

ALL ESS Contracts ALL Forms Lists

FY 2023

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Required Case Documentation for Payment of [ER AS Milestone](#):

- ® ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Milestone Rates)
- ® ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required only when ER_AS Milestone lasts more than one (1) month from date of referral, email the form each month to DRS Counselor; submit separately from milestone documentation)
- ® ESS-C-139** *Situational Assessment Report*
- ® ESS-C-161** *Job Analysis*
- ® ESS-C-274** *ER Authorization Request & Milestone Billing Form* (submit to DRS Counselor once the intake appointment is scheduled)
- ® ESS-C-278** *Plan for Assessment* ([replaces ESS-C-277](#)) (will include one required situational assessment and a minimum of one other assessment from the list) (emailed to DRS Counselor prior to beginning assessments)
- ® ESS-C-278n** DRS Counselor **response** to **ESS-C-278 Plan for Assessment** (if received, DRS Counselor has 5 business days to reply to emailed **ESS-C-278 Plan for Assessment**)
- ® ESS-C-285n** Electronic Résumé (email to DRS Counselor)
- ® ESS-C-289n** Job Description (when in-house Situational Assessment is completed)
- ® ESS-C-297** *Compatibility Analysis*
- ® ESS-C-305n** Customized Assessment(s) (when completed as one of the two required assessments)
- ® ESS-C-310** *Assessment Milestone Report* (counts as DRS Monthly Update or final monthly update for ER AS Milestone when milestone extends beyond one month)
- ® ESS-C-329** *Comprehensive Vocational Profile* (when completed as one of the two required assessments)

Legend: [®](#) = [Required](#) [®](#) = required, if applicable

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E&R Vocational Preparation Milestone Forms List (Optional)

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Required Case Documentation for Payment of [ER VP Milestone](#):

- ®** **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Milestone Rates)
- ®** **ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required only when ER VP Milestone lasts more than one (1) month, email the form each month to DRS Counselor; submit separately from milestone documentation)
- ®** **ESS-C-274** *ER Authorization Request & Milestone Billing Form*
- ®** **ESS-C-317n** Copies of summary pages from vocational interest inventories
- ®** **ESS-C-321** *Job Club Sign-In Sheet*
- ®** **ESS-C-325** *Copy of Certificate of Completion* (issued to individual)

Legend: ® = Required

® = required, if applicable

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Required Case Documentation for Payment of [ER PL Milestone](#):

- ® ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Milestone Rates)
- ® ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required only when ER PL Milestone lasts more than one (1) month, email the form each month to DRS Counselor; submit separately from milestone documentation)
- ® ESS-C-157** *Pre-Placement Information Form* (submit prior to or on the start date of the initial job only, email to DRS Counselor and Cc ESS TA)
- ® ESS-C-161** *Job Analysis* (completed before first (1st) day of work, only when EC is requested onsite by individual) (for initial placement)
- ® ESS-C-166** *Placement Report* (counts as DRS Monthly Update or final monthly update if ER PL milestone extends beyond one month)
- ® ESS-C-185** *Job Accommodation Form* (for initial placement)
- ® ESS-C-213n** O*NET median hourly wage documentation for the region or city where the job is located (Prior to or on start date, required ONLY when hired by the Contractor; email documentation to the DRS Counselor and Cc ESS TA)
- ® ESS-C-274** *ER Authorization Request & Milestone Billing Form*

If termination and/or replacement occurs:

- ® ESS-C-181** *Termination/Re-Placement Report* (upon Contractor notice of termination, email to DRS Counselor and Cc ESS TA)
- ® ESS-C-181** *Termination/Re-Placement Report* (prior to or on start date of re-placement, update the above form with new job information, email to DRS Counselor and Cc ESS TA)
- ® ESS-C-161** *Job Analysis* (completed before first (1st) day of work) (for re-placement, only when onsite support requested by individual)
- ® ESS-C-185** *Job Accommodation Form* (for re-placement)

Legend: ® = Required

® = required, if applicable

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Required Case Documentation for Payment of [ER R4 Milestone](#):

- ® ESS-C-117 *Travel Log and Invoice* (when travel is authorized, see D. Milestone Rates)**
 - ® ESS-C-133 *DRS Counselor Monthly Update Form(s)* (required only when ER R4 Milestone lasts more than one (1) month, email the form each month to DRS Counselor; submit separately from milestone documentation)**
 - ® ESS-C-185 *Job Accommodation Form* (submit only if new accommodations are implemented or changed during this milestone)**
 - ® ESS-C-225 *Record of Hours Worked***
 - ® ESS-C-233 *Employment Verification Form* (signed by employee, and employer, if on-site supports provided)**
- OR**
- ® ESS-C-237n *Current Paystub/Earnings Statement***
 - ® ESS-C-274 *ER Authorization Request & Milestone Billing Form***
 - ® ESS-C-338 *R4 Milestone Report* (counts as DRS Monthly Update or final monthly update if ER R4 milestone extends beyond one month)**

