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# SE Assessment Milestone Forms List

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## Required Case Documentation for Payment of SE AS 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 AS Milestone lasts more than one (1) month from date of referral (e-mail the form each month to DRS Counselor; submit separately from milestone documentation)
- ® **ESS-C-139**—*Situational Assessment Report*
- ® **ESS-C-139n**—DRS Counselor e-mail/written Response to Plan for Assessment, when received (required when both assessments are NOT related to the IPE vocational goal)
- ® **ESS-C-161**—*Job Analysis*
- ® **ESS-C-278**—*Plan for Assessment*
- ® **ESS-C-289n**—Job Description (required when in-house situational assessment is completed)
- ® **ESS-C-297**—*Compatibility Analysis*
- ® **ESS-C-310**—*Assessment Milestone Report* (counts as DRS Monthly Update or final monthly update if SE AS milestone extends beyond one month)
- ® **ESS-C-398**—*SE Authorization Request and Milestone Billing Form*
- ® **ESS-C-413**—*Intensive Support Criteria Form with documentation* (when applicable, e-mail to DRS Counselor; e-mail to ESS TA only if choosing “Other” on the form)

Legend: ® = Required

® = required, if applicable

## SE Vocational Preparation Milestone Forms List (Optional)

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### Required Case Documentation for Payment of SE 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 **SE VP Milestone** lasts more than one (1) month (e-mail the form each month to DRS Counselor; submit separately from milestone documentation)
- ® 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)
- ® ESS-C-398**—*SE Authorization Request & Milestone Billing Form*

**Legend: ® = Required**

**® = required, if applicable**

# SE Placement Milestone Forms List

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## Required Case Documentation for Payment of SE PL 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 (e-mail the form each month to DRS Counselor; submit separately from milestone documentation)**
- ® ESS-C-157—*Pre-Placement Information Form* – submit prior to or on the start date of the initial job only, e-mail to DRS Counselor and Cc ESS TA**
- ® ESS-C-161—*Job Analysis* (completed before first (1st) day of work) (for initial placement)**
- ® ESS-C-166—*Placement Milestone Report* (counts as DRS Monthly Update or final monthly update if SE PL milestone extends beyond one month)**
- ® ESS-C-185—*Job Accommodation Form* (for initial placement)**
- ® ESS-C-213n—Prior to or on start date, ONLY when hired by the Contractor, O\*NET median hourly wage documentation for the region or city where the job is located; (e-mail to the DRS Counselor and Cc ESS TA)**
- ® ESS-C-398—*SE Authorization Request & Billing Form***

## If termination and/or replacement occurs:

- ® ESS-C-181—Termination/Re-Placement Report - upon Contractor notice of termination, (e-mail 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; (e-mail 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 PL Forms List](#)

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

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## 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 R4 Milestone** lasts more than one (1) month (e-mail the form each month to DRS Counselor; submit separately from milestone documentation)
- ® **ESS-C-173**—*Team Meeting Narrative* (for Team Meeting required during final 2 weeks of SE R4)
- ® **ESS-C-185**—*Job Accommodation Form* (only if updated)
- ® **ESS-C-225**—*Record of Hours Worked*
- ® **ESS-C-229**—*Natural Supports Plan*
- ® **ESS-C-237n**—Current Pay Stub/Earnings Statement
- ® **ESS-C-338**—*R4 Milestone Report* (counts as DRS Monthly Update or final monthly update if SE R4 milestone extends beyond one month)
- ® **ESS-C-398**—*SE Authorization Request & Milestone Billing Form*

## If termination and/or replacement occurs:

- ® **ESS-C-181**—Termination/Re-Placement Report - upon Contractor notice of termination, (e-mail 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; (e-mail 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

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# SE R8 (Eight Weeks Job Support) Milestone Forms List

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## Required Case Documentation for Payment:

- ® **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 R8 Milestone** lasts more than one (1) month (e-mail 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* (only if updated)
- ® **ESS-C-233**—*Employer Verification* (signed by the employer)
- ® **ESS-C-249**—*Employee Satisfaction Survey*
- ® **ESS-C-398**—*SE Authorization Request & Milestone Billing Form*
- ® **ESS-C-425**—*SE R8 Milestone Report* (counts as DRS Monthly Update or final monthly update if SE R8 milestone extends beyond one month)

## If termination and/or replacement occurs:

- ® **ESS-C-181**—*Termination/Re-Placement Report* - upon Contractor notice of termination, (e-mail 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; (e-mail 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 R8 Forms List](#)

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

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## Required Case Documentation for Payment of SE ST 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 ST milestone lasts more than one (1) month (e-mail the form each month to DRS Counselor; submit separately from milestone documentation)
- ® **ESS-C-173**—*Team Meeting Narrative* (for Team Meeting required during SE ST milestone)
- ® **ESS-C-225**—*Record of Hours Worked*
- ® **ESS-C-233**—*Employer Verification* (signed by the employer)
- ® **ESS-C-249**—*Employee Satisfaction Survey*
- ® **ESS-C-253**—EST Extended Services Statement
- ® **ESS-C-398**—*SE Authorization Request & Milestone Billing Form*
- ® **ESS-C-430**—*Stabilization Milestone Report* (report weeks nine through twelve (9-12) for Regular Support (Intensive Support will report weeks nine through sixteen (9-16) (counts as DRS Monthly Update or final monthly update if SE ST milestone extends beyond one month)

## If termination and/or replacement occurs:

- ® **ESS-C-181**—Termination/Re-Placement Report - upon Contractor notice of termination, (e-mail 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; (e-mail 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**

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# SE EM (Successful Employment) Milestone Forms List

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## Required Case Documentation for Payment of SE EM Milestone:

- ® **ESS-C-117**—*Travel Log and Invoice* (when travel is authorized, see D. Milestone Rates)
- ® **ESS-C-133**—*DRS Counselor Monthly Update Form - (1<sup>st</sup>)* (e-mail first monthly update to DRS Counselor as an attachment; submit separately from milestone documentation)
- ® **ESS-C-133**—*DRS Counselor Monthly Update Form - (2<sup>nd</sup>)* (e-mail second monthly update to DRS Counselor as an attachment; submit separately from milestone documentation)
- ® **ESS-C-225**—*Record of Hours Worked*
- ® **ESS-C-237n**—*Current Pay Stub/Earnings Statement*
- ® **ESS-C-249**—*Employee Satisfaction Survey*
- ® **ESS-C-266**—*Employment Outcome Report* (counts as 3<sup>rd</sup> and final DRS Monthly Update for SE EM milestone)
- ® **ESS-C-398**—*SE Authorization Request & Milestone Billing Form*

## If termination and/or replacement occurs:

- ® **ESS-C-181**—*Termination/Re-Placement Report - upon Contractor notice of termination*, (e-mail 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*; (e-mail 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](#)

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