Employment Support Services (ESS) Contract Forms Index

Employment Support Assessment Forms List

Support Services for Employment Forms List

Employment Support Assessment (ESA) Forms List

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

Support Services for Employment (SSE) Forms List

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** <u>only</u> **when SSE** <u>**lasts more than one (1) month**</u>**, 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: ® = <u>Required</u>   ® = required, if applicable