

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 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