

Applying to Become an OVR Vendor – Community Rehabilitation Program



Interested in Providing Supported Employment?

Supported Employment (SE) in Kentucky begins with the Kentucky Office of Vocational Rehabilitation (OVR). To provide SE, you must become a vendor with OVR. As an agency doing business with OVR, you are considered a **Community Rehabilitation Program (CRP)**. The application process will require the following:

1. **Vendor Application**: This is a general application for doing business with OVR.
2. **Vendor Agreement**: Terms that approved vendors must sign and adhere to annually to continue providing services.
3. **CRP Manual**: Includes what needs to be attached to the Vendor Application and Agreement forms specific to the CRP application process.
4. **Vendor Manual**: Provides additional information on doing business with OVR.
5. **Secretary of State's Office**: If based in KY, vendors must be in good standing.
6. **KY Tax Registration**: You must apply/register for a Sales and Use or a Consumer's Use tax account. All vendors, whether out of state, profit, or non-profit, must hold an account with the Department of Revenue by statute.
7. **A Vendor Self-Service (VSS) Account**: Register for a VSS account once items 1-5 are complete. You'll enter your financial information and receive your vendor number. You'll need the vendor number during the final stages of the application process.

Next Steps:

Submit all application documents together to OVRVendors@ky.gov. For helpful tips on completing the SE application process, please see page 2. Upon final approval, you will need to submit the CRP Memorandum of Agreement before authorizations may be granted.

Questions?

If you have questions about the provision of SE, please contact the SE Training Project Director, Katie Wolf Whaley, at kwolf@uky.edu or 859-218-5960. This information is shared as a courtesy by the Kentucky SE Training Project. Please direct all specific vendor questions to OVRVendors@ky.gov. Please note that the vendor application process is subject to change.



Vendor Application:

- Check CRP Services on page 2.
- On page 3, no specific “certification or license” is required for SE.
- Check **SE Services** and then **Traditional SE Employment** on page 4.
- Individual Placement & Support (IPS) provision of service requires additional approvals from the Division of Behavioral Health.
- Customized SE requires additional certifications to be earned by the Employment Specialist.
- The other questions are specific to the provision of SE. If you are unfamiliar with this service, some new vendors have found it helpful to attend the [Supported Employment Core Training Series](#) before completing the application.

Vendor Agreement:

- You can complete everything but the vendor number (which will be provided upon approval).

CRP Manual:

- Page 1 lists 13 items to be included in your application packet, along with the Vendor Application and the Vendor Agreement. Include all items on the list that apply to you.
- If you or your staff have previously provided SE, you can include redacted examples for item 13 (Samples of Agency Documentation). If you’ve never provided SE, you can note that you don’t yet have examples.
- Information for SE begins on page 5. You can focus on this portion of this manual for SE.
- Some of the hyperlinks in the online manual are not working. You can find them below:
 - Page 5: [Association of People Supporting Employment First \(APSE\)](#)
 - Page 6: University of Kentucky Human Development Institute (UK-HDI) (this should take you to the [SE Core Training Series](#) page). All those providing any phase of SE must attend. The training is offered by UK-HDI’s [SE Training Project](#). The training is free and held via Zoom.
 - Page 7: [Competitive Integrative Employment \(CIE\)](#) (scroll to item #9). [Learn more about CIE](#).

Vendor Manual:

- You are applying to be a CRP. This manual refers you to the [CRP Manual](#) for a complete list of application materials.

KY Tax Registration:

- A vendor must have a Sales and Use (if the business sells products subject to Sales and Use tax) or a Consumer’s Use tax account (for vendors that do not sell products).
- To obtain the correct status, complete sections A, B, C, D (if applicable) and E (for Sales and Use) or H (for consumer use), then sign and submit to OVRVendors@ky.gov, or submit online as indicated.