#### STATE OF OKLAHOMA

DEPARTMENT OF REHABILITATION SERVICES

SUPPORTED EMPLOYMENT SERVICES

This agreement, consisting of thirty-eight (38) pages (the “Contract”), is hereby made between the Oklahoma Department of Rehabilitation Services (DRS) and

**Contractor Business Name**

**Billing/Mailing Address**

**City, State Zip**

(“Contractor”), and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

RECITALS

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties, and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

**WHEREAS,** the Oklahoma Department of Rehabilitation Services is the designated state agency authorized to provide Supported Employment Services (SE) for Oklahomans with the most significant disabilities to employment pursuant to 29 U.S.C. § 795 -795n, 34 C.F.R. Part 363 and the State Plan for Vocational Rehabilitation Services and Supplement for Supported Employment Services; and

**WHEREAS,** the Oklahoma Commission for Rehabilitation Services has promulgated rules governing the SE Program at O.A.C. 612:10-7-179 – 184; and

**WHEREAS,** the Oklahoma Department of Rehabilitation Services desires to purchase SE services which will result in integrated, competitive employment with supports for individuals with the most significant disabilities to employment; and

**WHEREAS,** the fees for services set forth herein have been approved as fixed rates by the Oklahoma Commission for Rehabilitation Services and the Office of Management and Enterprise Services pursuant to 74 O.S. § 85.7(A)(6)(f); and

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized to enter into this contract pursuant to the approved Oklahoma Department of Rehabilitation Services Internal Acquisition Procedures.

NOW THEREFORE, the DRS and the Contractor agree as follows:

1. **Contract Period**

The Contract is effective from the latest date of signature of both parties or July 1, 2023, whichever is the latter, through June 30, 2024. The Contract may be renewed for two (2) additional one-year periods upon written agreement of the DRS and the Contractor.

1. **Contract Services**

This section describes requirements for services to be delivered by the Contractor, rates that will be paid after the required service has been delivered and approved, outcomes that are expected to be achieved for the individuals receiving supported employment and the qualifications and performance expectations for the Contractor delivering services under this Contract.

* 1. **Definitions for Supported Employment**

Supported Employment provided under the provisions of this contract must comply with the definitions as described. Some definitions below refer to the Work Innovation and Opportunity Act (WIOA) Federal Regulations as located in the following link:

[**https://www.govinfo.gov/content/pkg/FR-2016-08-19/pdf/2016-15980.pdf**](https://www.govinfo.gov/content/pkg/FR-2016-08-19/pdf/2016-15980.pdf)

* + 1. **Competitive, integrated employment** means work that:
			1. Is performed on a full-time or part-time basis (including self-employment) and for which an individual is compensated at a rate that:
				1. Is not less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the rate required under the applicable State or local minimum wage law for the place of employment;
				2. Is not less than the customary rate paid by the employer for the same or similar work performed by other employees who are not individuals with disabilities and who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills; and
				3. In the case of an individual who is self-employed, yields an income that is comparable to the income received by other individuals who are not individuals with disabilities and who are self-employed in similar occupations or on similar tasks and who have similar training, experience, and skills; and
				4. Is eligible for the level of benefits provided to other employees; and
			2. **Is at a location:**
				1. Typically found in the community, and;
				2. Where the employee with a disability interacts for the purpose of performing the duties of the position with other employees within the particular work unit and the entire worksite, and, as appropriate to the work performed, other persons (e.g., customers and Contractors), who are not individuals with disabilities (not including supervisory personnel or individuals who are providing services to such employee) to the same extent that employees who are not individuals with disabilities and who are in comparable positions interact with these persons; and
				3. Presents, as appropriate, opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions.
		2. **Employee’s Work Week begins the first (1st) day of employmen**t and includes the next six (6) days. This sequence remains constant throughout employment. If the individual is placed in another job, the work week begins the first day of the new employment.
		3. **Employment Consultant (EC)** refers to a specialist who uses structured intervention techniques to help the individual learn job tasks to the employer’s specifications and learn the interpersonal skills necessary to be accepted as an employee at the job site. In addition to job site training, job coaching includes related assessment, job development, advocacy, travel training, and other services needed to maintain the employment.
		4. **Employment Outcome** means, with respect to an individual, entering, advancing in, or retaining full-time or, if appropriate, part-time competitive integrated employment, as defined at 34 C.F.R. § 361.5(c)(9) (including customized employment, self-employment, telecommuting, or business ownership), or supported employment as defined at 34 C.F.R. 361.5(c)(53), that is consistent with an individual’s unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.
		5. **ESS** means Employment Support Services Unit of the DRS.
		6. **ESS TA** means DRS Employment Support Services Technical Assistant.
		7. **Extended Services** **(Updated FY 2023)** means ongoing support services provided to individuals with the most significant disabilities, including youth with the most significant disabilities, after the time-limited vocational rehabilitation services have been completed and job stabilization has been achieved. They consist of specific services, including natural supports, needed to maintain the supported employment placement. Extended services are paid from funding sources other than DRS and are specifically identified in the IPE, except that DRS may provide and pay for extended services for youth with the most significant disabilities for a period not to exceed 4 years or extend beyond the date when the youth reaches age 25.
		8. **Highly Challenged** means**: intensive supports required for** an individual must meet at least two (2) or more of the following criteria:
			1. Requires a personal care attendant at the job site.
			2. Has exhibited an ongoing, documented pattern of explosive behavior, physical aggression, self-abuse, or destruction of property which would jeopardize their opportunity for achieving a successful employment outcome.
			3. During the last two (2) years has experienced three (3) or more events (e.g., hospitalization, recurring health, or mental health issues), or a total of twelve (12) weeks incarceration or other institutionalization, which interrupted work or ability to live independently.
			4. Documentation (e.g. client statement, DRS Counselor confirmation, etc.) of rejection of the individual by other Contractors (e.g., employment, educational etc.) as being too difficult to serve.
			5. Is a member of the Hissom class.
			6. Meets eligibility criteria for the Program of Assertive Community Treatment (PACT) program.
			7. Alcohol and/or substance abuse is a secondary disability which has resulted in loss of employment within the last two (2) years.
			8. The individual’s primary or secondary disability is Borderline Personality, Autism, Deaf-Blindness, Intellectual Disability, or Traumatic Brain Injury.
			9. Has had three (3) or more required changes of anti-psychotic medications in the past year.
			10. Requires specialized assistive technology such as sensory aids, telecommunication devices, adaptive equipment, and/or augmentative communication devices to succeed in Employment.
			11. Other-Contractor must provide documentation to assigned ESS TA to support an additional employment limiting factor not listed above that would likely increase service costs and difficulty to serve
		9. **Individualized Plan for Employment (IPE)** is a plan developed by the individual and DRS Counselor designed to achieve a specific employment outcome chosen by the individual, and is consistent with the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, career interests, and informed choice consistent with the general goal of competitive integrated employment. (Refer to 34 C.F.R. §361.45 and §361.46 for more details)
		10. **Integrated setting** means**:**
			1. With respect to the provision of services, a setting typically found in the community in which applicants or eligible individuals interact with nondisabled individuals other than nondisabled individuals who are providing services to those applicants or eligible individuals; and
			2. With respect to an employment outcome, means a setting:
				1. Typically found in the community, and;
				2. Where the employee with a disability interacts, for the purpose of performing the duties of the position, with other employees within the particular work unit and the entire work site, and, as appropriate to the work performed, other persons (e.g., customers and Contractors) who are not individuals with disabilities (not including supervisory personnel or individuals who are providing services to such employee) to the same extent that employees who are not individuals with disabilities and who are in comparable positions interact with these persons.
		11. **Job Accommodation** is an adjustment to a job or work environment that makes it possible for an individual with a disability to perform their job duties. Accommodations may include specialized equipment, modifications to the work environment or adjustments to work schedules or responsibilities. Not all people with disabilities (or others with the same disability) need the same accommodation. For example, a job applicant who is deaf may need a sign language interpreter during the job interview; an employee who is blind or who has low vision may need someone to read information posted on a bulletin board; and an employee with diabetes may need regularly scheduled breaks during the workday to monitor blood sugar and insulin levels.
		12. **Job Development** means services that assist individuals in preparing for, securing, and maintaining gainful, competitive employment. Employment shall be integrated into normalized work settings, shall provide pay of at least minimum wage, and shall be based on the individual’s skills, preferences, abilities, and talents. Services assist individuals seeking employment to develop or re-establish skills, attitudes, personal characteristics, interpersonal skills, work behaviors, and functional capacities to achieve positive employment outcomes.
		13. **Metro Contractor** is a contractor whose primary service areas are Lawton, Oklahoma City, Tulsa, and surrounding areas.
		14. **Natural supports** mean any assistance, relationships or interactions that allow an individual to maintain employment in ways that correspond to the typical work routines and social interactions of other employees. Natural supports may be developed through relationships with co-workers or put into place by the adaptation of the work environment itself, depending on the support needs of the individual and the environment.
		15. **Ongoing Support Services**, as used in the definition of supported employment, means services that:
			1. Are needed to support and maintain an individual with a most significant disability, including a youth with a most significant disability, in supported employment;
			2. Are identified based on a determination by the DRS of the individual’s need as specified in an individualized plan for employment;
			3. Are furnished by the DRS from the time of job placement until transition to extended services, unless post-employment services are provided following transition, and thereafter by one or more extended services providers throughout the individual’s term of employment in a particular job placement;
			4. Include an assessment of employment stability and provision of specific services or the coordination of services at or away from the worksite that are needed to maintain stability based on:
				1. A minimum of twice-monthly monitoring at the worksite of each individual in supported employment; or
				2. If under specific circumstances, especially at the request of the individual, the individualized plan for employment provides for off-site monitoring, twice monthly meetings with the individual;
			5. **Consist of:**
				1. Any particularized assessment supplementary to the comprehensive assessment of rehabilitation needs described at 34 C.F.R. § 361.5(c)(5)(ii);
				2. The provision of skilled job trainers who accompany the individual for intensive job skill training at the work site;
				3. Job development and training;
				4. Social skills training;
				5. Regular observation or supervision of the individual;
				6. Follow-up services including regular contact with the employers, the individuals, the parents, family members, guardians, advocates or authorized representatives of the individuals, and other suitable professional and informed advisors, in order to reinforce and stabilize the job placement;
				7. Facilitation of natural supports at the worksite;
				8. Any other service identified in the scope of vocational rehabilitation services for individuals, described in § 361.48(b); or
				9. Any service similar to the foregoing services.
		16. **Post-Employment Services** Post-employment services are defined in 34 C.F.R. § 361.5(c)(41) as one or more of the VR services identified in 34 C.F.R. § 361.48(b) that are provided subsequent to the achievement of an employment outcome and that are necessary for an individual with a disability to maintain, regain, or advance in employment, consistent with the individual’s unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. As described in the note following the regulatory definition of “post-employment services” at 34 C.F.R. § 361.5(c)(41), post-employment services are:
			1. Provided under an amended individualized plan for employment (IPE); thus, a re-determination of eligibility is not required;
			2. Limited in scope and duration; and
			3. Available to meet rehabilitation needs that do not require a complex and comprehensive provision of services.