If termination and/or replacement occurs:

- ® ESS-C-181 Termination/Re-Placement Report (upon Contractor notice of termination, email to DRS Counselor and Cc ESS TA)**
- ® ESS-C-181 Termination/Re-Placement Report (prior to or on start date of re-placement, update the above form with new job information, email to DRS Counselor and Cc ESS TA)**
- ® ESS-C-161 *Job Analysis* (completed before first (1st) day of work) (for re-placement, only when onsite supports requested by individual)**
- ® ESS-C-185 *Job Accommodation Form* (for re-placement)**

Legend: ® = [Required](#) ® = [required, if applicable](#)

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Required Case Documentation for Payment of [ER EM Milestone](#):

- ® ESS-C-117 *Travel Log and Invoice* (when travel is authorized, see D. Milestone Rates)**
- ® ESS-C-133 *DRS Counselor Monthly Update Form (1st)* (email first monthly update to DRS Counselor as an attachment; submit separately from milestone documentation)**
- ® ESS-C-133 *DRS Counselor Monthly Update Form (2nd)* (email second monthly update to DRS Counselor as an attachment; submit separately from milestone documentation)**
- ® ESS-C-225 *Record of Hours Worked***
- ® ESS-C-237n *Current Paystub/Earnings Statement***
- ® ESS-C-249 *Employee Satisfaction Survey***
- ® ESS-C-266 *Employment Outcome Report* (counts as 3rd and final DRS Monthly Update for ER EM milestone)**
- ® ESS-C-274 *ER Authorization Request & Milestone Billing Form***

If termination and/or replacement occurs:

- ® ESS-C-181 Termination/Re-Placement Report (upon Contractor notice of termination, email to DRS Counselor and Cc ESS TA)**
- ® ESS-C-181 Termination/Re-Placement Report (prior to or on start date of re-placement, update the above form with new job information, email to DRS Counselor and Cc ESS TA)**
- ® ESS-C-161 *Job Analysis* (completed before first (1st) day of work) (for re-placement, only when onsite supports requested by individual)**
- ® ESS-C-185 *Job Accommodation Form* (for re-placement)**

Legend: ® = [Required](#)

® = required, if applicable

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Required Case Documentation for Payment of [ESA Service](#):

- ® ESS-C-117** *Travel Log and Invoice (when travel is authorized, see C. Service Rates)*
- ® ESS-C-133** *DRS Counselor Monthly Update Form(s) (required only when ESA lasts more than one (1) month from date of referral, email to DRS Counselor)*
- ® ESS-C-345** *ESS Authorization Request & Billing Form*
- ® ESS-C-349** *ESS Assessment Referral*

ESS-C-353-(1-8) Copies of all ESS Assessment(s) **as requested on the [ESS-C-349 ESS Assessment Referral](#)**):

- ® ESS-C-353-1** *ESS Assessment - Cognitive Assessment*
- ® ESS-C-353-2** *ESS Assessment - Communication Assessment*
- ® ESS-C-353-3** *ESS Assessment - Computer Technology Assessment*
- ® ESS-C-353-4** *ESS Assessment - Daily Living Assessment*
- ® ESS-C-353-5** *ESS Assessment - Housing Assessment*
- ® ESS-C-353-6** *ESS Assessment - Mobility Assessment*
- ® ESS-C-353-7** *ESS Assessment - Work/Training Tolerance Assessment*
- ® ESS-C-353-8** *ESS Assessment - Transportation Assessment*

- ® ESS-C-353-9** *ESS Assessment Summary*

Legend: ® = Required

® = required, if applicable

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Required Case Documentation for Payment of [SSE Service](#):

- ®** **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see C. Service Rates)
- ®** **ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required only when SSE lasts more than one (1) month, email to DRS Counselor)
- ®** **ESS-C-345** *ESS Authorization Request & Billing Form*
- ®** **ESS-C-357** *ESS Training Support Plan* (email to DRS Counselor for approval prior to initiating services)
- ®** **ESS-C-358n** Copy of email to DRS Counselor with **ESS-C-357 ESS Training Support Plan** (retain in case file)
- ®** **ESS-C-361n** Copy of DRS Counselor Approval email of **ESS-C-357 ESS Training Support Plan** (retain in case file)
- ®** **ESS-C-365** *ESS Training Support Summary*

