ALL ESS Contracts ALL Forms Lists FY 2024

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Employment Support Services (ESS) Contract Forms

Job Placement (JP) Contract Forms

JOBS Contract Forms

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Supported Employment (SE) Contract Forms

FY2024 Contracts and forms are located on Oklahoma Rehabilitation Services website:

https://oklahoma.gov/okdrs/job-seekers/drs-programs/ess.html

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E&R Assessment Milestone Forms List

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E&R R4 (4 Week Retention) Milestone Forms List (Optional)

E&R EM (Successful Employment) Milestone Forms List

E&R Assessment Milestone Forms List

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Required Case Documentation f	for Payment of <mark>ER AS</mark>	<u>S Milestone</u> :
®ESS-C-117 Travel Log and In Milestone Rates)	nvoice (when travel is	authorized, see D.
R ESS-C-133 DRS Counselor Milestone lasts more than one month to DRS Counselor; subr	(1) month from date of re	eferral, email the form each
® ESS-C-139 Situational Asse	ssment Report	
🗌 ® ESS-C-161 Job Analysis		
B ESS-C-274 ER Authorization Counselor after referral is r	•	submit to DRS (e appointment is scheduled)
B ESS-C-278 Plan for Assession and a minimum of one other as Counselor for approval prior to	ssessment from the list)	
® ESS-C-278n DRS Counselo received, DRS Counselor h 278 Plan for Assessment)	•	· ·
🔲 🖻 ESS-C-285n Electronic Rés	umé (email to DRS C o	ounselor)
® ESS-C-289n Job Description completed)	n (use when in-house	Situational Assessment is
® ESS-C-297 Compatibility An	nalysis	
Ress-C-305n Customized Assessments)	ssessment(s) (if comp	leted as one of the two
B ESS-C-310 Assessment Mile monthly update for ER AS Mile	•	
® ESS-C-329 Comprehensive two required assessments	•	en completed as one of the
Legend: <u>®</u> = <u>Requ</u>	uired ® = required, if	fapplicable

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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 & Invoice ® 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) 				
 VP Milestone <u>lasts more than one (1) month</u>, email the form each month to DRS Counselor; submit separately from milestone documentation) 	® ESS-C-117 Travel Log			l, see D.
 B ESS-C-317n Copies of summary pages from vocational interest inventories B ESS-C-321 Job Club Sign-In Sheet 	VP Milestone lasts mo	ore than one (1)	<u>month</u> , email the form	n each month to
Bess-C-321 Job Club Sign-In Sheet	🗌 🖲 ESS-C-274 ER Authoriz	zation Request &	Invoice	
	🗌 <u>®</u> ESS-C-317n Copies of	summary pages	from vocational interes	t inventories
<u> <u> </u></u>	🗌 🖲 ESS-C-321 Job Club Si	ign-In Sheet		
	Bess-C-325 Copy of Cell	rtificate of Compl	letion (issued to indivi	dual)

E&R Contract Index

E&R Job Development and Placement Milestone Forms List

Е	&R Contact Index	Back	Next Page	Тор
	Dired Case Documentation for ESS-C-117 <i>Travel Log and Inve</i> Milestone Rates)			e D.
	ESS-C-133 DRS Counselor Mo JDPL Milestone <u>lasts more th</u> month to DRS Counselor; su documentation) ESS-C-157 Pre-Placement Info date of the <u>initial job only</u> , em	nan one (1) bmit separ	<u>month</u> , email the form ately from milestone <i>rm</i> (submit prior to or o	each on the start
®	ESS-C-161 <i>Job Analysis</i> (com EC is requested onsite by ind	-	· · ·	κ, <u>only</u> when
<u> </u>	ESS-C-166 <i>Placement Report</i> (monthly update if ER PL mile	•		
R	ESS-C-185 Job Accommodatio	on Form (fo	r initial placement)	
®	ESS-C-213n O*NET median ho where the job is located (<u>Prior</u> by the Contractor; <u>email</u> docu	<u>to or on st</u>	art date, required ONLY	when hired
<u> </u>	ESS-C-274 ER Authorization R	Request & Ir	nvoice	
<u>lf</u>	termination and/or replaceme ® ESS-C-181 <u>Termination</u> /R <u>termination</u> , email to DRS	e-Placeme		tor notice of
	® ESS-C-181 Termination/ <u>Re</u> re-placement, update theDRS Counselor and Cc ES	above forn		
	® ESS-C-161 Job Analysis (c placement, <u>only</u> when ons	-		, (
] ® ESS-C-185 Job Accommod	lation Form	(for re-placement)	
	Legend: <u>®</u> = <u>Require</u>	ed ® =	required, if applicable	

