

## SE R4 (Four Weeks Job Support) Milestone Forms List

### 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 (1<sup>st</sup>) 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**

**[SE R4 Forms List](#)**