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

- ☐ ® **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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