Legend: ® = Required

® = required, if applicable

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- ® **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see C. Milestone Rates)
- ® **ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required only when JP AS Milestone lasts more than one (1) month from referral date, email the form each month to DRS Counselor; submit separately from milestone documentation)
- ® **ESS-C-285n** *Electronic Résumé* (email to DRS Counselor)
- ® **ESS-C-310** *Assessment Milestone Report* (counts as DRS Monthly Update when JP AS milestone is completed within one month of referral)
- ® **ESS-C-369** *JP Authorization Request & Billing Form*
- ® **ESS-C-377n** *Assessment results including potential job matches*

Legend: ® = Required

® = required, if applicable

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Required Case Documentation for Payment of [JP PL Milestone](#):

- ® ESS-C-117 *Travel Log and Invoice* (when travel is authorized, see C. Milestone Rates)**
- ® ESS-C-133 *DRS Counselor Monthly Update Form(s)* (required only when JP PL Milestone lasts more than one (1) month, email the form each month to DRS Counselor; submit separately from milestone documentation)**
- ® ESS-C-157 *Pre-Placement Information Form* (email to DRS Counselor and CC ESS TA prior to or on the start date of the initial job only)**
- ® ESS-C-161 *Job Analysis* (completed before first (1st) day of work, ONLY when EC is requested onsite by individual)**
- ® ESS-C-166 *Placement Milestone Report* (counts as DRS Monthly Update or final monthly update if JP PL milestone extends beyond one month)**
- ® ESS-C-185 *Job Accommodation Form* (for initial placement)**
- ® ESS-C-213n O*NET median hourly wage documentation for the region or city where the job is located (Prior to or on start date, required ONLY when hired by the Contractor; email documentation to the DRS Counselor and Cc ESS TA)**
- ® ESS-C-369 *JP Authorization Request & Billing Form***

If termination and/or replacement occurs:

- ® ESS-C-181 Termination/Re-Placement Report (upon Contractor notice of termination, email to DRS Counselor and Cc ESS TA)**
- ® ESS-C-181 Termination/Re-Placement Report (prior to or on start date of re-placement, update the above form with new job information, email to DRS Counselor and Cc ESS TA)**
- ® ESS-C-161 *Job Analysis* (completed before first (1st) day of work) (for re-placement only when EC is requested onsite by individual)**
- ® ESS-C-185 *Job Accommodation Form* (for re-placement)**

Legend: ® = Required

® = required, if applicable

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Required Case Documentation for Payment of [JP EM Milestone](#):

- ® **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see C. Milestone Rates)
- ® **ESS-C-133** *DRS Counselor Monthly Update Form (1st)* (email **first** monthly update to DRS Counselor as an attachment; submit separately from milestone documentation)
- ® **ESS-C-133** *DRS Counselor Monthly Update Form (2nd)* (email **second** monthly update to DRS Counselor as an attachment; submit separately from milestone documentation)
- ® **ESS-C-225** *Record of Hours Worked*
- ® **ESS-C-237n** *Current Paystub/Earnings Statement*
- ® **ESS-C-249** *Employee Satisfaction Survey*
- ® **ESS-C-266** *Employment Outcome Report* (counts as **3rd** and **final DRS Monthly Update** for JP EM milestone)
- ® **ESS-C-369** *JP Authorization Request & Billing Form*

If termination and/or replacement occurs:

- ® **ESS-C-181** *Termination/Re-Placement Report* (**upon Contractor notice of termination**, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-181** *Termination/Re-Placement Report* (**prior to or on start date of re-placement, update the above form with new job information**, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-161** *Job Analysis* (completed before first (1st) day of work) (for re-placement **only** when EC is requested onsite by individual)
- ® **ESS-C-185** *Job Accommodation Form* (for re-placement)

Legend: ® = Required

® = required, if applicable

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- ® **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see C. Payment Rate)
- ® **ESS-C-133** *DRS Counselor Monthly Update Form(s)* (email the form each month to DRS Counselor, submit separately from service documentation)
- ® **ESS-C-157** *Pre-Placement Information Form* (submit prior to or on the start date of the initial job only, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-185** *Job Accommodation Form* (if job accommodations are implemented)
- ® **ESS-C-213n** O*NET median hourly wage documentation for the region or city where the job is located (Prior to or on start date, required ONLY when hired by the Contractor; email documentation to the DRS Counselor and Cc ESS TA)
- ® **ESS-C-285n** *Electronic Résumé* (email to DRS Counselor)
- ® **ESS-C-389** *JOBS 60 Day Completion Report* (counts as final monthly update)
- ® **ESS-C-394** *JOBS Authorization Request & Billing Form* ([mistakenly listed in contract as ESS-C-393](#))

If termination and/or replacement occurs:

- ® **ESS-C-181** *Termination/Re-Placement Report* (upon Contractor notice of termination, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-181** *Termination/Re-Placement Report* (prior to or on start date of re-placement, update the above form with new job information, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-185** *Job Accommodation Form* (if applicable)

Legend: ® = [Required](#)

® = required, if applicable

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- ® ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Service Rates)
- ® ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required only when SES CA EX lasts more than one (1) month, email the form each month to DRS Counselor; submit separately from milestone documentation)
- ® ESS-C-137** *Plan of Career Exploration* (email to DRS Counselor for approval prior to beginning activities or trial work) (if not received within five (5) working days, the contractor may proceed with planned career exploration or trial work activities)
- ® ESS-C-141** *Career Exploration Report(s)*
- ® ESS-C-145n** DRS Counselor Response to ESS-C-137 Plan of Career Exploration (retain in case file)
- ® ESS-C-149n** Contractor's Written Justification for completing less than three (3) different activities (if applicable) (**Noted in contract, but not listed under required forms.**)
- ® ESS-C-153n** DRS Counselor Written Approval for completing less than three (3) different activities (if applicable) (**Noted in contract, but not listed under required forms.**)
- ® ESS-C-801** *SES Authorization Request & Billing Form*

Legend: ® = Required

® = required, if applicable

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Required Case Documentation for Payment of [1st Month](#) of SES Internship:

- ®** [ESS-C-117](#) *Travel Log and Invoice* (when travel is authorized, see D. Service Rates)
- ®** [ESS-C-133](#) *DRS Counselor Monthly Update Form* (required each month if internship placement extends beyond one month after referral date, submit separately from billing documentation) ([Not listed under required documentation in contract.](#))
- ®** [ESS-C-157](#) *Pre-Placement Information Form* (submit prior to or on start date of initial internship, email to DRS Counselor and Cc ESS TA) ([Not listed under required documentation in contract.](#))
- ®** [ESS-C-161](#) *Job Analysis* (completed during the first week of internship, and required with first month's billing)
- ®** [ESS-C-165](#) *Internship Placement Report* (required with first month's billing)
- ®** [ESS-C-169](#) *Internship Time Log(s)* (required with first month's billing) ([Not listed under required documentation in contract.](#))
- ®** [ESS-C-185](#) *Job Accommodation Form* (required with first month's billing)
- ®** [ESS-C-197n](#) *Internship Agreement Documentation*
- ®** [ESS-C-801](#) *SES Authorization Request & Billing Form* (required with first month's billing)

Required Case Documentation for Payment of [Monthly Internship Supports](#):

- ®** [ESS-C-117](#) *Travel Log and Invoice* (when travel is authorized, See D. Service Rates)
- ®** [ESS-C-133](#) *DRS Counselor Monthly Update Form* (required with each month's billing)
- ®** [ESS-C-169](#) *Internship Time Log(s)* (required with each month's billing)
- ®** [ESS-C-801](#) *SES Authorization Request & Billing Form* (required with each month's billing)

Legend: **®** = [Required](#)

® = required, if applicable

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SES Internship (INT) Forms List – cont.

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Required Case Documentation for Payment of [Final Month](#) of SES Internship:

- ® **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, See D. Service Rates)
- ® **ESS-C-133** *DRS Counselor Monthly Update Form* (required with final billing)
- ® **ESS-C-157** *Pre-Placement Information Form* (required when hired permanently by Internship Employer) (submit prior to or on the start date of the permanent job, email to DRS Counselor and Cc ESS TA) ([use permanent hire date as start date](#))
- ® **ESS-C-169** *Internship Time Log(s)* (required with final billing)
- ® **ESS-C-173** *Team Meeting Report* (required with final billing)
- ® **ESS-C-177** *Placement Report* (required with final billing if hired by the Internship employer)
- ® **ESS-C-185** *Job Accommodation Form* (required only if updated)
- ® **ESS-C-801** *SES Authorization Request & Billing Form* (required with final billing)
- ® **ESS-C-810** *Employee Performance Report* (required with final billing)

Required Documentation for Internship Employer or Job Changes:

- ® **ESS-C-181** *Termination/Re-Placement Report* (upon Contractor notice of termination of internship, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-181** *Termination/Re-Placement Report* (prior to or on start date of re-placement, update the above form with new job information, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-161** *Job Analysis* (completed prior to the first (1st) day of the new internship and required with first month's billing)
- ® **ESS-C-185** *Job Accommodation Form* (for re-placement in new internship and required with first month's billing) ([Not listed under required documentation in contract.](#))
- ® **ESS-C-197n** *Internship Agreement Documentation*

Legend: ® = [Required](#)

® = [required, if applicable](#)