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E&R R4 (4 Week Retention) Milestone Forms List (Optional)

E&R Contract Inc	dex Bac	:k	Next Page	Тор
Required Case D	ocumentation for P	ayment of ER R4	Milestone:	
	Travel Log and Invoi			D.
R4 Milestor	<i>DRS Counselor Mon</i> ne <u>lasts more than o</u> inselor; submit sep	<u>one (1) month,</u> em	ail the form each	n month
🕅 ® ESS-C-185	Job Accommodation	Form (submit onl	y if new accomm	nodations
are impleme	ented or changed d	uring this milesto	ne)	
🖳 <u>®</u> ESS-C-225	Record of Hours Wo	rked		
└── if on-site sup	Employment Verifica ports provided)	tion Form (signed	by employee, an	ıd employer,
□ <u>®</u> ESS-C-237r	n Current Paystub/Ea	rnings Statement		
🗌 <u>®</u> ESS-C-274	ER Authorization Re	quest & Invoice		
□ <u>®</u> ESS-C-338 <u>monthly up</u>	R4 Milestone Report date if ER R4 milest	(counts as <u>DRS N</u> tone extends beyo	<u>Monthly Update</u> cond one month)	or <u>final</u>
If termination	and/or replacement	t occurs:		
	1 81 <u>Termination</u>/Re - t <mark>ion</mark> , email to DRS C	•		or notice of
re-place	1 81 <i>Termination/<mark>Re-F</mark> ment, <u>update the al</u> unselor and Cc ESS</i>	pove form with ne		
	61 <i>Job Analysis</i> (co ent, <u>only</u> when onsit	•	· · ·	, (
🗌 ® ESS-C-1	85 Job Accommoda	tion Form (for re-p	lacement)	
Le	gend: <u>®</u> = <u>Required</u>	® = required	l, if applicable	
ESS All Contracts	R R4 Forms List All Forms Lists	Page 6 of 38		2023-11-30

E&R EM (Successful Employment) Milestone Forms List

E&R Contract Index	Back	Next Page	Тор
	el Log and Invoice (whe		
	Counselor Monthly Upd ounselor as an attach		
B ESS-C-133 DRS update to DRS C milestone docume	<i>Counselor Monthly Upd</i> ounselor as an attach ntation)	date Form (2 nd) (email ment; submit separa	<u>second</u> monthly tely from
🗌 <u>®</u> ESS-C-225 Reco	rd of Hours Worked		
BESS-C-237n Curr	rent Pay stub/Earnings	Statement	
🔲 🖲 ESS-C-249 Emplo	oyee Satisfaction Surve	у	
B ESS-C-266 Empl	oyment Outcome Repo	rt (counts as <u>3</u>rd and <u>f</u>	inal DRS
Monthly Update	for ER EM milestone)		
🗌 <u>®</u> ESS-C-274 ER A	uthorization Request &	Invoice	
B ESS-C-181 <u>To</u> <u>termination</u> , o	or replacement occurs ermination/Re-Placem email to DRS Counselo	<i>ent Report</i> (<u>upon Con</u> r and Cc ESS TA)	
re-placement	ermination/ <u>Re-Placeme</u> , <u>update the above for</u> or and Cc ESS TA)		
	ob Analysis (completec nly when onsite supp	· · ·	, (
🔲 ® ESS-C-185 Ja	bb Accommodation For	<i>n</i> (for re-placement)	

ER EM Forms List

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Employment Support Services (ESS) Contract Forms Index

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Employment Support Assessment Forms List

Support Services for Employment Forms List

ESS Forms List Index

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Employment Support Assessment (ESA) Forms List