Thus, after the employment outcome has been achieved but before the individual is reported as having exited the VR program is the period of time that the individual is most likely to need discrete short-term services (i.e., post-employment services) to ensure that the employment outcome can be maintained.

* + 1. **Rural Contractor** is a contractor whose primary service areas are not covered by the Metro definition.
		2. **Situational Assessment** is used to determine the best match between an individual, a type of job, and a work environment. Situational assessment (also known as job sampling, on-the-job assessment, or environmental assessment), is assessment using actual employment and community settings.
		3. **Stabilization** means the time period when EC support is reduced to the long-term maintenance level where the individual retains employment, and personal satisfaction with the job, as well as employer satisfaction with the individual’s job performance.
		4. **Supported Employment (SE)**
			1. means competitive integrated employment, including customized employment, or employment in an integrated work setting in which an individual with a most significant disability, including a youth with the most significant disability, is working on a short term basis toward competitive integrated employment that is individualized, and customized, consistent with the unique strengths, abilities, interests and informed choice of the individual including with ongoing support services for individuals with the most significant disabilities:
				1. For whom competitive integrated employment has not historically occurred, or for whom competitive integrated employment has been interrupted or intermittent as a result of a significant disability; and
				2. Who, because of the nature and severity of their disabilities, need intensive supported employment services and extended services after the transition from support provided by the designated state unit, in order to perform this work.
			2. For purposes of this part, an individual with a most significant disability, whose supported employment in an integrated setting does not satisfy the criteria of competitive integrated employment, as defined in paragraph (c)(9) of this section is considered to be working on a short-term basis toward competitive integrated employment so long as the individual can reasonably anticipate achieving competitive integrated employment -
				1. Within six months of achieving a supported employment outcome; or
				2. In limited circumstances, within a period not to exceed 12 months from the achievement of the supported employment outcome, if a longer period is necessary based on the needs of the individual, and the individual has demonstrated progress toward competitive earnings based on information contained in the service record
		5. **Supported Employment Services** means ongoing support services, including customized employment, and other appropriate services needed to support and maintain an individual with a most significant disability, including a youth with a most significant disability, in supported employment that are:
			1. Organized and made available, singly or in combination, in such a way as to assist an eligible individual to achieve competitive integrated employment;
			2. Based on a determination of the needs of an eligible individual, as specified in an individualized plan for employment;
			3. Provided by the DRS for a period of time not to exceed 24 months, unless under special circumstances the eligible individual and the rehabilitation counselor jointly agree to extend the time to achieve the employment outcome identified in the individualized plan for employment; and
			4. Following transition, as postemployment services that are unavailable from an extended services provider and that are necessary to maintain or regain the job placement or advance in employment.
		6. **Team Meeting** is a meeting between the individual, guardian, EC, DRS Counselor, and all other team members chosen by the individual and/or guardian. The individual, or with the support of a designee identified by the individual, will lead the meeting. (A Team Meeting is required during the Stabilization (ST) milestone, but additional team meetings can be conducted at any time, as needed.)
		7. **Temp-To-Hire** is sometimes referred to as a probationary period and is utilized by an employer to evaluate the individual’s readiness for permanent full or part-time employment. This must be the employer’s typical hiring practice for the position.
	1. **Supported Employment Service Model (Overview of Contract Objectives)**

Supported Employment is for individuals with the most significant disabilities (Priority Group 1) who require:

* + - 1. Substantial assistance to verify or modify the vocational goal;
			2. Substantial assistance to prepare the individual during the job search process;
			3. A significant degree of job site support to learn job tasks, gain work adjustment skills and stabilize in employment, and;
			4. Long-term support to retain employment.

Youth currently enrolled in high school can begin receiving services from the assessment and vocational preparation milestones under this contract during their final semester.

At the time of referral, the DRS Counselor will provide the Contractor with copies of the following documents:

* + - 1. DRS-C-301 Employment Services Referral;
			2. DRS-C-21 Eligibility Determination;
			3. DRS-C-29 Individualized Plan for Employment (IPE); and
			4. DRS Personal Information report (AWARE).

The DRS Counselor, working with the individual and the Contractor, will determine whether the individual needs regular supports or intensive supports based on meeting the Highly Challenged Criteria. ***(See Section C. Highly Challenged Criteria* below*)***

Once the intake appointment is scheduled, the Contractor will send an **ESS-C-398 *SE Authorization Request & Invoice*** **to the DRS Counselor.** The DRS Counselor will authorize for the milestones within five (5) business days. (**PLEASE NOTE: Since R4 begins the first day of employment, PL and R4 will be authorized at the same time.)**

Before the initiation of services, the SE Milestones and travel, if applicable, must be **pre‑authorized** by the DRS Counselor. The Contractor should contact the DRS Counselor to request the **Authorization for Purchase**, if not received within five (5) business days.

The **ESS-C-133** *DRS Counselor Monthly**Update Form(s)* must be completedwhen any milestone extends beyond one month starting one month from initial referral date. The monthly update should be submitted as an email attachment to the DRS Counselor.

**In addition to the required Team Meeting during the Stabilization Milestone,** **optional Team Meetings can be conducted anytime throughout the delivery of services as needed to address concerns related to the assessments, job search, occupation, accommodations, support needs, social skills, individual’s progress toward a successful employment outcome, or other.**

**Team Meetings are preferred to be in person but can be conducted using other technology-assisted communication. (Such as: conference calls, Zoom, Teams, Skype, or other virtual platforms/apps, to allow for real-time participation by all team members.) The individual must be physically present with either the DRS Counselor or Contractor when using other technology-assisted communication. The individual, or with the support of a designee identified by the individual, will lead the meeting.**

**When any Team Meeting is conducted, an ESS-C-173** *Team Meeting Report* **must be completed by the Contractor and emailed to the DRS Counselor identifying the Team Members present and summarizing the results of the meeting. The completed ESS-C-173** *Team Meeting Report* **should be emailed to the DRS Counselor as soon as possible.**

If an individual loses their job before the completion of the EM milestone, the Contractor is required to replace the individual in another job at no cost to the DRS and continue to provide the training and supports necessary to achieve a successful employment outcome.

**Disclosure** should be discussed with each individual by the Employment Consultant (EC) about their preferences regarding disclosure of a disability to employers. The **ESS-C-714** *Plan for Approaching Employers – Disclosure* may be used to document the discussion. (This form and other tools and resources may be located on the ***ESS Tools & Resources*** webpage[**https://www.okdrs.gov/ESS/tools**](https://www.okdrs.gov/ESS/tools))

**Temporary Employment is not appropriate under any milestone contract.**

* 1. **Highly Challenged Criteria**

If the Counselor determines an individual meets the Highly Challenged Criteria during the provision of services, an **ESS-C-413** *Highly Challenged Criteria Form* with narrative justification of qualifying criteria will be completed and submitted to the Contractor for their records.

When the Contractor requests the Highly Challenged Rate, a completed **ESS-C-413** *Highly Challenged Criteria Form* with narrative justification of qualifying criteria must be completed and submitted to the DRS Counselor for approval. The DRS Counselor will determine whether the individual meets the criteria for the rate.

To be considered for the Highly Challenged rates, an individual must meet two (2) or more of the following criteria:

* + 1. Requires a personal care attendant at the job site.
		2. Has exhibited an ongoing, documented pattern of explosive behavior, physical aggression, self-abuse, or destruction of property which would jeopardize their opportunity for achieving a successful employment outcome.
		3. During the last two (2) years has experienced three (3) or more events (e.g., hospitalization, recurring health, or mental health issues), or a total of twelve (12) weeks incarceration or other institutionalization, which interrupted work or ability to live independently.
		4. Documentation (e.g., client statement, DRS Counselor confirmation, etc.) of rejection of the individual by other Contractors (e.g., employment, educational etc.) as being too difficult to serve.
		5. Is a member of the Hissom class.
		6. Meets eligibility criteria for the Program of Assertive Community Treatment (PACT) program. (Available through ESS TA)
		7. Alcohol and/or substance abuse is a secondary disability which has resulted in loss of employment within the last two (2) years.
		8. The individual’s primary or secondary disability is Borderline Personality, Autism, Deaf-Blindness, Intellectual Disability, or Traumatic Brain Injury.
		9. Has had three (3) or more required changes of anti-psychotic medications in the past year.
		10. Requires specialized assistive technology such as sensory aids, telecommunication devices, adaptive equipment, and/or augmentative communication devices to succeed in Employment.
		11. Other- **Contractor must provide documentation to assigned ESS TA** to support an additional employment limiting factor not listed above or another disability that would likely increase service costs and is more difficult to serve (must have at least one (1) other category documented first). Assigned ESS TA must approve in writing in advance. **This is only applicable if choosing “Other” as a criterion.**
	1. **Milestone Rates**

The milestones for this contract can only be authorized once per case, per Contractor. The Contractor **will only provide services** if the DRS Counselor has pre-authorized the milestone(s) and the **Authorization for Purchase** has been **received by the Contractor**.

**PLEASE NOTE: The SE AS, SE JDPL, and SE R4 milestones will be requested for authorization at the same time because SE R4 begins on the first day of employment.**

When requesting mileage reimbursement for travel of thirty-five (35) or more miles one-way, the request must be submitted in writing; and an **Authorization for Purchase for travel** at the **current state rate** must be received from the DRS Counselor **before** travel begins.

Billing must include all **Required Case Documentation for Payment** for the milestone(s), should be typed or legibly written, and submitted to the DRS Counselor. Payment of a milestone will constitute payment in full for all services delivered, except for mileage reimbursement, if authorized.

* + 1. **Regular Rates:**
			1. AS Milestone: Assessment and Career Planning $625.00
			2. VP Milestone: Vocational Preparation (Optional) $625.00
			3. JDPL Milestone: Job Development and Placement $1,688.00
			4. R4 Milestone: Four (4) Weeks Job Support $2,250.00
			5. R8 Milestone: Eight (8) Weeks Job Support $1,688.00
			6. ST Milestone: Job Stabilization $2,125.00
			7. EM Milestone: Successful Employment $2,875.00
		2. **Highly Challenged Rates:**
			1. AS Milestone: Assessment and Career Planning $ 625.00
			2. VP Milestone: Vocational Preparation (Optional) $ 625.00
			3. JDPL Milestone: Job Development and Placement $3,125.00
			4. R4 Milestone: Four (4) Weeks Job Support $1,875.00
			5. R8 Milestone: Eight (8) Weeks Job Support $1,875.00
			6. ST Milestone: Job Stabilization $2,125.00
			7. EM Milestone: Successful Employment $4,125.00
	1. **Supported Employment Milestone Descriptions**
		1. **SE AS Milestone: Assessment**
			1. **Service Description:** **All milestones and travel must be pre-authorized before the service begins.**

**ESS-C-398** *SE Authorization Request & Invoice* must be submitted to the DRS Counselor once the intake appointment is scheduled unless authorization is received with referral.

