

Employment and Retention (ER) Authorization Request & Invoice

Individual's Name: _____ Contractor Name: _____
 Employment Consultant: _____ DRS Counselor: _____
 Authorization Number: _____ Authorization Begin Date: _____
 Milestone Begin Date: _____ Milestone Completion Date: _____
 Invoice Date: _____ Invoice Number: _____
 Referral Date: _____ Date of Intake: _____
 CID Number: _____ Employment Begin Date: _____

Milestone Authorization Request Section

Please select the milestone(s) requested for pre-authorization for services. Request Assessment (AS) Milestone after initial meeting is scheduled. **Do not provide any service unless Authorization for Purchases has been requested and received**

- Assessment **(AS)** Milestone (Planned Date: _____) \$ 413
- Vocational Preparation **(VP)** Milestone (Optional) (If not authorized initially, request if needed after AS milestone) \$ 413
- Job Development and Placement **(JDPL)** Milestone (Request with AS, if VP is not authorized) \$ 413
- Four Weeks Job Retention **(R4)** Milestone (Optional) (Request with AS and JDPL) \$1,238
- Successful Employment **(EM)** Milestone (Request with JDPL, if R4 **NOT** authorized) \$1,650

FOR DRS USE ONLY Authorization Number: _____ Date Issued: _____

Milestone Invoice Payment Request

Clear Invoice Section

Please select the milestone for which you are **invoicing**: (maximum of one)

- Assessment **(AS)** Milestone \$ 413
- Vocational Preparation **(VP)** Milestone (Optional) \$ 413
- Job Development and Placement **(JDPL)** Milestone \$ 413
- Four Weeks Job Retention **(R4)** Milestone (Optional) \$1,238
- Successful Employment **(EM)** Milestone \$1,650

FOR DRS USE ONLY Paid Date: _____ by _____

Submitted by: _____ Date: _____