ES	S Contract Index	Next Page	Тор
<u>Require</u>	d Case Documentation for Pa	yment of ESA Service:	
	S-C-117 Travel Log and Invoid tes)	e (when travel is authori	ized, see C. Service
las	S-C-133 DRS Counselor Mont ts more than one (1) month foundation for the second		
🗌 <u>®</u> ES	S-C-345 ESS Authorization Re	quest & Invoice	
🗌 <u>®</u> ES	S-C-349 ESS Assessment Rei	erral	
ESS Ass @ @ @ @ @ @ @ @ @ @ @ @	C-353-(1-8) Copies of all ESS A <u>sessment Referral</u>): ESS-C-353-1 ESS Assessment ESS-C-353-2 ESS Assessment ESS-C-353-3 ESS Assessment ESS-C-353-4 ESS Assessment ESS-C-353-5 ESS Assessment ESS-C-353-6 ESS Assessment ESS-C-353-7 ESS Assessment ESS-C-353-8 ESS Assessment ESS-C-353-8 ESS Assessment	nt - Cognitive Assessment nt - Communication Asses nt - Computer Technology nt - Daily Living Assessment nt - Housing Assessment nt - Mobility Assessment nt - Work/Training Toleran	t ssment Assessment ent nce Assessment

 B
 ESS-C-353-9
 ESS Assessment Summary

ESS ESA Forms List ESS All Contracts All Forms Lists

Support Services for Employment (SSE) Forms List

	ESS Contract Index	Back	Next Page	Тор
	<u>uired Case Documentation</u> ESS-C-117 Travel Log and Service Rates) ESS-C-133 DRS Counseld lasts more than one (1) m ESS-C-345 ESS Authorizat	d Invoice (or Monthly nonth, ema	when travel is authorized Update Form(s) (require il to DRS Counselor)	
	ESS-C-357 ESS Training S prior to initiating services	Support Plar		or for approval
	ESS-C-358n Copy of email <u>Support Plan</u> (retain in ca		unselor with <u>ESS-C-357</u> E	SS Training
	ESS-C-361n Copy of DRS <u>Training</u> Support <u>Plan</u> (re		Approval email of <u>ESS-C-3</u> e file and submit with de	
	for payment)			
@ ®	ESS-C-365 ESS Training S	Support Sun	nmary	

ESS SSE Forms List

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Job Placement (JP) Contract Forms Index

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JP Assessment Milestone Forms List (Optional)

JP Development and Placement Milestone Forms List

JP Successful Employment Milestone Forms List

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JP AS Milestone Forms List (Optional)

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Тор

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

JP AS Forms List

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JP JDPL Milestone Forms List

	JP Contract Index	Back	Next Page	Тор
<u>Req</u>	uired Case Documentati	on for Paym	<u>ent of JP JDPL Milesto</u> n	e:
	B ESS-C-117 Travel Log a Milestone Rates)	nd Invoice (w	when travel is authorized	l, see C.
		nore than on	<i>Jpdate Form(s)</i> (required <u>e (1) month</u> , email the fo ely from milestone docu	orm each month
	ESS-C-157 Pre-Placeme ESS TA prior to or on t		•	ounselor and CC
	B ESS-C-161 Job Analysis when EC is requested	`	· · · ·	work, <u>ONLY</u>
	B ESS-C-166 Placement F milestone)	Report (count	s as final DRS monthly	update for JDPL
	® ESS-C-185 Job Accomn	nodation Form	(for initial placement)	
١	B ESS-C-213n O*NET me when hired by the contra before or on start date, e	ctor, for the	region or city where the	job is located,
	<u>ESS-C-369</u> JPAuthoriza	tion Request	& Invoice	
<u> </u> [tion/Re-Place	eurs: e <i>ment Report</i> (<u>upon Con</u> elor and Cc ESS TA)	tractor notice of
[<u>te the above</u>	<u>ment</u> Report (prior to or form with new job infor	
[•	ted before first (1 st) day ıested onsite by individ	7 (
[® ESS-C-185 Job Acco	ommodation F	Form (for re-placement)	
	Legend: <u>®</u> = <u>R</u>	Required	® = required, if applica	ble
	JP JDPL Forms	List		

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JP EM (Successful Employment) Milestone Forms List