The Contractor will develop an **ESS-C-278** *Plan for Assessment*with the individual. The Plan for Assessment will use the individual’s **IPE** **vocational goal** to identify two (2) appropriate sites for the situational assessments. **The situational assessments will be used to identify skills, areas of interest, desired work environments, and priorities for the individual.**

Justification must be documented on the Plan for Assessment when either assessment is **NOT** related to the **IPE vocational goal**.

The completed Plan for Assessment must be emailed to the DRS Counselor for modification or approval.

The DRS Counselor has five (5) business days to respond from date of the Contractor’s email. If the DRS Counselor does not respond within five (5) business days, and at least one (1) of the identified assessments is related to the IPE vocational goal, then the Contractor can proceed with the assessments. When **neither** of the planned assessments are related to the individual’s **IPE vocational goal**, the DRS Counselor’s written approval must be obtained to proceed with the assessments.

The Contractor must have a copy of the DRS IPE before conducting the Situational Assessments to comply with Department of Labor (DOL) 64c08.

An **ESS-C-161** *Job Analysis* will be completed before the start of each situational assessment to identify the critical components of the job. A minimum of two (2) situational assessments, at least two (2) hours each, will be completed in two (2) different integrated work settings. The **ESS-C-161** *Job Analysis* and the **ESS-C-139** *Situational Assessment Report* will be used to complete the **ESS-C-297** *Compatibility Analysis*.

If the first situational assessment results in employment, a second situational assessment is not required for payment. The Contractor may choose to complete one (1) situational assessment in their facility if it is based on an actual job which matches the individual’s vocational goal on the IPE.

An **ESS-C-289n** Job Description must be submitted if an in-house situational assessment is completed.

The **ESS-C-310** *Assessment Milestone Report* will be completed with the individual to document their educational and vocational history, skills, and observations **of job readiness**.

**If the documentation indicates the individual is not ready for Job Development and Placement Milestone (SE JDPL), it is recommended an authorization for the Vocational Preparation Milestone (SE VP) be requested from the DRS Counselor.**

**In cases when the individual can benefit from more extensive assessment services, the Career Exploration service in the Supplemental Employment Services (SES) contract can be used in conjunction with the Supported Employment (SE) contract. (The IPE must be amended to add SES to the plan and Career Exploration must be authorized.)**

In limited cases, it may be determined that an individual does not need the assessment milestone because:

* + - * 1. the individual recently completed a WAT program with the current Contractor;
				2. the individual has long-term experience working with the current Contractor;
				3. the individual has accepted employment before completing the assessment, but still needs onsite support to be successful, or;
				4. other

**When the assessment milestone is not used, the DRS Counselor must justify this decision in a case narrative.**

* + - 1. **Outcome:** The Contractor has provided sufficient information to the DRS Counselor to verify or modify the vocational goal and the weekly work goal as specified in the IPE. In addition, the Contractor and individual have identified supports needed for a successful employment outcome.
			2. **Complete and Submit All Required Case Documentation for Payment of SE AS Milestone to the DRS Counselor:**
				1. **ESS-C-117** *Travel Log and Invoice* **(when travel is authorized. See D. Milestone Rates)**
				2. **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, email the form each month to DRS Counselor, submit separately from milestone documentation)**
				3. **ESS-C-139** *Situational Assessment Report*
				4. **ESS-C-161** *Job Analysis* **(completed before each situational assessment)**
				5. **ESS-C-278** *Plan for Assessment* **(email to DRS Counselor before starting the assessments)**
				6. **ESS-C-278n** DRS Counselor email/written response to Plan for Assessment, when received **(required when both assessments are NOT related to the IPE vocational goal)**
				7. **ESS-C-289n** Job Description **(required when an in-house situational assessment is completed)**
				8. **ESS-C-297** *Compatibility Analysis*
				9. **ESS-C-310** *Assessment Milestone* Report
				10. **ESS-C-398** *SE Authorization Request & Invoice*
				11. **ESS-C-413** *Highly Challenged Criteria Form* with documentation **(email to DRS Counselor, and email to ESS TA only if choosing “Other” on the form,** if applicable**)**
		1. **SE VP Milestone: Vocational Preparation (Job Club) (Optional Service)**

**Vocational Preparation** is recommended for individuals who can benefit from classroom training and can transfer skills learned to a real-world employment setting.

Individuals who may benefit from this service include but are not limited to those with:

* + - * 1. little or no competitive work experience, and/or;
				2. difficulty maintaining successful employment, and/or;
				3. multiple jobs over a short period of time, and/or;
				4. other, as determined by DRS Counselor

This service may be used only one (1) time, but at any point in the employment process.

* + - 1. **Service Description:** **All milestones and travel must be pre-authorized before the service begins.**

The individual will complete Job Club training, a vocational exploration process, consisting of a minimum of **fifteen (15) hours** and conducted individually or in a group of no more than eight (8) individuals.

Job Club will be provided by an EC who has completed the Job Club Train-the-Trainer training. The Contractor will maintain an ESS-C-321 Job Club Sign-In Sheet for each individual’s attendance which includes a list of the training goals achieved each day.

* + - 1. **Outcome:** The individual has successfully completed all Job Club training goals including but not limited to:
				1. Work adjustment skills and ego strength building;
				2. Substantial assistance in learning how to obtain and maintain employment;
				3. Clarification of strengths, interests, and career choice;
				4. Short-term and long-term vocational goals.
			2. **Complete and Submit All Required Case Documentation for Payment of SE VP (Job Club) Milestone to the DRS Counselor:**
				1. **ESS-C-117** *Travel Log and Invoice* **(when travel is authorized. See D. Milestone Rates)**
				2. **ESS-C-133** *DRS Counselor Monthly Update Form(s)* **(required only when SE VP Milestone lasts more than one (1) month, email the form each month to DRS Counselor, submit separately from milestone documentation)**
				3. **ESS-C-317n** Copies of summary pages from vocational interest inventories
				4. **ESS-C-321** *Job Club Sign-In Sheet*
				5. **ESS-C-325** Copy of *Certificate of Completion* issued to individual
				6. **ESS-C-398** *SE Authorization Request & Invoice*
				7. **ESS-C-413** *Highly Challenged Criteria Form* with documentation **(email to DRS Counselor, and email to ESS TA only if choosing “Other” on the form,** if applicable**)**
		1. **SE JDPL Milestone: Job Development and Placement**
			1. **Service Description:** **All milestones and travel must be pre-authorized before the service begins.**

**The Contractor will conduct job development and placement activities consistent with the individual’s vocational goal, preferences, interests, potential job tasks, and employment conditions identified in the Individualized Plan for Employment (IPE).**

The Contractor will assist the individual **with identifying employment opportunities in or related to their vocational goal, completing job applications, résumés (if required for job application), and interviewing skills.** The Contractor will support the individual during onboarding and continue providing support once the job begins. **(R4 begins the first (1st) day on the job. Refer to the R4 Milestone Service Description for the required number of training and support contacts and time required per contact.)**

**Before or on** the start date **of the initial job only**, the **ESS-C-157** *Pre-Placement Information Form* will be completed and emailed to the DRS Counselor and ESS TA.

The **ESS-C-161** *Job Analysis* **(must** **be** **completed before the first (1st) day of work)** and used along with information obtained during the SE AS Milestone to identify specific supports and accommodations on the **ESS-C-185** *Job Accommodation Form*.

An individual under this contract may not become an employee of the Contractor or any business owned by the Contractor or their employees, **unless** the individual receives compensation at no less than the median hourly wage for the **region or city** based on job type and location (*i.e. Enid, OK Metropolitan Statistical Area (MSA); Fort Smith, AR – OK MSA; Lawton, OK MSA; Oklahoma City, OK MSA; Tulsa, OK MSA; NE OK Balance of State Areas (BOS); NW OK BOS; SE OK BOS; or SW OK BOS*), or the combination of the individual’s hourly wage and hourly health and/or wellness benefit(s) are equal to or more than the median hourly wage for the **region or city** based on job type and location as identified in the applicable U.S. Department of Labor/Employment and Training Administration (USDOL/ETA) website at:

[**https://www.onetonline.org/**](https://www.onetonline.org/)

**Only** when the individual is hired by the Contractor, before or on the first (1st) day of work, the **ESS-C-213n** O\*NET median hourly wage documentation for the respective **region or city** must be emailed to the DRS Counselor and ESS TA along with the **ESS-C-157** *Pre-Placement Information Form* (*the breakdown of the hourly wage and hourly health and/or wellness benefit(s) when applicable, must be documented in the comments box of the* **ESS-C-157** *Pre-Placement Information Form*).

