

Supplemental Employment Services (SES) Authorization Request & Billing Form

Contractor Name: _____

Employment Consultant: _____

Individual Name: _____ Case Number: _____

DRS Counselor Name: _____

Date of Referral: _____ Date of Intake: _____

Authorization Request Section

Please select the milestone(s) (maximum of two at a time) requested for pre-authorization. **Note: PL** begins day after authorization or previous milestone. **R4** starts the same day as the start date of employment.

Service	Hrs./ Units	This Request	Maximum
Career Exploration (SES-CAEX)	\$50/hr.	_____	\$2,000
Internship—Initial Placement (INITPLACE)	\$250	_____	\$250
Internship Support Services (INTSS)	\$50/hr.	_____	\$3,000
Internship Permanent Employment (SES-PE)	\$750	_____	\$750
On-site Supports & Training (SES-OST) Extended	\$50/hr.	_____	\$3,200
Services for Transition up to 48 mos. (SES-EST)	\$50/hr.	_____	\$2,400

Additional Placement Rates (PGI) Second 2nd Additional Placement **\$900**
 Third 3rd Additional Placement **\$450** Fourth 4th Additional Placement **\$225**

Employment Consultant: _____ Date: _____

FOR DRS USE ONLY—Authorization Num.: _____ Date Issued: _____

Service Billing Section (billing limit 1 service at a time)

Service Begin Date: _____ Service End Date: _____

Employment Begin Date: _____ Invoice Date: _____

Authorization Number: _____ Authorization Date: _____

Service	Hrs./ Units	This Payment	Previous Payments
Career Exploration (SES-CAEX)	\$50/hr.	_____	_____
Internship—Initial Placement (INITPLACE)	\$250	_____	_____
Internship Support Services (INTSS)	\$50/hr.	_____	_____
Internship Permanent Employment (SES-PE)	\$750	_____	_____
On-site Supports & Training (SES-OST) Extended	\$50/hr.	_____	_____
Services for Transition up to 48 mos. (SES-EST)	\$50/hr.	_____	_____

Additional Placement Rates (PGI) Second 2nd Additional Placement **\$900**
 Third 3rd Additional Placement **\$450** Fourth 4th Additional Placement **\$225**

Employment Consultant: _____ Date: _____

FOR DRS USE ONLY Paid Date: _____ Paid by: _____