Regional Business Services team members include a partnership of agencies and public programs to meet employer needs. The goal is to match qualified workers with employers' needs.

Contact us https://www.wkworkforce.work/ or find us on Facebook – https://www.facebook.com/wkworkforce/

Due to COVID, career center staff can be reached via phone or email to assist with eligibility for job training, career coaching, job referrals, and more.

**West Kentucky Job seekers can log on:**
https://wkworkforce.work/rapid-response-information to access information and materials describing re-employment services and view documents to assist in employment and careers.

**Job Openings in the Area Include:**

- **Novelis** - Operations Tech, Apply on the website https://novelis.com/careers/
- **Metalsa** - Production Tech, Apply on the website https://novelis.com/careers/ or call 270-887-1770
- **Martinrea** – Press positions, maintenance, tool & die, Apply on the website https://www.martinrea.com/culture/careers/
- **Pella** – Production positions, Apply on the website https://careers.pella.com/
- **4 Rivers Nuclear Partnership** – Heavy equipment operator, Apply on the website - https://fourriversnuclearpartnership.com/careers
- **Phoenix Paper**- Electrician, Apply on the website http://www.phoenixpaper.com/join-us/
• **Ft. Campbell - Campbell Strong** – Grant transitioning exiting military service members & spouses to jobs. Emphasizes hiring of veterans/spouses and expanding employment opportunities for our talented veteran workforce in the communities.

• **KY FAME** - Kentucky Federation for Advanced Manufacturing Education, a partnership of regional manufacturers, is implementing career pathways, apprenticeship-style educational programs that create a pipeline of highly skilled workers.

• **Re-Entry Offerings**
  • **Right Choice Program** gives non-custodial parents (NCPs) unique opportunities. Right Choice provides a court advocate to the NCP to develop a Workforce Assessment Plan to present to court officials for approval.
  • **McCracken County Drug** - identifies needs and provides access to targeted treatment, recovery supports, and vocational/educational services as well as career enhancement services.
  • **Briggs & Stratton** - Collaborative partnership serves the layoff of over 600 workers. Murray State University and economic development were important partners in the Dept. of Labor grant to re-employ, reskill and retrain workers. Well qualified individuals available from the workforce would include Maintenance technicians, Manufacturing technicians, Production Supervisors, and Operators.
The goal is to match qualified workers with employers' needs. For more information regarding services, please visit kccgreenriver.com or find us on Facebook – KCC Green River. Currently all services are being offered virtually. Career Coaches are available to assist in resume preparation, career guidance, and specialized job search tailored to local labor market information.

The Kentucky Career Center in Green River offers many tools to help you on your path to a fulfilling career which include FOCUS Career, Tratify Work Assessment, Linked In Learning, WorkKeys, WIN Career Readiness, ResCare Academy and Computer Essentials, O*Net Online, Kentucky Career EDGE and My Next Move for Veterans.

**Job Openings in Green River**

- Accountant
- Assembly Team Members
- Bus Drivers
- Certified Medical Assistant
- Certified Nurse Aide
- Computer Technician
- Customer Service
- Farm Worker
- Heavy Equipment Operator
- Machine Operator
- Maintenance Mechanic
- Maintenance Technician
- Mortgage Associate
- Licensed Practical Nurse
- Patient Care Assistant
- Production Operator
- Production Supervisor
- Quality Assurance Technician
- Retail Sales
- Registered Nurse
- Security Guard
- Truck Driver-CDL
- Welding

Matt Bartlett, One-Stop Operator, matthew.bartlett@equusworks.com
Our college partners offer associate degrees, diplomas and certificates in high demand sectors such as manufacturing, healthcare, business and information technology, transportation and logistics and construction and skilled trades.

National Dislocated Worker Grant:
In response to the COVID-19 pandemic, GRADD has been awarded $828,159 through a National Dislocated Worker Grant to provide employment recovery and training for eligible Dislocated Workers affected by COVID-19. This has enabled businesses and job seeker customers to begin to recover from the negative impact in the region. The focus is on placement in temporary jobs to aid in humanitarian efforts and occupational skills training in high demand sectors.

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