If the individual loses their job before the completion of five (5) days on the job, **when notified of job termination**,the Contractor will submit the **ESS-C-181** *Termination/Re-Placement Report* to the DRS Counselor and ESS TA. **Before or on** the re-placement start date, the Contractor will submit the updated **ESS-C-181** *Termination/Re-Placement Report* to the DRS Counselor and ESS TA. **[NOTE: for re-placement, ESS-C-161** *Job Analysis* **(completed before the first (1st) day of work); and ESS-C-185** *Job Accommodation Form* **are submitted with next billing.]**

* + - 1. **Outcome**: The individual has been employed in a job of their choice that meets the requirements of supported employment and has completed five (5) working days on the job. An individual can be placed in a family business if the job meets the definition of competitive integrated employment. The Contractor has identified needed support and assisted the individual with negotiating job accommodations.
			2. **Complete and Submit All Required Case Documentation for Payment of SE JDPL Milestone to the DRS Counselor:**
				1. **ESS-C-117** *Travel Log and Invoice* **(when travel is authorized. See D. Milestone Rates)**
				2. **ESS-C-133** *DRS Counselor Monthly Update Form(s)* **(required only when SE JDPL Milestone lasts more than one (1) month, email the form each month to DRS Counselor, submit separately from milestone documentation)**
				3. **ESS-C-157** *Pre-Placement Information Form* **(submit** **before or on** **the start date of the initial job only,** **email** to DRS Counselor **and Cc** ESS TA**)**
				4. **ESS-C-161** *Job Analysis* **(completed before first (1st) day of work for initial placement)**
				5. **ESS-C-166** *Placement Report* **(counts as final DRS Monthly Update for SE PL milestone)**
				6. **ESS-C-185** *Job Accommodation Form* **(for initial placement)**
				7. **ESS-C-213n** O\*NET median hourly wage documentation **(ONLY required when hired by the Contractor, for the region or city where the job is located, before or on the start date, email** to the DRS Counselor **and Cc** ESS TA**)**
				8. **ESS-C-285n Résumé, if requested for any job application/s (email to DRS Counselor prior to submitting job application)**
				9. **ESS-C-398** *SE Authorization Request & Invoice*
				10. **ESS-C-413** *Highly Challenged Criteria Form* with documentation **(email to DRS Counselor, and email to ESS TA only if choosing “Other” on the form,** if applicable**)**

**If termination and/or re-placement occurs:**

* + - * 1. **ESS-C-181** *Termination/Re-Placement Report* **(when notified of job termination, email** to DRS Counselor **and Cc** ESS TA)
				2. **ESS-C-181** *Termination/Re-Placement Report* **(before or on start date of re-placement, update the above form with new job information;** **email** to DRS Counselor **and Cc** ESS TA**)**
				3. **ESS-C-161** *Job Analysis* **(completed before the first (1st) day of work for re-placement)**
				4. **ESS-C-185** *Job Accommodation Form* **(for re-placement)**
		1. **SE R4 Milestone: Four (4) Weeks Job Support (Retention – four (4) weeks)**
			1. **Service Description:** **All milestones and travel must be pre-authorized before the service begins. R4 begins the first (1st) day on the job.**

The Contractor will support the individual to achieve a successful employment outcome in their IPE vocational goal. This includes, but is not limited to, learning their job duties and tasks, self-advocacy skills, and appropriate work-site behaviors. During the SE R4 milestone, the Contractor will meet with the employer at least once to discuss the employer’s satisfaction with the individual’s job performance.

The Contractor will provide three (3) or more onsite support and training contacts each work week based on the individual’s support needs. For individuals receiving services under the highly challenged criteria, the Contractor will provide three (3) or more **intensive** onsite support and training contacts each work week based on the individual’s support needs. If the individual works three days or less per week, the onsite support and training contacts will be provided each workday of each week during the R4 milestone.

**The type and extent of support and training needs of the individual will determine the total time spent onsite per contact each work week during the SE R4 Milestone.**

**All onsite, offsite, and employer contacts should be documented in detail on the ESS‑C‑225 *Record of Hours Worked* form.**

The **ESS‑C‑229** *Natural Supports & Fading Plan* must be completed by the end of the R4 milestone. This form will be submitted to the DRS Counselor for review/adjustment at the end of the milestone. The fading plan should be based on the individual’s current level of natural supports, additional support needs and independence on the job. The role of the Employment Consultant is to assist the worker in becoming as independent as possible.

The Contractor will provide or arrange to implement supports as identified on the **ESS-C-229** *Natural Supports & Fading Plan*. Any changes to specific supports and accommodations previously identified should be updated on the **ESS-C-185** *Job Accommodation Form*.

If the individual loses their job, **when notified of job termination,** the Contractor will submit the **ESS-C-181** *Termination/Re-Placement Report* to the DRS Counselor and ESS TA. **Before or on** the re-placement start date, the Contractor will submit the updated **ESS-C-181** *Termination/Re-Placement Report* to the DRS Counselor and ESS TA. **[NOTE: for re-placement, ESS-C-161** *Job Analysis* **(completed before the first (1st) day of work); ESS-C-185** *Job Accommodation Form*, and **ESS-C-229** *Natural Supports & Fading Plan* **are submitted with the next billing.]**

* + - 1. **Outcome:** The individual has worked successfully for a minimum of four (4) weeks, beginning with the first (1st) day of employment, and has received all appropriate support services. Only weeks where the hours worked exceeded fifty percent (50%) of the weekly work goal are counted toward the minimum four (4) weeks.
			2. **Complete and Submit All Required Case Documentation for Payment of SE R4 Milestone to the DRS Counselor:**
				1. **ESS-C-117** *Travel Log and Invoice* **(when travel is authorized. See D. Milestone Rates)**
				2. **ESS-C-133** *DRS Counselor Monthly Update Form(s)* **(required only when SE R4 Milestone lasts more than one (1) month, email the form each month to DRS Counselor, submit separately from milestone documentation)**
				3. **ESS-C-185** *Job Accommodation Form* **(only if updated)**
				4. **ESS-C-225** *Record of Hours Worked*
				5. **ESS-C-229** *Natural Supports & Fading Plan*
				6. **ESS-C-237n** Current Pay Stub/Earnings Statement

**OR**

**ESS-C-233** *Employment Verification Form* **(signed by Employer and Employee)**

* + - * 1. **ESS-C-338** *R4 Milestone Report***(counts as final DRS Monthly Update for SE R4 milestone)**
				2. **ESS-C-398** *SE Authorization Request & Invoice*
				3. **ESS-C-413** *Highly Challenged Criteria Form* with documentation **(email to DRS Counselor, and email to ESS TA only if choosing “Other” on the form,** if applicable**)**

**If termination and/or re-placement occurs:**

* + - * 1. **ESS-C-181** *Termination/Re-Placement Report* **(when notified of job termination email** to DRS Counselor **and Cc** ESS TA**)**
				2. **ESS-C-181** *Termination/Re-Placement Report* **(before or on the start date of re-placement, update the above form with new job information,** **email** to DRS Counselor **and Cc** ESS TA**)**
				3. **ESS-C-161** *Job Analysis* **(completed before first (1st) day of work) (for re-placement)**
				4. **ESS-C-185** *Job Accommodation Form* **(for re-placement)**
				5. **ESS-C-213n** O\*NET median hourly wage documentation **(ONLY required when hired by the Contractor, for the region or city where the job is located, before or on the start date, email** to the DRS Counselor **and Cc** ESS TA**)**
				6. **ESS-C-229** *Natural Supports & Fading Plan* **(for re-placement)**
		1. **SE R8 Milestone: Eight (8) Weeks Job Support (Retention – eight (8) weeks cumulative)**
			1. **Service Description:** **All milestones and travel must be pre-authorized before the service begins.**

The Contractor will continue to support the individual to achieve a successful employment outcome in their IPE vocational goal This includes, but is not limited to, maintaining previously learned job duties and tasks, self-advocacy skills, appropriate work-site behaviors, and learning new job duties, if assigned. If needed, the EC will assist the individual in relearning skills that are not being performed at the desired performance level and assist the individual in learning how to solve problems when issues occur outside of work, which, if left unresolved, could lead to job loss.

The Contractor will provide onsite support and training each work week based on the individual’s support needs as outlined in the **ESS‑C‑229** *Natural Supports & Fading Plan*. For individuals receiving services under the highly challenged criteria, the Contractor will provide **intensive** onsite support and training each work week based on the individual’s support needs. **The type and extent of support and training needs of the individual will determine the total time spent onsite each work week during the SE R8 Milestone.**

During the SE R8 milestone, the Contractor will meet with the employer at least once to discuss the employer’s satisfaction with the individual’s job performance.

All onsite, offsite, and employer contacts should be documented in detail on the **ESS-C-225** *Record of Hours Worked* form.

The **ESS-C-229** *Natural Supports & Fading Plan* must be reviewed/updated by the end of the R8 milestone. This form will be submitted to the DRS Counselor for review/adjustment at the end of the milestone. The fading plan should be based on the individual’s current level of natural supports, additional support needs and independence on the job. The role of the Employment Consultant is to assist the worker in becoming as independent as possible.

Any changes to specific supports and accommodations previously identified should be updated on the **ESS-C-185** *Job Accommodation Form*.

If the individual loses their job, **when notified of job termination,** the Contractor will submit the **ESS-C-181** *Termination/Re-Placement Report* to the DRS Counselor and ESS TA. **Before or on** the re-placement start date, the Contractor will submit the updated above **ESS-C-181** *Termination/Re-Placement Report* to the DRS Counselor and ESS TA. **[NOTE: for re-placement, ESS-C-161** *Job Analysis* **(completed before first (1st) day of work); ESS-C-185** *Job Accommodation Form*, and **ESS-C-229** *Natural Supports & Fading Plan*are submitted with next billing.]

* + - 1. **Outcome:** The individual has worked successfully for a minimum of eight (8) weeks, beginning with the first (1st) day of employment, and has received all appropriate support services. Only weeks where the hours worked exceeded seventy-five percent (75%) of the weekly work goal are counted toward the minimum eight (8) weeks.
			2. **Complete and Submit All Required Case Documentation for Payment of SE R8 Milestone to the DRS Counselor:**
				1. **ESS-C-117** *Travel Log and Invoice* **(when travel is authorized. See D. Milestone Rates)**
				2. **ESS-C-133** *DRS Counselor Monthly Update Form(s)* **(required only when SE R8 Milestone lasts more than one (1) month, email the form each month to DRS Counselor, submit separately from milestone documentation)**
				3. **ESS-C-185** *Job Accommodation Form* **(only if updated)**
				4. **ESS-C-225** *Record of Hours Worked*
				5. **ESS-C-229** *Natural Supports & Fading Plan*
				6. **ESS-C-249** *Employee Satisfaction Survey*
				7. **ESS-C-398** *SE Authorization Request & Invoice*
				8. **ESS-C-413** *Highly Challenged Criteria Form* with documentation **(email to DRS Counselor, and email to ESS TA only if choosing “Other” on the form,** if applicable**)**
				9. **ESS-C-425** *SE R8 Milestone Report* **(counts as final monthly update for SE R8 milestone)**

**If termination and/or re-placement occurs:**

* + - * 1. **ESS-C-181** *Termination/Re-Placement Report* **(when notified of job termination email** to DRS Counselor **and Cc** ESS TA**)**
				2. **ESS-C-181** *Termination/Re-Placement Report* **(before or on start date of re-placement, update the above form with new job information,** **email** to DRS Counselor **and Cc** ESS TA**)**
				3. **ESS-C-161** *Job Analysis* **(completed before first (1st) day of work) (for re-placement)**
				4. **ESS-C-185** *Job Accommodation Form* **(for re-placement)**
				5. **ESS-C-213n** O\*NET median hourly wage documentation **(ONLY required when hired by the Contractor, for the region or city where the job is located, before or on the start date, email** to the DRS Counselor **and Cc** ESS TA**)**
				6. **ESS-C-229** *Natural Supports & Fading Plan* **(for re-placement)**
		1. **SE ST Milestone: Job Stabilization (twelve (12) or sixteen (16) weeks cumulative)**
			1. **Service Description:** **All milestones and travel must be pre-authorized before the service begins.**

The Contractor will continue to support the individual to achieve a successful employment outcome in their IPE vocational goal This includes, but is not limited to, maintaining previously learned job duties and tasks, self-advocacy skills, appropriate work-site behaviors, and learning new job duties, if assigned. If needed, the EC will assist the individual in relearning skills that are not being performed at the desired performance level and assist the individual in learning how to solve problems when issues occur outside of work, which, if left unresolved, could lead to job loss.