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Required Case Documentation for [Monthly Payment of SES OST](#):

- ® ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Service Rates)
- ® ESS-C-133** *DRS Counselor Monthly Update Form* (required with each month's billing)
- ® ESS-C-173** *Team Meeting Report(s)* (required every four months, as applicable)
- ® ESS-C-185** *Job Accommodation Form* (required when updated)
- ® ESS-C-225** *Record of Hours Worked* (required with each month's billing)
- ® ESS-C-229** *Natural Supports Plan* (required when updated)
- ® ESS-C-237n** *Current Pay Stub/Earnings Statement* (required with final billing)
- ® ESS-C-241** *Onsite Supports and Training Report* (required with every Team Meeting and/or final billing) (**Not listed under required documentation in contract.**)
- ® ESS-C-249** *Employee Satisfaction Survey* (required with every Team Meeting and/or final billing)
- ® ESS-C-253** *Extended Services Statement* (required with final billing)
- ® ESS-C-801** *SES Authorization Request & Billing Form* (required with each month's billing)
- ® ESS-C-810** *Employee Performance Report* (signed by the employer, and required with every Team Meeting and/or final billing)

[\(For termination requirements see next page\)](#)

Legend: ® = Required

® = required, if applicable

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If termination and/or replacement occurs:

- ® ESS-C-181 Termination/Re-Placement Report (upon Contractor notice of termination, email to DRS Counselor and Cc ESS TA)**
- ® ESS-C-181 Termination/Re-Placement Report (prior to or on start date of re-placement, update the above form with new job information, email to DRS Counselor and Cc ESS TA)**
- ® ESS-C-161 Job Analysis (completed prior to the first (1st) day of work (for re-placement)**
- ® ESS-C-185 Job Accommodation Form (for re-placement)**
- ® ESS-C-229 Natural Supports Plan (for re-placement)**

ESS-C-241 listed in contract is not required under termination/re-placement.

Legend: ® = Required

® = required, if applicable

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Required Case Documentation for [Monthly Payment of SES EST](#):

- ® **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Service Rates)
- ® **ESS-C-133** *DRS Counselor Monthly Update Form(s)* (not required in months when Team Meetings are held)
- ® **ESS-C-173** *Team Meeting Report(s)* (required at least every 6 months, or any time a Team Meeting is held)
- ® **ESS-C-185** *Job Accommodation Form* (required when updated)
- ® **ESS-C-225** *Record of Hours Worked* (required with each month's billing)
- ® **ESS-C-229** *Natural Supports Plan* (required when updated)
- ® **ESS-C-237n** *Current Pay Stub/Earnings Statement* (required with final billing)
- ® **ESS-C-249** *Employee Satisfaction Survey* (required every 6 months when Team Meetings are held)
- ® **ESS-C-801** *SES Authorization Request & Billing Form* (required monthly with billing)
- ® **ESS-C-810** *Employee Performance Report* (signed by the employer, and required at every team meeting)

If termination and/or replacement occurs:

- ® **ESS-C-181** *Termination/Re-Placement Report* (upon Contractor notice of termination, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-181** *Termination/Re-Placement Report* (prior to or on start date of re-placement, update the above form with new job information, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-161** *Job Analysis* (completed prior to the first (1st) day of work) (for re-placement)
- ® **ESS-C-185** *Job Accommodation Form* (for re-placement) (**Not listed under required documentation in contract.**)
- ® **ESS-C-229** *Natural Supports Plan* (for re-placement)

Legend: ® = [Required](#)

® = required, if applicable

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SES Additional Placement Rates (APR) Forms List

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Required Case Documentation for Payment of [SES APR](#):

- ® ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Service Rates)
- ® ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required each month between termination and re-placement)
- ® ESS-C-181** *Termination/Re-Placement Report* (prior to or on start date of re-placement, update the previous form with new job information, email to DRS Counselor and Cc ESS TA)
- ® ESS-C-161** *Job Analysis* (completed prior to the first (1st) day of work) (required for each re-placement) (**Not listed under required documentation in contract but stated in contract regarding all re-placements.**)
- ® ESS-C-185** *Job Accommodation Form* (required for each re-placement)
- ® ESS-C-229** *Natural Supports Plan* (required for each re-placement)
- ® ESS-C-801** *SES Authorization Request & Billing Form* (required for each re-placement)

If termination and/or replacement occurs:

- ® ESS-C-181** *Termination/Re-Placement Report* (upon Contractor notice of termination, email to DRS Counselor and Cc ESS TA)
- ® ESS-C-181** *Termination/Re-Placement Report* (prior to or on start date of re-placement, update the above form with new job information, email to DRS Counselor and Cc ESS TA)
- ® ESS-C-161** *Job Analysis* (completed prior to the first (1st) day of work) (for re-placement)
- ® ESS-C-185** *Job Accommodation Form* (for re-placement)
- ® ESS-C-229** *Natural Supports Plan* (for re-placement)