	JP Contract Index	Back	Next Page	Тор
	uired Case Documentation (ESS-C-117 <i>Travel Log and</i> Milestone Rates)	-		C.
	ESS-C-133 DRS Counselor update to DRS Counselor milestone documentation)	as an attachmen		-
	ESS-C-133 DRS Counselor update to DRS Counselor milestone documentation)	as an attachmen		
	ESS-C-225 Record of Hours	s Worked		
	ESS-C-237n Current Paystu	ub/Earnings State	ment	
	ESS-C-249 Employee Satis	faction Survey		
	ESS-C-266 Employment Ou	itcome Report (cc	ounts as <u>3rd and final [</u>	DRS
	Monthly Update for JP EM	milestone)		
	ESS-C-369 JP Authorization	n Request & Invoi	ce	
	If termination and/or replace	cement occurs:		
Ľ	® ESS-C-181 <u>Termination</u> termination, email to DF			or notice of
	® ESS-C-181 Termination, re-placement, update the DRS Counselor and Cc	<u>he above form w</u>		
	® ESS-C-161 Job Analysis placement <u>only</u> when E	· -	· / -	ork) (for re-
	® ESS-C-185 Job Accomm	nodation Form (fo	r re-placement)	

Legend: <a>® = <a>Required<a>® = <a>required, if applicable

JP EM Forms List

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Jobs Service Forms List

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JOBS Service Forms List

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Required Case Documentation for Payment of JOBS Service:

•	ESS-C-117 <i>Travel Log and Invoice</i> (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 <u>ONLY</u> when hired by the Contractor; <u>email</u> 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 & Invoice

If termination and/or replacement occurs:

🗌 🛯 🖉 🛛 🕄 🖉	Termination/Re-Placement Report (upon Contracto	r notice of
termination.	, email to DRS Counselor and Cc ESS TA)	

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**)

JOBS Forms List

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SES Career Exploration Forms List

SES Internship Forms List

SES Onsite Supports and Training Forms List

SES Extended Services for Transition Forms List

SES Additional Placement Rates Forms List

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SES Career Exploration (CAEX) Forms List

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Required Case Documentation for Payment of SES Career Exploration:
Rates Rescription: Response of the second
R 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)
B 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)
<u> <u> </u> <u> </u></u>
B ESS-C-145n DRS Counselor Response to ESS-C-137 Plan of Career Exploration (retain in case file) Exploration (retain in case file)
R 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.)
R 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.)

Bess-C-801 SES Authorization Request & Invoice

SES Contract Index

SES CAEX Forms List

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SES Internship (INT) Forms List

	SES Contract Index	Back	Next Page	Тор
Req	uired Case Documentat	tion for Paymer	nt of 1 st Month of SES	Internship:
	BESS-C-117 Travel Log Rates)	and Invoice (wh	en travel is authorized	d, see D. Service
	ESS-C-133 DRS Couns internship placement separately from billing	extends beyond	l one month after refe	
	ESS-C-157 <i>Pre-Placen</i> of <u>initial internship</u> , er		· · ·	
	ESS-C-161 Job Analysic equired with first month	· -	uring the first week of	internship, and
	ESS-C-165 Internship F	Placement Repo	rt (required with first r	nonth's billing)
	ESS-C-169 Internship	Time Log(s) (req	uired with first month	's billing)
	ESS-C-185 Job Accom	modation Form (required with first mo	onth's billing)
	ESS-C-197n Internship	Agreement Doc	umentation	
	ESS-C-801 SES Author billing)	rization Request	& Invoice (required wi	th first month's
Re	equired Case Document	tation for Paym	ent of <u>Monthly Interns</u>	ship Supports:
	B ESS-C-117 <i>Travel Log</i> Rates)	and Invoice (wh	en travel is authorized	d, See D. Service
	ESS-C-133 DRS Couns billing)	selor Monthly Up	odate Form (required w	vith each month's
	ESS-C-169 Internship	Time Log(s) (req	uired with each montl	h's billing)
<u> </u>	ESS-C-801 SES Author month's billing)	rization Request	& Invoice (required w i	ith each

® = required, if applicable

SES INT Forms List

SES Internship (INT) Forms List - cont.

SE	S Contract Index	Back	Next Page	Тор		
<u>Re</u>	quired Case Documenta ® ESS-C-117 <i>Travel Lo</i> g Rates)					
	® ESS-C-133 DRS Cou	nselor Monthly U	odate Form (required w	/ith final billing)		
		mship Employer mail to DRS Cou	<i>Form</i> (required when) (submit <u>prior to or or</u> nselor and Cc ESS TA)	<u>n</u> the start date of		
	ESS-C-169 Internship	Time Log(s) (rec	quired with final billing	I)		
	® ESS-C-173 Team Me	eting Report (req	uired with final billing))		
	® ESS-C-177 Placement Internship employer	· · ·	d with final billing if h	ired by the		
	 B ESS-C-185 Job Accord B ESS-C-801 SES Authors billing) B ESS-C-810 Employee 	orization Reques	t & Invoice (required w	ith final		
	Required Documentati	on for Internshij	b Employer or Job Cha	anges:		
			<i>ment Report</i> (upon Con DRS Counselor and C			
	® ESS-C-181 Termination/ <u>Re-Placement</u> 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 Ad internship)	ccommodation Fo	orm (for re-placement i	n new		
	® ESS-C-197n Inter	nship Agreement	Documentation			
	Legend: <u>®</u> = SES INT Fo		B = required, if applica	ıble		