The Contractor will provide onsite and offsite support and training each **work week** based on the individual’s support needs as outlined in the **ESS-C-229** *Natural Supports & Fading Plan*. For individuals receiving services under the highly challenged criteria, the Contractor will provide intensive onsite support and training each **work week** based on the individual’s support needs. **The type and extent of support and training needed by the individual will determine the total number of contacts and the time spent onsite and offsite each work week during the SE ST Milestone.**

During the SE ST milestone, the Contractor will meet with the employer at least once to discuss the employer’s satisfaction with the individual’s job performance.

All onsite, offsite, and employer contacts will be documented in detail on the ESS-C-225 Record of Hours Worked form.

The **ESS-C-229** *Natural Supports & Fading Plan* must be reviewed/updated by the end of the SE ST milestone. This form will be submitted to the DRS Counselor for review/adjustment at the end of the milestone. The fading plan should be based on the individual’s current level of natural supports, additional support needs and independence on the job. The role of the Employment Consultant is to assist the worker in becoming as independent as possible.

During this milestone, the Contractor will facilitate a team meeting with the individual, DRS Counselor, Contractor, and any other relevant team members to review the progress toward a successful employment outcome. The Contractor will schedule the Team Meeting in advance to allow adequate time for all members to participate in the meeting. The individual, or with the support of a designee identified by the individual, will lead the meeting.

The Team Meeting is preferred to be in person but can be conducted using other technology-assisted communication. **(Such as: conference calls, Zoom, Teams, Skype, or other virtual platforms/apps, to allow for real-time participation by all team members.)** The individual must be physically present with either the DRS Counselor or Contractor when using other technology-assisted communication.

The Team Meeting discussion can include but is not limited to the following topics:

* + - * 1. Individual’s progress toward a successful employment outcome;
				2. Individual’s thoughts about the job;
				3. Extended Services identified and initiated
				4. Review the Employment Verification Form, if completed at the time of the meeting
				5. Accommodation needs;
				6. Review **ESS-C-229** *Natural Supports & Fading Plan*

On-site/off-site support needs;

Training needs;

* + - * 1. Transportation;
				2. Need for additional Onsite Supports and Training (Supplemental Employment Services contract);
				3. Other

The **ESS-C-173** *Team Meeting Report* **will include team members present, and will summarize the discussion about the individual’s progress, needs identified, steps to be taken, and the team member responsible.**

Before the completion of this milestone, the Contractorwill review the **ESS-C-253** *Extended Services Statement* with the individual to identify and establish the extended services (ex. DDS, Natural Supports, or other sources identified by Team) available to the individual and document the responsible person’s contact information on the **ESS-C-253** *Extended Services Statement*. The extended services identified will be used to assist the individual with maintaining long-term employment.

If the individual loses their job, **when notified of job termination,** the Contractor will submit the **ESS-C-181** *Termination/Re-Placement Report* to the DRS Counselor and ESS TA. **Before or on** the re-placement start date, the Contractor will submit the updated above **ESS-C-181***Termination/Re-Placement Report* to the DRS Counselor and ESS TA. **[NOTE: for re-placement, ESS-C-161** *Job Analysis* **(completed before first (1st) day of work); ESS-C-185** *Job Accommodation Form*, and **ESS-C-229** *Natural Supports & Fading Plan* **are submitted with the next billing.]**

If the individual is not stabilized during this milestone, the team meeting should discuss utilizing the Supplemental Employment Services contract for Onsite Supports and Training services.

* + - 1. **Outcome:** **The team meeting was conducted, led by the individual or with support of their designee if needed. The team discussed and identified extended services, continued support needs, job stabilization and progress toward a successful employment outcome.**

The individual has worked successfully for a total of twelve (12) weeks, or sixteen (16) weeks for individuals receiving services under the highly challenged criteria, beginning with the first day of employment, and has received all appropriate support services.

**Only weeks where the hours worked meet the weekly work goal identified in the IPE are counted toward the completion of this milestone.** To achieve job stabilization **the individual must complete at least one work week without EC support**, the employer is satisfied with the individual’s job performance, and the individual is satisfied with the job.

* + - 1. **Complete and Submit All Required Case Documentation for Payment of SE ST Milestone to the DRS Counselor:**
				1. **ESS-C-117** *Travel Log and Invoice* **(when travel is authorized. See D. Milestone Rates)**
				2. **ESS-C-133** *DRS Counselor Monthly Update Form(s)* **(required only when SE ST Milestone lasts more than one (1) month, email the form each month to DRS Counselor, submit separately from milestone documentation)**
				3. **ESS-C-173** *Team Meeting Report*
				4. **ESS-C-225** *Record of Hours Worked*
				5. **ESS-C-229** *Natural Supports & Fading Plan*
				6. **ESS-C-233 *Employment Verification Form* (signed by employer and employee)**
				7. **ESS-C-249** *Employee Satisfaction Survey*
				8. **ESS-C-253** *Extended Services Statement*
				9. **ESS-C-398** *SE Authorization Request & Invoice*
				10. **ESS-C-413** *Highly Challenged Criteria Form* with documentation **(email to DRS Counselor, and email to ESS TA only if choosing “Other” on the form,** if applicable**)**
				11. **ESS-C-430** *Stabilization Milestone Report* **(report weeks nine through twelve (9-12) for Regular Support; report weeks nine through sixteen (9-16) for Highly Challenged)****(counts as final DRS Monthly Update for SE ST Milestone)**

**If termination and/or re-placement occurs:**

* + - * 1. **ESS-C-181** *Termination/Re-Placement Report* **(when notified of job termination email** to DRS Counselor **and Cc** ESS TA**)**
				2. **ESS-C-181** *Termination/Re-Placement Report* **(before or on start date of re-placement, update the above form with new job information,** **(email** to DRS Counselor **and Cc** ESS TA**)**
				3. **ESS-C-161** *Job Analysis* **(completed before first (1st) day of work) (for re-placement)**
				4. **ESS-C-185** *Job Accommodation Form* **(for re-placement)**
				5. **ESS-C-213n** O\*NET median hourly wage documentation **(ONLY required when hired by the Contractor, for the region or city where the job is located, before or on the start date, email** to the DRS Counselor **and Cc** ESS TA**)**
				6. **ESS-C-229** *Natural Supports & Fading Plan* **(for re-placement)**
		1. **SE EM Milestone: Successful Employment (additional ninety (90) calendar days)**
			1. **Service Description:** **All milestones and travel must be pre-authorized before the service begins.**

The Contractor will continue to support the individual to achieve a successful employment outcome in their IPE vocational goal This includes, but is not limited to, maintaining previously learned job duties and tasks, self-advocacy skills, appropriate work-site behaviors, and learning new job duties, if assigned. If needed, the EC will assist the individual in relearning skills that are not being performed at the desired performance level, and address problem-solving issues that occur outside of work, which, if left unresolved, could lead to job loss.

The Contractor will provide onsite and/or offsite support and training each **work month** based on the individual’s support needs as outlined on the **ESS‑C‑229** *Natural Supports & Fading Plan*. **The type and extent of support and training** **needed by the individual will determine the total number of contacts and time spent onsite and/or offsite each work month during the SE EM Milestone.**

During the SE EM milestone, the Contractor will contact the employer at least once each month to discuss the employer’s satisfaction with the individual’s job performance.

All onsite, offsite, and employer contacts should be documented in detail on the **ESS‑C‑225** *Record of Hours Worked* form.

The **ESS-C-229** *Natural Supports & Fading Plan* must be reviewed/updated by the end of the EM milestone. This form will be submitted to the DRS Counselor for review/adjustment at the end of the milestone. The fading plan should be based on the individual’s current level of natural supports, additional support needs and independence on the job. The role of the Employment Consultant is to assist the worker in becoming as independent as possible.

If the individual loses their job, **when notified of job termination,** the Contractor will submit the **ESS-C-181** *Termination/Re-Placement Report* to the DRS Counselor and ESS TA. On or before the re-placement start date, the Contractor will submit the updated **ESS-C-181** *Termination/Re-Placement Report* to the DRS Counselor and ESS TA. **[NOTE: for re-placement, ESS-C-161** *Job Analysis* **(completed before first (1st) day of work); ESS-C-185** *Job Accommodation Form*, and **ESS-C-229** *Natural Supports & Fading Plan* **are submitted with next billing.]**

**If the individual requires additional support before or after the completion of this milestone, the team can discuss utilizing the Onsite Supports and Training service in the Supplemental Employment Services (SES) contract. Also, Extended Services for Transition is available to Transition-Age Youth, if needed for additional support after Supported Employment milestones are completed.**

* + - 1. **Outcome:** The individual has been employed in a permanent job and has worked a minimum of ninety (90) calendar days beyond completing the stabilization milestone. The Contractor has provided all appropriate training and support services, and extended services are in place. The employer is satisfied with the individual’s job performance, and the individual is satisfied with the job.

Only weeks where the hours worked meet the weekly work goal, as identified in the IPE, are counted toward the required ninety (90) calendar days.

* + - 1. **Complete and Submit All Required Case Documentation for Payment of SE EM Milestone to the DRS Counselor:**
				1. **ESS-C-117** *Travel Log and Invoice* **(when travel is authorized. See D. Milestone Rates)**
				2. **ESS-C-133** *DRS Counselor Monthly Update Form(s)* **(email first two monthly updates to DRS Counselor as an attachment, submit separately from milestone documentation, ESS-C-266** *Employment Outcome Report* **counts as final monthly update)**
				3. **ESS-C-225** *Record of Hours Worked*
				4. **ESS-C-237n** Current Pay Stub/Earnings Statement
				5. **ESS-C-249** *Employee Satisfaction Survey*
				6. **ESS-C-266** *Employment Outcome Report* **(counts as final DRS Monthly Update for SE EM Milestone)**
				7. **ESS-C-398** *SE Authorization Request & Invoice*
				8. **ESS-C-413** *Highly Challenged Criteria Form* with documentation **(email to DRS Counselor, and email to ESS TA only if choosing “Other” on the form,** if applicable**)**

**If termination and/or re-placement occurs:**

* + - * 1. **ESS-C-181** *Termination/Re-Placement Report* **(when notified of job termination email** to DRS Counselor **and Cc** ESS TA**)**
				2. **ESS-C-181** *Termination/Re-Placement Report* **(before or on start date of re-placement, update the above form with new job information,** **email** to DRS Counselor **and Cc** ESS TA**)**
				3. **ESS-C-161** *Job Analysis* **(completed before first (1st) day of work) (for re-placement)**
				4. **ESS-C-185** *Job Accommodation Form* **(for re-placement)**
				5. **ESS-C-213n** O\*NET median hourly wage documentation **(ONLY required when hired by the Contractor, for the region or city where the job is located, before or on the start date, email** to the DRS Counselor **and Cc** ESS TA**)**
				6. **ESS-C-229** *Natural Supports & Fading Plan* **(for re-placement)**
	1. **Additional Employment Services**
		1. **Service Description: All milestones and travel must be pre-authorized before the service begins.**

These milestones are intended for an individual who has completed the SE EM Milestone, is no longer employed, and requires re-placement **in a similar job related to the vocational goal on the IPE** by the same Contractor, **before DRS case closure using post-employment services**. The Contractor’s previous assessment, familiarity with the individual, and the individual’s previous work experience should reduce the amount of work required to replace the individual.