Legend: [® = Required](#)

[® = required, if applicable](#)

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Required Case Documentation for Payment of SE AS Milestone:

- ® **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Milestone Rates)
- ® **ESS-C-133** *DRS Counselor **Monthly Update Form(s)*** (email each month to DRS Counselor as an attachment required only when SE AS Milestone lasts more than one (1) month from date of referral, email the form each month to DRS Counselor, submit separately from milestone documentation.)
- ® **ESS-C-139** *Situational Assessment Report(s)* (Use vocational goal to identify appropriate testing sites)
- ® **ESS-C-161** *Job Analysis(s)*
- ® **ESS-C-278** *Plan for Assessment*
- ® **ESS-C-278n** DRS Counselor email/written response to *ESS-C-278 Plan for Assessment*, when received (required when both assessments are NOT related to the IPE Vocational Goal)
- ® **ESS-C-289n** Job Description (required when in-house situational assessment is completed)
- ® **ESS-C-297** *Compatibility Analysis*
- ® **ESS-C-310** *Assessment Milestone Report* (counts as DRS Monthly Update or final monthly update if SE AS milestone extends beyond one month)
- ® **ESS-C-398** *SE Authorization Request & Milestone Billing Form*
- ® **ESS-C-413** *Intensive Support Criteria Form with documentation* (email to DRS Counselor, and email to **ESS TA** only if choosing “Other” on the form)

Legend: ® = Required

® = required, if applicable

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SE Vocational Preparation Milestone Forms List (Optional)

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Required Case Documentation for Payment of [SE VP Milestone](#):

- ® ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Milestone Rates)
- ® ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required only when **SE VP Milestone** lasts **more than one (1) month**, email the form each month to DRS Counselor; submit separately from milestone documentation)
- ® ESS-C-317n** Copies of summary pages from vocational interest inventories
- ® ESS-C-321** *Job Club Sign-In Sheet*
- ® ESS-C-325** *Copy of Certificate of Completion* (issued to individual)
- ® ESS-C-398** *SE Authorization Request & Milestone Billing Form*

Legend: ® = Required

® = required, if applicable

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Required Case Documentation for Payment of [SE PL Milestone](#):

- ® ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Milestone Rates)
- ® ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required only when SE PL Milestone lasts more than one (1) month, email the form each month to DRS Counselor, submit separately from milestone documentation)
- ® ESS-C-157** *Pre-Placement Information Form* (submit prior to or on the start date of the initial job only, email to DRS Counselor and Cc ESS TA)
- ® ESS-C-161** *Job Analysis* (completed before first (1st) day of work) (for initial placement)
- ® ESS-C-166** *Placement Report* (counts as DRS Monthly Update or final monthly update if SE PL milestone extends beyond one month)
- ® ESS-C-185** *Job Accommodation Form* (for initial placement)
- ® ESS-C-213n** O*NET median hourly wage documentation for the region or city where the job is located (Prior to or on start date, required ONLY when hired by the Contractor; email documentation to the DRS Counselor and Cc ESS TA)
- ® ESS-C-398** *SE Authorization Request & Milestone Billing Form*

Required if termination and/or replacement occurs:

- ® ESS-C-181** *Termination/Re-Placement Report* (upon Contractor notice of termination, email to DRS Counselor and Cc ESS TA)
- ® ESS-C-181** *Termination/Re-Placement Report* (prior to or on start date of re-placement, update the above form with new job information, email to DRS Counselor and Cc ESS TA)
- ® ESS-C-161** *Job Analysis* (completed prior to the first (1st) day of work) (for re-placement)
- ® ESS-C-185** *Job Accommodation Form* (for re-placement)

Legend: [®](#) = [Required](#)

[®](#) = required, if applicable

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SE R4 (Four Weeks Job Support) Milestone Forms List

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Required Case Documentation for Payment of [SE R4 Milestone](#):