SES Onsite Supports and Training (OST) Forms List

SES Contract Index	Back	Next Page	Тор
Required Case Docum	entation for Mo	nthly Payment of SE	<u>S OST</u> :
□ ® ESS-C-117 <i>Trave</i> Rates)	l Log and Invoice	(when travel is autho	orized, see D. Service
🗌 ® ESS-C-173 Team	Meeting Report(s) (required with eve	ry team meeting)
® ESS-C-185 Job A	ccommodation F	<i>orm</i> (<mark>required when</mark> u	pdated)
<u>®</u> ESS-C-225 Reco	rd of Hours Work	ed (required with eac	h month's billing)
® ESS-C-229 Natur	al Supports & Fa	ding Plan (required w l	hen updated)
🔲 <u>®</u> ESS-C-237n Curr	ent Pay Stub/Ear	nings Statement (req u	uired with final billing)
B ESS-C-241 Onsite	e Supports and T	raining Report (requir e	ed with monthly
billing in place of t	ne ESS-C-133 DF	RS Counselor Monthly	Update Form)
BESS-C-249 Emploid and/or final billing	•	Survey (required with	every Team Meeting
B ESS-C-253 Exten	ided Services Sta	atement (required wit h	ı final billing)
month's billing)	Authorization Req	quest & Invoice (requir	ed with each
	•	e Report (signed by th g and/or final billing)	າe employer, and

(For termination requirements see next page)

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SES Onsite Supports and Training (OST) Forms List - cont.

SES Contract Index	Back	Next Page	Тор
If termination and/or rep	acement occur	rs:	
® ESS-C-181 <u>Termina</u> <u>termination</u> , email termination		nent Report (<mark>upon Contra</mark> or and Cc ESS TA)	<u>ctor notice of</u>
	te the above fo	<u>ent</u> Report (<mark>prior to or on</mark> orm with new job informa	
🗌 RESS-C-161 Job Ana	lysis (complete	d prior to the first (1 st) da	ay of work)
(for re-placement)			
® ESS-C-185 Job Acce	ommodation For	rm (for re-placement)	
® ESS-C-229 Natural	Supports & Fadi	ing Plan (for re-placemen t	t)
		in all and a second second second	

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

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SES Extended Services for Transition (EST) Forms List

SES Contract Index	Back	Next Page	Тор
Required Case Documenta	ation for Monthly	Payment of SES ES	<u>r</u> :
🗌 ® ESS-C-117 Travel Log	g and Invoice (whe	n travel is authorized	d, see D. Service
Rates)			
B ESS-C-133 DRS Cour when Team Meetings		ate Form(s) (<mark>not</mark> requ	uired in months
📃 <u>®</u> ESS-C-173 Team Mee	e <i>ting Report</i> (s) (rec	uired at least every	6 months, or any
time a Team Meeting	is held)		
🔲 ® ESS-C-185 Job Accor	nmodation Form (r e	equired when update	ed)
📃 🖲 ESS-C-225 Record of	Hours Worked (re	quired with each mo	onth's billing)
📃 ® ESS-C-229 Natural Sເ	upports & Fading P	lan (<mark>required when</mark> u	updated)
📃 🖲 ESS-C-237n Current F	, ,	· •	• /
BESS-C-249 Employee	•	(required every 6 n	nonths when
Team Meetings are h Bess-C-801 SES Author billing)		Invoice (required mo	onthly with
ESS-C-810 Employee required at every tea	•	ort (signed by the em	ployer, and
If termination and/or re			
ESS-C-181 <u>Termin termination</u> , email			<u>itractor notice of</u>
® ESS-C-181 Termin			
		m with new job info	<u>rmation</u> , email to
DRS Counselor an	,	prior to the first (1si	t) day of work)
(for re-placement)) day of work)
BESS-C-185 Job Ac	commodation <i>Forn</i>	n (for re-placement)	
🗌 ® ESS-C-229 Natura	nl Supports & Fadin	g Plan (for re-placen	n ent)
Legend: 🔞 =	Required ®	= required, if applica	able