The Counselor, or Contractor (when requesting authorization to provide the additional employment services) must document reasons or circumstances leading to the need for re-placement:

* + - 1. If extended services are not adequate to support re-placement, the Contractor must provide the DRS Counselor and Program Manager (PM) with a written report summarizing, but not limited to, the following information:
				1. Individual or Employer-related reasons for job loss and what new employment support strategies will be used to ensure these problems do not re-occur
				2. The written report should be submitted to the DRS Counselor for approval. The final decision regarding authorization for Additional Employment Services will be made by the DRS Counselor and PM.
			2. **The following milestones will be authorized:**
				1. VP Milestone: Vocational Preparation (Job Club) (optional)
				2. R4 Milestone: 4 Weeks Job Support
				3. ST Milestone: Job Stabilization
				4. EM Milestone: Successful Employment (additional ninety (90) calendar days)

Assessment, Job Placement, and eight (8) Weeks Job Support milestones are not utilized and will **not** be paid.

* + 1. **Milestone Rates for Additional Employment Services:**

The Contractor will only provide Additional Employment Services if the DRS Counselor has pre-authorized the milestone(s) and the **Authorization for Purchase** has been received by the Contractor.

When requesting mileage reimbursement for travel of thirty-five (35) or more miles one-way, the request must be submitted in writing and an **Authorization for Purchase for travel** at the **current state rate** must be received from the DRS Counselor **before** travel begins.

Billing must include all **Required Case Documentation for Payment** for the milestone(s), should be typed or legibly written, and submitted to the DRS Counselor. Payment of a milestone will constitute payment in full for all services delivered, except for mileage reimbursement, if authorized.

* + - 1. **Regular Rates:**
				1. VP Milestone: Vocational Preparation/Job Club (optional) $625.00
				2. R4 Milestone: four (4) Weeks Job Support $2,250.00
				3. ST Milestone: Job Stabilization $2,125.00
				4. EM Milestone: Successful Employment $2,875.00
			2. **Highly Challenged Rates:**
				1. VP Milestone: Vocational Preparation/Job Club (optional) $625.00
				2. R4 Milestone: four (4) Weeks Job Support $1,875.00
				3. ST Milestone: Job Stabilization $1,875.00
				4. EM Milestone: Successful Employment $4,125.00

If the individual requests a **new** Contractor or is a Hissom Class member, then all the standard Supported Employment milestones are available at the DRS Counselor’s discretion.

* 1. **Payment Guidelines for Temp-to-Hire Positions**

When the individual is placed in a temp-to-hire position as described in the definition, the Contractor will be paid for the milestones as follows:

**SE Services (see Service Descriptions above)**

* + 1. **SE AS Milestone** will be paid before temp-to-hire placement, and when all requirements of the SE AS Milestone have been met.
		2. **SE JDPL Milestone** will be paid after the individual has completed five (5) working days in the temp-to-hire position, and when all the requirements of the SE JDPL Milestone have been met.
		3. **SE R4 Milestone** will be paid to support the individual at the completion of first (1st) four (4) weeks in the temp-to-hire position, and when all requirements of the SE R4 Milestone have been met.
		4. **SE R8 Milestone** will be paid to support the individual at the completion of eight (8) weeks in the temp-to-hire position, and when all requirements of the SE R8 Milestone have been met.
		5. **SE ST Milestone** will be paid when the individual is hired as a **permanent employee**, and when all requirements of the SE ST Milestone have been met. (12 weeks or 16 weeks for individuals receiving supports under highly challenged criteria)
		6. **SE EM Milestone** will be paid ninety (90) calendar days after completion of the SE ST Milestone as a permanent employee, and when all requirements of the SE EM Milestone have been met.
	1. **Minimum Contract Goals for SE**

| **All SE Contractors** |
| --- |
| Average Wage at closure | **$10.60** |
| Average Hours per Week at closure**(Individual’s hours must meet or exceed IPE weekly work goal)**  | **25.66** |
| Assessment to Placement Percentage\* \***\*** | **Placements****÷****Assessments****(50% minimum goal)** |
| Placement to Closure Percentage | **Closures ÷ Placements****(60% minimum goal)** |

**\*Number of placements** divided by **number of assessments**

**\*\*If discovered during the assessment that the individual is not interested in pursuing competitive integrated employment, refer the individual back to the DRS Counselor. If the individual chooses not to continue with Supported Employment, the case will not be counted in the Assessment to Placement Ratio.**

**(SE cannot be used on a Trial Work Experiences Plan (TWEP), refer to the Supplemental Employment Services (SES) contract - Career Exploration Service)**

* 1. **Code of Professional Ethics**

All Contractors and all employees of the Contractors are required to abide by the six (6) principles of ethical behavior as listed below and outlined in the ***Code of Professional Ethics for Certified Rehabilitation Counselors***, Commission on Rehabilitation Counselor Certification (CRCC) located at the following link:

[**https://www.crccertification.com/code-of-ethics-4**](https://www.crccertification.com/code-of-ethics-4)

* + 1. **Autonomy**: To respect the rights of clients to be self-governing within their social and cultural framework
		2. **Beneficence**: To do good to others; to promote the well-being of clients
		3. **Fidelity**: To be faithful; to keep promises and honor the trust placed in them
		4. **Justice**: To be fair in the treatment of all clients; to provide appropriate services to all
		5. **Nonmaleficence**: To do no harm to others
		6. **Veracity**: To be honest and truthful

**NOTE: See section II. N. Contract Suspension**

* 1. **Required Contractor Reporting**
		1. **General Reporting:** Contractors **should** report to the ESS TA when they are aware of a milestone being omitted or cancelled, when individuals change Contractors in the middle of the program, when the name of the Contractor’s company is not included on the list of available Contractors in their area, or when **other technical assistance needs occur**.
		2. **Monthly updates to DRS Counselor**: Monthly updates are required beginning one month from the initial date of referral. When any milestone extends beyond one month, the EC will be required to complete and email the **ESS-C-133** *DRS Counselor Monthly Update Form(s)* to the DRS Counselor each month summarizing the individual’s current status including: activity, progress, problems, or additional support needs throughout the provision of contract services. This is submitted separately from the other required milestone documentation for payment. The individual milestone reports will be considered the final monthly update for each milestone.
		3. **Mid-Year Reporting:** The Contractor must report their mid-year statistics related to the minimum contract goals for SE on the Mid-Year **ESS-A-010** *Contracts Production Report* and submit a current copy of the **ESS-A-005** *Contractor Staff and Training Form* by January 31st.
		4. **Annual Reporting:** The Contractor must report their annual statistics related to the minimum contract goals for SE on the Annual **ESS-A-010** *Contracts Production Report* by July 31st.
		5. **Staff Reporting:** When any staff changes occur, Contractors must **notify their ESS TA promptly by email**. The email will include the following:
			1. Name
			2. Date National Background Check completed (See **note** below)
			3. Start Date
			4. Termination Date
			5. Salary

**NOTE:** For the National Background Check, only the completion date is reported. Do **NOT** send the actual report. Retain the national background check on file for audit purposes. **(See section IV. Special Terms; B. National Background Checks; 3. Contract monitoring for required frequency of National Background Checks)**

Contractors must update and submit their **ESS-A-005** *Contractor Staff and Training Form* with their mid-year reporting and annual contract renewal.

* + 1. **Quality Assurance Review:** The Contractor is required to make their case records available for **quality assurance reviews** at any time at the request of the ESS Unit. ESS TAs are required to conduct Quality Assurance Reviews to evaluate contract compliance and identify training need(s) related to case documentation and/or contract requirements. DRS Counselor(s) may be included in the **quality assurance review** process.
		2. **Monthly Contractor Production Report:** The Contractor is required to complete and submit the **ESS-A-080** *Monthly Contractor Production Report* tothe **ESS TA by the 10th of each month.**
		3. **Occasional Reporting:** The Contractor is required to provide additional information as needed and requested by the ESS Unit.
	1. **Contractor Qualifications**
		1. **All Contractors**

Contractors may include a public, private non-profit, or private for-profit entity. Contractors must designate a Project Director and employ a minimum number of staff. To utilize the SE contract, the Contractor must employ at least two (2) employees on their payroll with at least one (1) being full-time to ensure working individuals receive appropriate support. If the Project Director leaves and a new Project Director is hired, the new Project Director must complete the Employment Consultant (EC) training within six (6) months of the hire date. The Contractor can continue accepting referrals, if a current EC has a certificate of completion for the EC training.

Job Club Trainers must complete Job Club Train-the-Trainer Training offered by the University of Oklahoma, National Center for Disability Education and Training (OU-NCDET) before delivering Job Club sessions.

Contractors are required to submit an **ESS-A-001** *ESS Contractor Renewal Form* by email to their ESS TA to provide or update information and request contracts for the current or next fiscal year. **If not planning to renew for the next fiscal year, notify your ESS TA in writing as soon as possible.**

**Contractors are required to complete the requested Contract(s), and Non-Collusion Certificate(s) (OMES-CP-004SA) using the Adobe Document Cloud e-Sign process.**

Contractors must submit a completed/updated **ESS-A-005** *Contractor Staff and Training Form*, along with new training certificates for all training completed, **when staff changes occur,** with the mid-year **ESS-A-010** *Contracts Production Report*, and when processing contracts each fiscal year.

When a staff member of one Contractor goes to work for another Contractor, that staff member cannot continue to provide services to the individuals they were serving with the initial Contractor.

Contractors serving as the assigned SSA Employment Network (EN) and providing services to individuals with a Ticket to Work cannot provide services to those individuals under this contract. Please contact Maximus at 866-968-7842 to bill for reimbursement for services through SSA.