- ® **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Milestone Rates)
- ® **ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required only when SE PL Milestone lasts more than one (1) month, email the form each month to DRS Counselor, submit separately from milestone documentation)
- ® **ESS-C-185** *Job Accommodation Form* (only if updated)
- ® **ESS-C-225** *Record of Hours Worked*
- ® **ESS-C-229** *Natural Supports Plan*
- ® **ESS-C-233** *Employment Verification Form* (signed by employer and employee)
OR
- ® **ESS-C-237n** *Current Pay stub/Earnings Statement*
- ® **ESS-C-338** *R4 Milestone Report* (counts as final DRS Monthly Update of SE R4 milestone)
- ® **ESS-C-398** *SE Authorization Request & Milestone Billing Form*
Required if termination and/or replacement occurs:
 - ® **ESS-C-181** Termination/Re-Placement Report (upon Contractor notice of termination, email to DRS Counselor and Cc ESS TA)
 - ® **ESS-C-181** Termination/Re-Placement Report (prior to or on start date of re-placement, update the above form with new job information, email to DRS Counselor and Cc ESS TA)
 - ® **ESS-C-161** *Job Analysis* (completed prior to the first (1st) day of work) (for re-placement)
 - ® **ESS-C-185** *Job Accommodation Form* (for re-placement)
 - ® **ESS-C-229** *Natural Supports Plan* (for re-placement)

Legend: ® = [Required](#)

® = required, if applicable

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SE R8 (Eight Weeks Job Support) Milestone Forms List

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Required Case Documentation for Payment of [SE R8 Milestone](#):

- ® **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Milestone Rates)
- ® **ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required only when SE R8 Milestone lasts more than one (1) month, email the form each month to DRS Counselor, submit separately from milestone documentation)
- ® **ESS-C-185** *Job Accommodation Form* (only if updated)
- ® **ESS-C-225** *Record of Hours Worked*
- ® **ESS-C-229** *Natural Supports Plan* (only if updated)
- ® **ESS-C-249** *Employee Satisfaction Survey*
- ® **ESS-C-398** *SE Authorization Request & Milestone Billing Form*
- ® **ESS-C-425** *SE R8 Milestone Report* (counts as final monthly update for SE R8 milestone)

Required if termination and/or replacement occurs:

- ® **ESS-C-181** Termination/Re-Placement Report (upon Contractor notice of termination, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-181** Termination/Re-Placement Report (prior to or on start date of re-placement, update the above form with new job information, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-161** *Job Analysis* (completed prior to the first (1st) day of work) (for re-placement)
- ® **ESS-C-185** *Job Accommodation Form* (for re-placement)
- ® **ESS-C-229** *Natural Supports Plan* (for re-placement)

Legend: ® = Required

® = required, if applicable

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SE ST (Job Stabilization) 12- or 16-weeks Milestone Forms List

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Required Case Documentation for Payment of [SE ST Milestone](#):

- ® **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Milestone Rates)
- ® **ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required only when SE ST milestone lasts more than one (1) month, email the form each month to DRS Counselor, submit separately from milestone documentation)
- ® **ESS-C-173** *Team Meeting Report* (for Team Meeting required during SE ST milestone)
- ® **ESS-C-225** *Record of Hours Worked*
- ® **ESS-C-233** *Employment Verification Form* (signed by employer and employee) (**Not listed under required documentation in contract.**)
- ® **ESS-C-249** *Employee Satisfaction Survey*
- ® **ESS-C-253** *EST Extended Services Statement*
- ® **ESS-C-398** *SE Authorization Request & Milestone Billing Form*
- ® **ESS-C-430** *Stabilization Milestone Report* (report weeks nine through twelve (9-12) for Regular Support; report weeks nine through sixteen (9-16) for Highly Challenged) (counts as final DRS Monthly Update for SE ST milestone)

Required if termination and/or replacement occurs:

- ® **ESS-C-181** Termination/Re-Placement Report (upon Contractor notice of termination, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-181** Termination/Re-Placement Report (prior to or on start date of re-placement, update the above form with new job information, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-161** *Job Analysis* (completed prior to the first (1st) day of work) (for re-placement)
- ® **ESS-C-185** *Job Accommodation Form* (for re-placement)
- ® **ESS-C-229** *Natural Supports Plan* (for re-placement)

Legend: ® = [Required](#)

® = required, if applicable

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SE EM (Successful Employment) Milestone Forms List

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Required Case Documentation for Payment of [SE EM Milestone](#):

- ® **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Milestone Rates)
- ® **ESS-C-133** *DRS Counselor Monthly Update Form (1st)* (email first monthly update to DRS Counselor as an attachment; submit separately from milestone documentation)
- ® **ESS-C-133** *DRS Counselor Monthly Update Form (2nd)* (email second monthly update to DRS Counselor as an attachment; submit separately from milestone documentation)
- ® **ESS-C-225** *Record of Hours Worked*
- ® **ESS-C-237n** *Current Pay Stub/Earnings Statement*
- ® **ESS-C-249** *Employee Satisfaction Survey*
- ® **ESS-C-266** *Employment Outcome Report* (counts as 3rd and final DRS Monthly Update for SE EM milestone)
- ® **ESS-C-398** *SE Authorization Request & Milestone Billing Form*

Required if termination and/or replacement occurs:

- ® **ESS-C-181** Termination/Re-Placement Report (upon Contractor notice of termination, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-181** Termination/Re-Placement Report (prior to or on start date of re-placement, update the above form with new job information, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-161** *Job Analysis* (completed prior to the first (1st) day of work) (for re-placement)
- ® **ESS-C-185** *Job Accommodation Form* (for re-placement)
- ® **ESS-C-229** *Natural Supports Plan* (for re-placement)

Legend: ® = [Required](#)

® = required, if applicable

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Required Case Documentation for Payment for [IPS CP Milestone](#):

- [®](#) **ESS-C-700** *IPS Milestone Billing Form* (renamed IPS Authorization Request & Billing Form but not updated in contract)
- [®](#) **ESS-C-705** *Career Profile*
- [®](#) **ESS-C-710** *Educational Experience Report* (when in training)

Legend: [®](#) = Required [®](#) = required, if applicable

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IPS 15-Day Job Placement & Retention Milestone Forms List

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Required Case Documentation for Payment for [IPS 15-Day JP & R Milestone](#):

- ® **ESS-C-185** *Job Accommodation Form*
- ® **ESS-C-225** *Record of Hours Worked (or related Contractor Form/Report)*
- ® **ESS-C-700** *IPS Milestone Billing Form (renamed IPS Authorization Request & Billing Form)*
- ® **ESS-C-705** *Career Profile (if updated)*
- ® **ESS-C-710** *Educational Experience Report (when in training)*
- ® **ESS-C-715** *Job Search Plan (email to the DRS Counselor when completed)*
- ® **ESS-C-720** *Job Start Report (emailed to the DRS Counselor prior to or on first day of employment, if known)*
- ® **ESS-C-725** *Employer Contact Log(s)*
- ® **ESS-C-730** *Job Support Plan (email to the DRS Counselor and IPS Supervisor upon completion)*
- ® **ESS-C-735** *Job End Report (when needed)*

Legend: ® = Required

® = required, if applicable

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IPS 45-Day Employment Milestone Forms List

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Required Case Documentation for Payment of [IPS 45-Day Employment Milestone](#):

- [®](#) **ESS-C-225** *Record of Hours Worked* (or related Contractor Form/Report)
- [®](#) **ESS-C-700** *IPS Milestone Billing Form* (renamed IPS Authorization Request & Billing Form)
- [®](#) **ESS-C-705** *Career Profile* (if updated)
- [®](#) **ESS-C-710** *Educational Experience Report* (when in training)
- [®](#) **ESS-C-720** *Job Start Report* (when needed)
- [®](#) **ESS-C-725** *Employer Contact Log(s)* (when needed)
- [®](#) **ESS-C-735** *Job End Report* (when needed)

Legend: [®](#) = Required

[®](#) = required, if applicable

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IPS Re-placement Milestone Forms List (one-time only)

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Required Case Documentation for Payment of [IPS Re-placement Milestone](#):

- ® **ESS-C-185** *Job Accommodation Form*
- ® **ESS-C-225** *Record of Hours Worked (or related Contractor Form/Report)*
- ® **ESS-C-700** *IPS Milestone Billing Form (renamed IPS Authorization Request & Billing Form)*
- ® **ESS-C-705** *Career Profile (if updated)*
- ® **ESS-C-710** *Educational Experience Report (when in training)*
- ® **ESS-C-720** *Job Start Report (when needed)*
- ® **ESS-C-725** *Employer Contact Log(s) (when needed)*
- ® **ESS-C-735** *Job End Report (when needed)*

Legend: ® = Required

® = required, if applicable

IPS 90-Day Competitive Employment Milestone Forms List

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Required Case Documentation for Payment of [IPS 90-Day CIE & Retention Milestone](#):

- [®](#) **ESS-C-185** *Job Accommodation Form (if updated)*
- [®](#) **ESS-C-225** *Record of Hours Worked (or related Contractor Form/Report)*
- [®](#) **ESS-C-237n** *Paystub and/or Earnings Statement*
- [®](#) **ESS-C-700** *IPS Milestone Billing Form (renamed IPS Authorization Request & Billing Form)*
- [®](#) **ESS-C-705** *Career Profile (if updated)*
- [®](#) **ESS-C-710** *Educational Experience Report (when in training) (Not listed under required documentation in contract.)*
- [®](#) **ESS-C-720** *Job Start Report (when needed)*
- [®](#) **ESS-C-725** *Employer Contact Log(s) (when needed)*
- [®](#) **ESS-C-730** *Job Support Plan (when needed)*
- [®](#) **ESS-C-735** *Job End Report (when needed)*

Legend: [®](#) = Required

[®](#) = required, if applicable

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