SES EST Forms List

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SES Additional Placement Rates (APR) Forms List

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Required Case Document ® ESS-C-117 <i>Travel Lo</i> Rates)	-		see D. Service
® ESS-C-133 DRS Could between termination	• •		each month
® ESS-C-161 Job Analy (required for each re		or to the firs <u>t (1st) day</u>	/ of work)
B ESS-C-181 Terminati placement, update DRS Counselor and	the previous form	Report (prior to or on s with new job informat	
🔲 <u>®</u> ESS-C-185 Job Acco	mmodation Form (r	equired for each re-pla	acement)
🗌 🖲 ESS-C-229 Natural S	upports & Fading P	lan (required for each	re-placement)
BESS-C-801 SES Auth placement)	norization Request &	& Invoice (required for o	each re-
If termination and/or re on a new job:	eplacement occurs	before completion of	five (5) days
	<u>ination</u> /Re-Placem il to DRS Counselo	e <i>nt Report</i> (<mark>upon Contr</mark> r and Cc ESS TA)	actor notice of
	date the above for	e <u>nt</u> Report (<mark>prior to or c</mark> m with new job inform	
(for re-placement		prior to the first (1 st) o	day of work)
🗌 ® ESS-C-185 Job A	ccommodation Forr	<i>n</i> (for re-placement)	
® ESS-C-229 Nature	al Supports & Fadir	ng Plan (for re-placeme	nt)
Legend: <u>®</u> :	= <u>Required</u> ®	= required, if applicab	le

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SE Assessment Milestone Forms List

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

SE EM (Successful Employment) Milestone Forms List

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SE Assessment Milestone Forms List

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	uired Case Documentation for Pa		
	ESS-C-117 <i>Travel Log and Invoic</i> Milestone Rates)	e (when travel is authorized	1, See D.
	ESS-C-133 DRS Counselor Mont (required <u>only</u> when SE AS Mile date of referral, email the form e attachement, submit separately	stone lasts <u>more than one</u> ach month to DRS Counse	lor as an
<u> </u>	ESS-C-139 Situational Assessme appropriate testing sites) (If ass written justification to DRS Cou	essment is not related to IF	
<u> </u>	ESS-C-161 Job Analysis(s) (com	pleted before each situation	nal assessment)
<u> </u>	ESS-C-278 Plan for Assessment (assessments)	email to DRS Counselor be	ore beginning
	ESS-C-278n DRS Counselor ema Assessment, when received (req related to the IPE Vocational G	uired when both assessme	
<u> </u>	ESS-C-289n Job Description (req assessment is completed)	uired <u>only</u> when in-house s	ituational
	ESS-C-297 Compatibility Analysis		
	ESS-C-310 Assessment Mileston final monthly update if SE AS m		
	ESS-C-398 SE Authorization Req	uest & Invoice	
a	ESS-C-413 <i>Highly Challenged Cri</i> nd email to ESS TA <u>only</u> if choos lighly Challenged)		

SE AS Forms List

SE Vocational Preparation Milestone Forms List (Optional)

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- [] ® ESS-C-133 DRS Counselor Monthly Update Form(s) (required only when <u>SE</u> <u>VP Milestone</u> lasts <u>more than one (1) month</u>, email the form each month to DRS Counselor; submit separately from milestone documentation)
- ____ **® ESS-C-317n** Copies of summary pages from vocational interest inventories
- B ESS-C-321 Job Club Sign-In Sheet
- BESS-C-325 Copy of Certificate of Completion (issued to individual)
- B ESS-C-398 SE Authorization Request & Invoice
- ® ESS-C-413 Highly Challenged Criteria Form with documentation (email to DRS and email to ESS TA <u>only</u> if choosing "Other" on the form, when referred as Highly Challenged)