To cancel contract, see section, V. Standard Terms, Subsection F. Cancellation of this contract.

* + 1. **New Contractors**

The new Contractor and/or Project Director verifies at the start of their contract period s/he was not an existing DRS Employment Contractor employee during the previous twelve (12) months. The new Contractor and/or Project Director must submit copies of the following:

* + 1. CEO/Project Director’s current résumé;
		2. Project Director’s Certification of Completion of Employment Consultant Training;
		3. Twelve (12) month projected budget of monthly income and expenditures, and;
		4. Evidence of financial solvency documenting liquid assets or lines of credit
			1. At least fifty thousand dollars ($50,000) serving Metro Areas, or;
			2. twenty-five thousand dollars ($25,000) serving only Rural Areas

New Contractors must submit all required documentation no later than March 31st to initiate a contract and provide services during the current fiscal year.

* 1. **Staff Qualifications**
		1. **Project Director: A** Project Director working under the Supported Employment Contract must be **certified** by completing the DRS Employment Consultant Training course as provided by the University of Oklahoma, National Center for Disability Education and Training (OU-NCDET), before initiation of the contract. Project Directors are required to complete all additional training required for ECs. They must also attend required Project Directors’ meetings as scheduled by the ESS Unit. Advanced notice to the ESS TA is required for an excused absence.
		2. **Employment Consultant(s) (EC(s)):** The minimum salary paid to an EC providing services under this contract shall be no less than twenty thousand dollars ($20,000) annually. Contractors must utilize the **ESS-A-005** *Contractor Staff and Training Form*to indicate training received by each EC working under this contract at the start of the contract year, and with the mid-year  **ESS-A-010** *Contracts Production Report* on January 31st. **Within six (6) months of their hire date, ECs must be certified by completing the DRS Employment Consultant Training course provided by OU-NCDET.**
		3. All ECs delivering services must also successfully complete the additional training courses described below within twelve (12) months of their hire date. The required training listed below is provided by OU-NCDET.
			1. Social Security Work Incentives
			2. Job Development/Marketing
			3. Job Club Train-the-Trainer Training **(required if EC is conducting Job Clubs)**
			4. Introduction to Positive Behavior Supports in the Workplace **(online training** **-prerequisite**forPositive Behavior Supports in the Workplace**)**
			5. Positive Behavior Supports in the Workplace
			6. Instructional Supports
			7. Blind Culture and Job Placement for Individuals with Vision Loss **(required by DRS Services to the Blind and Visually Impaired (SBVI))**
			8. **Deafness and Employment**

To access required online training click on the following link:

**<http://ncdetcourses.com>**

**For additional assistance call: 1-405-325-2745**

* + 1. **In addition to the required training** listed **above, all Project Directors and ECs are** required **to complete six (6) clock hours of new continuing education each contract year.**

Related areas for continuing education credit include, **but are not limited to**:

* + - 1. Employment services,
			2. Management/leadership,
			3. Behavior management,
			4. Time management,
			5. Conflict resolution,
			6. Specific disabilities,
			7. Effective Teaching and Learning (ETL),
			8. Assistive technology,
			9. Tech Tuesday virtual training, or
			10. Other as approved by ESS TA

Continuing education hours can be obtained through a variety of sources including, **but not limited to**:

* + - 1. University of Arkansas Center for the Utilization of Rehabilitation Resources for Education Networking Training & Service (UA CURRENTS),
			2. On-line training provided by Virginia Commonwealth University Rehabilitation Research & Training Center (VCU RRTC),
			3. Workforce Innovation Technical Assistance Center (WINTAC),
			4. Vocational Rehabilitation Youth Technical Assistance Center (Y-TAC),
			5. Vocational Rehabilitation Technical Assistance Center for Quality Employment (VRTAC-QE),
			6. Other DRS-recognized sources, webinars, computer-based training, or in-service training approved by the ESS TA, or
			7. **ESS staff may periodically email other pre-approved training opportunities**.

**Note: CEU’s obtained as part of job requirements related to the employment services field may be approved by the ESS TA.**

* 1. **Contract Compliance**
1. The ESS TA will review documentation and information below to determine if Contractor is following the contract:
2. Attendance at **all** Project Director Meetings
3. Obtaining required training within time frames stated in contract (unless extensions are approved by ESS TA)
4. Completion of at least 6 hours of continuing education each contract year – related to field, by project director and employment consultants
5. Mid-Year Reporting with supporting documentation **submitted by January 31st**
6. Annual Reporting with supporting documentation (if updated from time of contract renewal) **submitted by July 31st**
7. Timely notification to ESS TA by email when staff changes occur. (Include: Name; Background Check Completion Date; Salary; Start Date, and Termination Date)
8. Quality Assurance Reviews (average of case reviews completed at Mid-Year and Annual Reporting)
9. **ESS-A-080** *Monthly Contractor Production Report* **submitted by the 10th of each month**
10. Pre-Placement Reports
11. Other contract requirements
12. Procedures:
13. The ESS TA will send an **ESS-A-035** *Contract Compliance Review* to notify Contractor of their compliance status.
14. If a Contractor is found to be out-of-compliance, the ESS TA will determine if a plan of action is necessary.
	* 1. When required, Contractor will write a plan of action outlining the steps to be implemented to meet contract compliance within the next six (6) months.
		2. The plan of action will be submitted to the ESS TA within thirty (30) days of receiving the **ESS-A-035** *Contract Compliance Review*.
		3. The ESS TA will review contract compliance again in six (6) months.
		4. Upon review, the ESS TA will contact Contractor to discuss their progress and determine if an updated plan of action is required.
		5. If Contractor **fails** to follow through with their plan of action, Contractor must meet with the ESS Unit and develop a six (6) month plan of correction.
			1. The ESS Unit will review the Plan of Correction at the end of six (6) months.
			2. If no progress has been made at that time, Contractor will be placed on probation, and all new referrals will be suspended.
				1. Contractor is required to submit a monthly progress report while on probation.
				2. When Contractor demonstrates progress toward contract compliance, probation will be lifted.
15. Once Contractor is complying, the ESS TA will document this in writing and no further action is required.
	1. **Contract Suspension**

When a Contractor is alleged to have violated ethical standards according to the ***Code of Professional Ethics for Certified Rehabilitation Counselors*** identified in this contract and/or legal standards applicable to the treatment of individuals and claims for payments of public funds, the Contractor will be placed on temporary suspension pending the outcome of an investigation. Depending on the severity of the allegation(s) (i.e., Involving the individual(s) welfare), DRS will suspend new referrals and remove all individuals currently receiving services. For allegations not involving the welfare of the individual(s), DRS will suspend new referrals and individuals in current service status will remain with the Contractor, pending the outcome of the investigation.

If the allegation(s) involves a Contractor’s staff, DRS requires the Contractor to take immediate and appropriate action and notify the ESS TA of action taken in writing. If appropriate action is not taken, the Contractor is subject to contract suspension.

In the event of contract suspension, the DRS will send written notice transmitted via certified mail to the Contractor and suspend the contract effective upon receipt of notice or at 5:00 PM on the fifth (5th) calendar day from the date DRS mailed the notice, whichever occurs first.

* 1. **Incentive Payments (send to ESS TA for payment)**

**Special Incentives**

Based on availability of DRS funds, one (1) special incentive payment may be earned per case if the following conditions are met, and proper documentation is provided as described below:

* + 1. The Contractor may receive an incentive of five hundred dollars ($500.00) per individual for a one (1) time payment upon completion of the **SE EM Milestone: Successful Employment**, **before DRS case closure**, for difficult-to-serve individuals in these categories: individuals who have felony convictions, high school students who are classified by the school as severely emotionally disturbed (SED), individuals with HIV/AIDS, individuals who are legally blind, individuals who are deaf with primary communication of sign language, or individuals who are deaf/blind.

**For payment**,Contractors must submit the following information to their **ESS TA before** submitting **Required Case Documentation for Payment of SE EM Milestone to the DRS Counselor:**

* + - 1. **ESS-A-020** *Incentive Payment Request Form,*
			2. **All EM Milestone documentation, and,**
			3. **Records of any felony conviction(s) (Oklahoma convictions only) available at:**

[**https://okoffender.doc.ok.gov**](https://okoffender.doc.ok.gov)

**OR**

* + - 1. **Documentation of eligible disability including DRS eligibility statement, related medical information or educational records or other identifying disability documentation.**

**OR**

* + 1. The Contractor may receive an incentive of five hundred dollars ($500.00) per individual for a one (1) time payment, **upon completion of the SE EM Milestone: Successful Employment, before successful closure by DRS Counselor,** when the individual earns more than **$24.49** per hour. This amount is based on the average hourly wage for Oklahoma at the time this contract was written.

**For payment**,Contractors must submit the following information to their **ESS TA before** submitting **Required Case Documentation for Payment of SE EM Milestone to the DRS Counselor:**

* + - 1. **ESS-A-020** *Incentive Payment Request Form*, **and,**
			2. **All EM Milestone documentation, and,**
			3. **One** of the following:
				1. A copy of the most current paystub/earnings statement including the individual’s name, address, payroll period, date issued and check amount **or**,
				2. A wage verification letter on the employer’s letterhead which indicates a breakdown of monthly wages and hours worked. The verification letter should also include the name of a contact person and telephone number or,
				3. Most recentPayroll Report from the employer which documents the individual’s name, social security number, paycheck date, and breakdown of monthly payments, including a contact person and telephone number of the employer.
1. **Compensation**

**A. Contract Amount**

In consideration of the satisfactory performance of said services, the DRS shall pay the Contractor pursuant to the approved fixed rates set forth in section II for the services authorized by the Contract. Payment shall be made upon receipt of a proper invoice documenting the provision of services and/or receipt of a proper claim for reimbursement of travel expenses pursuant to the contract for services. By law the DRS cannot pay in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided to and accepted by the DRS pursuant to the Contract.

**B. Payment**

The State of Oklahoma has forty-five (45) days from receipt of a proper invoice documenting the provision of services and/or receipt of a proper claim for reimbursement of travel expenses pursuant to the contract for services to make payment to the Contractor. Invoices/claims shall be sent to the DRS counselor who authorized services for each DRS client. The DRS counselor’s name, address, and telephone number are shown on each DRS client’s Authorization for Purchase. If the State of Oklahoma fails to make payment within the forty-five (45) days, the Contractor is eligible to receive interest on the unpaid balance due per State of Oklahoma Statutes. The Contractor is responsible for claiming the interest.

**C. Lapse Of Invoices/Claims**

Proper invoices documenting the provision of services and/or proper claims for reimbursement of travel expenses pursuant to the contract for services shall be submitted within ninety (90) calendar days of the provision of those services and/or incurrence of those travel expenses. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services and/or incurrence of travel expenses pursuant to the contract for services, unless specified otherwise in the Contract.

