

SES Onsite Supports and Training (OST) Forms List

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Required Case Documentation for [Monthly Payment of SES OST](#):

- ☐ **® ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Service Rates)
- ☐ **® ESS-C-133** *DRS Counselor Monthly Update Form* (required with each month's billing)
- ☐ **® ESS-C-173** *Team Meeting Report(s)* (required every four months, as applicable)
- ☐ **® ESS-C-185** *Job Accommodation Form* (required when updated)
- ☐ **® ESS-C-225** *Record of Hours Worked* (required with each month's billing)
- ☐ **® ESS-C-229** *Natural Supports Plan* (required when updated)
- ☐ **® ESS-C-237n** *Current Pay Stub/Earnings Statement* (required with final billing)
- ☐ **® ESS-C-241** *Onsite Supports and Training Report* (required with every Team Meeting and/or final billing) (**[Not listed under required documentation in contract.](#)**)
- ☐ **® ESS-C-249** *Employee Satisfaction Survey* (required with every Team Meeting and/or final billing)
- ☐ **® ESS-C-253** *Extended Services Statement* (required with final billing)
- ☐ **® ESS-C-801** *SES Authorization Request & Billing Form* (required with each month's billing)
- ☐ **® ESS-C-810** *Employee Performance Report* (signed by the employer, and required with every Team Meeting and/or final billing)

[\(For termination requirements see next page\)](#)

Legend: [® = Required](#)

[® = required, if applicable](#)

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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 (1st) day of work) (for re-placement)
- ☐ ® **ESS-C-185 Job Accommodation Form** (for re-placement)
- ☐ ® **ESS-C-229 Natural Supports Plan** (for re-placement)

[ESS-C-241](#) listed in contract is not required under termination/re-placement.

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® = required, if applicable

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