Legend: <u>Required</u> R = required, if applicable

SE VP Forms List

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Requ	ired Case Documentatio	on for Payn	nent of SE JDPL	Milestone:
	ESS-C-117 <i>Travel Log al</i> Milestone Rates)			
®	ESS-C-133 DRS Counse	e than one	(<u>1) month</u> , email	the form each month to
<u> </u>	ESS-C-157 Pre-Placeme date of the initial job on		•	
<u> </u>	ESS-C-161 Job Analysis placement)	(completed	d before first (1s	t) day of work) (for initial
<u> </u>	ESS-C-166 Placement R monthly update if SE JI	•		
<u> </u>	ESS-C-185 Job Accomm	odation For	m (for initial plac	cement)
R	2	Prior to or	<u>on start date,</u> ree	ion for the region or city quired <u>ONLY</u> when hired Counselor and Cc ESS TA)
R	ESS-C-398 SE Authoriza			
	equired if termination ar	-		
	-	t <u>ion</u> /Re-Pla	cement Report (<mark>u</mark>	pon Contractor notice of S TA)
		e the abov	e form with new	ior to or on start date of job information, email to
] ® ESS-C-161 Job Analy (for re-placement)	,		first (1 st) day of work)
] ® ESS-C-185 Job Acco	mmodation	Form (for re-place	cement)
		d email to E	SS TA <u>only</u> if ch	<i>locumentation (email to oosing "Other" on the</i>
	Legend: <u>®</u> = <u>R</u>	equired	® = required, if	fapplicable

SE PL Forms List

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SE R4 (Four Weeks Job Support) Milestone Forms List

	SE Contract Index	Back	Next Page	Тор
<u>Requ</u>	uired Case Documentation	for Payn	nent of <u>SE R4 Milestone</u> :	
<u> </u>	ESS-C-117 <i>Travel Log and</i> Milestone Rates)	Invoice (when travel is authorized	, see D.
(ESS-C-133 DRS Counselo PL Milestone <u>lasts more t</u> DRS Counselor, submit s	han one	(1) month, email the form	each month to
R	ESS-C-185 Job Accommod	dation For	m (only if updated)	
R	ESS-C-225 Record of Hour	rs Worked	1	
R	ESS-C-229 Natural Suppor	ts and Fa	ding Plan	
<u> </u>	employee) OR	erification	Form (signed by employed	er and
	ESS-C-237n Current Pay s	tub/Earni	ngs Statement	
®	ESS-C-338 <i>R4 Milestone F</i> R4 milestone)	Report (co	unts as <u>final DRS Monthl</u>	y Update of SE
<u> </u>	ESS-C-398 SE Authorizatio	on Reque	st & Invoice	
	Required if termination a	nd/or rep	placement occurs:	
	® ESS-C-181 Terminatio termination, email to D		cement Report (when no t selor and Cc ESS TA)	tified of job
	☐ start of re-placement,	update tl	cement Report (prior to one above form with new j	or on the <u>ob</u>
_	information, email to D		,	
L	(for re-placement)	s (comp i	eted prior to the first (1 st)	day of work)
] ® ESS-C-185 Job Accom	modation	Form (for re-placement)	
	ן ® ESS-C-229 <u>Natural Su</u> ווווי איז איז איז איז איז איז איז איז איז אי	pports ar	<u>nd Fading Plan</u> (for re-pla	cement)
	Legend: <u>®</u> = <u>Reg</u>	uired	® = required, if applical	ole
	SE R4 Forms Lis	t		

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SE R8 (Eight Weeks Job Support) Milestone Forms List

		SE Contract Index	Back	Next Page	Тор		
Rec	<u>ju</u> i	ired Case Documentation	for Payme	nt of <mark>SE R8 Mile</mark>	stone:		
		ESS-C-117 <i>Travel Log and</i> Milestone Rates)	Invoice (wh	ien travel is autl	norized, see D.		
		ESS-C-133 DRS Counselor R8 Milestone <u>lasts more the</u> DRS Counselor, submit se	<u>nan one (1)</u>	<u>) month</u> , emáil tl	he form each month to		
	R	ESS-C-185 Job Accommode	ation Form	(submit, only if	updated)		
	R	ESS-C-225 Record of Hours	s Worked				
	R	ESS-C-229 <u>Natural Suppo</u>	rts and Fac	<i>ding Plan</i> (review	<i>w</i> , update if needed,		
		and submit)					
	R	ESS-C-249 Employee Satist	faction Surv	/ey			
	R	ESS-C-398 SE Authorization	n Request o	& Invoice			
		ESS-C-425 SE R8 Mileston R8 milestone)	e Report (c	ounts as <u>final m</u>	onthly update for SE		
	Re	equired if termination and/	or replace	ment occurs:			
		® ESS-C-181 Termination/ termination, email to DR		• •	-		
Ľ		® ESS-C-181 Termination/ <u>I</u> re-placement, <u>update th</u> DRS Counselor and Cc I	ie above fo				
	B ESS-C-161 Job Analysis (completed prior to the first (1 st) day of work) (for re-placement)						
		® ESS-C-185 Job Accomm	odation Fo	r <i>m</i> (for re-placer	nent)		
	® ESS C 213n O*NET median hourly wage documentation (ONLY required when hired by the contractor, for the region or city where the job is located, beore or on the start date, email to the DRS Counselor and CC ESS TA						
		® ESS-C-229 <u>Natural Sup</u> Legend: <u>®</u> = <u>Requ</u> SE R8 Forms Lis	uired (Fading Plan (for ℗ = required, if a	- /		