**IV. Special Terms**

**A. Travel Restriction**

Because this is a fixed rate contract, certain limited travel costs are calculated into the rate. For any assignment that is thirty-five (35) miles or more one way, the Contractor can be paid mileage upon request and with prior approval from the DRS.

**B.** **National** **Background Checks**

 **1. Purpose**

To protect the safety of individuals while receiving DRS services, the agency requires Employment Contractors to obtain national criminal background checks for any employees, supervisors, independent contractors or agents working under a contract with DRS. The agency further requires Employment Contractors to ensure that any of their employees, supervisors, independent contractors or agents who have criminal convictions that suggest they could pose a threat to the health and safety of DRS clients will not be assigned to work under a DRS contract if such assignment would involve access to or interaction with DRS clients.

**2. Authority**

DRS has determined that prudent exercise of its powers, duties and responsibilities under 74 OS 166.1 et seq shall include responsible steps to protect client safety and safeguard clients from abuse or exploitation while receiving DRS employment services. As demonstrated by other state programs serving disabled children, youth and adults, such steps may include the requirement of criminal background checks for personnel engaged in direct care and services to this population.

**3. Contract monitoring**

The criminal background checks required by this rule shall be national in scope **and must be conducted at least once every three (3) years**. Contractor shall make the criminal background checks required by Paragraph IV.G.1 available for inspection and copying by DRS personnel upon request of DRS.

**V. Standard Terms**

1. **Equal Opportunity/Non-Discrimination**

The Contractor shall at all times comply with all federal laws relating to nondiscrimination, including but not limited to, Presidential Executive Order 11246 as amended and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq*.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794;the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.;* Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age Discrimination in Employment Act, 42 U.S.C. §6101 *et seq*. and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity both to those seeking employment and those seeking services without regard to race, color, religion, sex, national origin, age, or handicap.

**B. Lobbying Activities**

**The Contractor certifies the following**:

**1.** No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;

**2.** If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

**C. Debarment And Suspension**

In accordance with Presidential Executive Orders 12549 and 12689, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise disqualified for participation in federal assistance programs. Such certification is a material representation of fact upon which reliance is being placed when entering into the Contract. A determination that the Contractor knowingly rendered an erroneous certification, in addition to other available remedies, may result in whole or partial termination of the Contract for the Contractor’s default. Additionally, the Contractor shall promptly provide written notice to the Oklahoma state purchasing director if the certification becomes erroneous due to changed circumstances.

**D. Drug-Free Workplace**

The Contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

**E. Modification**

The Contract may only be modified by mutual consent of the parties in writing.

**F. Cancellation**

**1. With Cause:** In the event the Contractor fails to meet the terms and conditions of the Contract or fails to provide services in accordance with the provisions of the Contract, the DRS may upon written notice of default transmitted via Certified Mail to Contractor, cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date DRS mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided for by law. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the State of Oklahoma, Office of Management and Enterprise Services.

**2. Without Cause:** It is further agreed that the Contract may be canceled by either party by providing thirty (30) days prior written notice.

**G. Access** **To And Retention Of Records**

The Contractor shall maintain adequate and separate accounting and fiscal records and account for all funds provided by any source to pay the cost of the Contract. Authorized personnel of the U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, State Auditor and Inspector, and other appropriate state entities shall have the right of access to any books, documents, papers, or other records of contract which are pertinent to the performance or payment of the Contract in order to audit, examine, make excerpts and/or transcripts.

The Contractor is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion or termination of the Contract, unless otherwise indicated in the Contract terms. If a claim, audit, litigation or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

**H. Subcontracting**

The services to be performed under the Contract shall not be subcontracted, in whole or in part, to any other person or entity without written approval by the DRS. The terms of the Contract, and such additional terms as the DRS may require, shall be included in any subcontract. Approval of the subcontract shall not relieve the Contractor of any responsibility for performing the Contract.

**I. Compliance With State And** **Federal Laws**

The Contractor shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the Contractor, without reliance on or direction by the DRS.

**J. Travel**

The travel expenses to be incurred by the Contractor pursuant to the Contract shall be included in the total amount of the contract award. The DRS will only pay travel expenses (including per diem) specified in and charged against the total amount of the contract award. In addition, the DRS will not reimburse travel expenses in excess of the rate established by the Oklahoma State Travel Reimbursement Act, 74 O.S. § 500.1-37. The Contractor shall be responsible for all travel arrangements, and provide supporting documentation for reimbursement.

**K. Client Confidentiality**

The Contractor assures compliance with DRS requirements pertaining to the protection, use, and release of personal information. The Contractor will hold confidential all personal information regarding individuals, including lists of names, addresses, photographs, records of evaluation, and all other records of the DRS client. This information may not be disclosed, directly or indirectly, unless consent is obtained in writing or as otherwise required by law.

**L. Unallowable Costs**

In the event any audit, audit resolution, review, monitoring, or other oversight results in the determination that the Contractor has expended DRS funds on unallowable costs on this or any previous contract, the Contractor shall reimburse the DRS in full for all such costs on demand. The DRS may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to the Contractor under this or other contracts.

**M. Audit**

**1. Federal Funds**

Organizations that expend $750,000 or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with 2 C.F.R. Part 200.

**2. State Funds**

Corporations both for-profit and non-profit, and governmental entities that receive $50,000 or more in a year in State funds from DRS shall have a certified independent audit of its operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles, and the report shall include a supplementary schedule of awards listing all state and federal funds by funding source.

**3. Auditor Approval and Audit Distribution**

The audit shall be performed by a certified public accountant or public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma, and who is approved by the Oklahoma Accountancy Board to perform audits according to Government Auditing Standards. The Contractor’s fiscal managers and appropriate oversight bodies shall review the auditor’s latest external quality control review report prior to the audit being conducted. DRS retains the right to examine the work papers of said auditor.

The Contractor shall submit two copies of the annual audit report to the Department of Rehabilitation Services - Contracts Unit 3535 N.W. 58th Street, Suite 300, Oklahoma City, Oklahoma 73112, plus a copy of the management letter, if applicable, and corrective action plan to all audit findings, and the auditor’s latest external quality control review report within 120 days of the Contractor’s fiscal year end. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request to the address listed above for an extension citing the reason for delay. DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if DRS has not received the prior year audit.

**N. Clean Air Act**

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq*. The Contractor agrees to report each violation to DRS and understands and agrees that DRS will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

**O. Employment Relationship**

The Contract does not create an employment relationship. Individuals performing services required by the Contract are not considered employees of the State of Oklahoma or the DRS for any purpose, and as such shall not be eligible for benefits accruing to state employees. The Contractor shall comply with all applicable laws regarding workers’ compensation insurance.

**P. Insurance**

If the Contractor is not a self-insured governmental entity, the Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said policy must provide that the carrier may not cancel or transfer the policy without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract, and provide the DRS with evidence of such insurance and renewals upon request.

**Q. Punitive Actions**

The Contractor understands that payment for services to DRS clients pursuant to the Contract shall be made by the DRS. Accordingly, the Contractor shall not restrict or refuse services under the Contract to DRS clients based on nonpayment by the DRS. No actions shall be taken against the DRS client, including collection actions for any service covered under the Contract, or for any late payment for which the DRS has responsibility. In addition, the Contractor agrees that no punitive actions will be taken against any client of the DRS for late payment of any tuition, fees, books, supplies, etc. for which the DRS has responsibility. This includes, but is not limited to, withholding grades, Pell or other financial aids, or delaying enrollment.

**R. Prior DRS/State Employment**

The Contractor hereby certifies that at the start of the contract period neither he/she nor, if applicable, any member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months.  Pursuant to 74 O.S. § 85.42(B), the Contractor also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the Contractor to fulfill any of the services provided for under said contract. This term shall not apply when the Contractor is a State of Oklahoma governmental entity.

**S. Legal Employment Status Verification System**

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time the Contract is executed or awarded, are in compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007 (25 O.S. §§ 1312 and 1313) and all applicable federal immigration laws and are registered and participate in the Status Verification System. The Status Verification System is defined at 25 O.S. §1312, and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and is available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

**T. Contract Jurisdiction**

The Contract will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the DRS or the Contractor to enforce or to interpret provisions of the Contract**.**

**U. Severability**

If any provision under the Contract, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Contract or its application that can be given effect without the invalid provision or application.

**V. TikTok Ban**

Pursuant to State of Oklahoma Governor’s Executive Order 2022-33, no person or entity who contracts with the State of Oklahoma, including but not limited to any State agency, board, commission, or authority and agents thereof, shall download or use the TikTok application or visit the TikTok website on government networks or other State-owned or State-leased equipment.

**W. Certification For Non-Boycott Of Israel Goods Or Services**

Pursuant to 74 O.S. § 582, in contracts of more than $100,000, the Contractor certifies that it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State of Oklahoma, and that it will not boycott Israel during the term of the Contract.

**X. Certification For Non-Boycott Of Fossil Fuel Energy Companies**

In contracts of $100,000 or more and where the Contractor has 10 or more employees, the Contractor certifies that it does not currently boycott energy companies in violation of the Energy Discrimination Elimination Act of 2022 (74 O.S. § 12001 et seq.). The Contractor further certifies that it will not boycott energy companies in violation of the Act during the term of the Contract.

**Y. Force Majeure**

A party is not liable for failure to perform the party’s obligations if such failure is a result of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), strikes or labor disputes, embargoes, government orders, epidemics, pandemics or other similar events beyond the reasonable control of the party. If a party asserts Force Majeure as an excuse for failure to perform the party’s obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause.

If an event of Force Majeure occurs, the party injured by the other’s inability to perform may elect one of the following remedies:

* to terminate the Contract in whole or in part; or
* to suspend the Contract, in whole or part, for the duration of the Force Majeure circumstances.

The party experiencing the Force Majeure circumstances shall cooperate with and assist the injured party in all reasonable ways to minimize the impact of Force Majeure on the injured party.

**Z. Termination For Funding Insufficiency**

Notwithstanding anything to the contrary in any Contract document, the DRS may terminate the Contract in whole or in part if funds sufficient to pay obligations under the Contract are not appropriated or received from an intended third-party funding source. In the event of such insufficiency, the Contractor shall be provided at least fifteen (15) calendar days’ written notice of termination. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated. The determination by the DRS of insufficient funding shall be accepted by and shall be final and binding on the Contractor.

**VI. Signatures**

For the faithful performance of the terms of the Contract, the parties hereto, in their official capacities stated, affix their signatures.

Oklahoma Department of Contractor

Rehabilitation Services

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date Signature Date

Kathy Lowry, CPO \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Print Name

Manager/Compliance Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Title

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact Person Telephone

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contractor’s Email Address