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

SE	Contract Index	Back	Next Page	Тор				
Required Case Documentation for Payment of SE ST Milestone:								
	B ESS-C-117 Travel Log a Milestone Rates)	and Invoice (wh	en travel is authorized	, see D.				
	® 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 <i>Team Meeting Report</i> (for Team Meeting required during SE ST milestone)							
	B ESS-C-225 Record of H	lours Worked						
	ESS-C-233 Employment Verification Form (signed by employer and employee)							
	® ESS-C-249 Employee Satisfaction Survey							
	® ESS-C-253 EST Extended Services Statement							
	B ESS-C-398 SE Authorization Request & Invoice							
	® ESS-C-430 Stabilization Milestone Report (report weeks nine through twelve (9-12) for Regular Support; report weeks nine through sixteen (9-16) for <u>Highly Challenged</u>) (counts as <u>final DRS Monthly Update</u> for SE ST milestone							
l	Required if termination and/or replacement occurs:							
[B ESS-C-181 <u>Termination</u> /Re-Placement Report (upon Contractor notice of <u>termination</u> , email to DRS Counselor and Cc ESS TA)							
[® ESS-C-181 Termination/<u>Re-Placement</u> 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-213n O*NET median hourly wage documentation (ONLY required when hired by contractor, for the region or city where job is located, before or on the start date, email to the DRS Counselor and CC ESS TA)							
[® ESS-C-229 <u>Natural Supports and Fading Plan</u> (for re-placement)							
	Legend: <u>®</u> = <u>F</u> SE ST Form		Frequired, if applical	ole				

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SE EM (Successful Employment) Milestone Forms List

	SE Contract Index	Back	Next Page	Тор			
Red	quired Case Documentati	ion for Paymer	nt of SE EM Milestone:				
	® ESS C 117 Travel Log a Milestone Rates)						
	B ESS C 133 DRS Counselor Monthly Update Form (2 nd) (email first two monthly updates to DRS Counselor as an attachment, submit separately from milestone documentation, ESS-C-266 Employment Outcome Report counts as final monthly update)						
	® ESS C 225 Record of H	ours Worked					
	® ESS C 237n Current Pa	y Stub/Earning	s Statement				
	® ESS C 249 Employee S	Satisfaction Surv	<i>rey</i>				
	® ESS C 266 Employment SE EM Milestone)	t Outcome Repo	ort (counts as final DR	3 Monthly Update			
	® ESS C 398 SE Authoriz	ation Request &	a Invoice				
	 ® ESS C 413 Highly Challenged Criteria Form with documentation (email to DRS Counselor and ESS TA <u>only</u> if choosing "Other" on the form, when applicable) 						
	Required if termination and/or replacement occurs:						
		ate the above f	<u>nent</u> Report (<u>before or</u> form with new job info				
	® ESS-C-161 Job Ana (for re-placement)	alysis (complete	ed prior to the first (1 st) day of work)			
	🔲 ® ESS-C-185 Job Acc	commodation Fo	orm (for re-placement)				
	® ESS C 213n O*NET median hourly wage documentation (ONLY required when hired by the Contractor, for the region or city where the job is located befoare or on the start datte, email to the DRS Counselor and Cc ESS TA)						
	® ESS-C-229 <u>Natural</u>	Supports and F	<u>ading Plan</u> (for re-place	ement) **			
	Legend: <u>®</u> = <u>R</u>	<u>Required</u> ® = re	quired, if applicable				
	SE EM Form	ns List					