

SE Vocational Preparation Milestone Forms List (Optional)

Required Case Documentation for Payment of [SE VP Milestone](#):

- ® ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Milestone Rates)
- ® ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required only when **SE VP Milestone** lasts **more than one (1) month**, email the form each month to DRS Counselor; submit separately from milestone documentation)
- ® ESS-C-317n** Copies of summary pages from vocational interest inventories
- ® ESS-C-321** *Job Club Sign-In Sheet*
- ® ESS-C-325** *Copy of Certificate of Completion* (issued to individual)
- ® ESS-C-398** *SE Authorization Request & Milestone Billing Form*

Legend: ® = Required ® = required, if applicable

Job Club Sign-In Sheet for _____


Print Individual's Name

Individual's Signature	Date	Total Hours	Job Training Activities / Training Goal(s) Achieved*

* **REQUIRED:** Work adjustment skills and ego strength building; Substantial assistance in learning how to obtain and maintain employment; Clarification of strengths, interests and career choice; Short-term and long-term vocational goals, and other, as applicable.

EC Name: _____

Date: _____



Certificate of Completion

Let it be known that

Has satisfactorily completed Job Club Training

Employment Consultant

Date

Supported Employment (SE) Authorization Request & Billing Form

Contractor Name: _____

Employment Consultant: _____

Individual Name: _____ Case Number: _____

DRS Counselor Name: _____

Date of Referral: _____

Date of Intake: _____

Authorization Request Section

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

Milestone	Regular Rate:	Highly Challenged Rate:
Assessment (AS) Milestone	M1-SE-REG or HC	\$625 \$625
Vocational Preparation (VP) Milestone (Opt)	M2-SE-REG or HC	\$ 625 \$625
Placement (PL) Milestone (See Note: above)	M3-SE-REG or HC	\$1,688 \$3,125
4 Weeks Job Retention (R4) Milestone (Note: above)	M4-SE-REG or HC	\$2,250 \$1,875
8 Weeks Job Retention (R8) Milestone	M5-SE-REG or HC	\$1,688 \$1,875
Stabilization (ST) Milestone	M6-SE-REG or HC	\$2,125 \$2,125
Successful Employment (EM) Milestone	M7-SE-REG or HC	\$2,875 \$4,125

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

Milestone Billing Section (billing limit 1 milestone at a time)

Milestone Begin Date: _____ Milestone End Date: _____

Employment Begin Date: _____ Invoice Date: _____

Authorization Number: _____ Authorization Date: _____

Milestone	Regular Rate:	Highly Challenged Rate:
Assessment (AS) Milestone	M1-SE-REG or HC	\$625 \$625
Vocational Preparation (VP) Milestone (Opt)	M2-SE-REG or HC	\$ 625 \$625
Placement (PL) Milestone (See Note: in section below)	M3-SE-REG or HC	\$1,688 \$3,125
4 Weeks Job Retention (R4) Milestone (Note: below)	M4-SE-REG or HC	\$2,250 \$1,875
8 Weeks Job Retention (R8) Milestone	M5-SE-REG or HC	\$1,688 \$1,875
Stabilization (ST) Milestone	M6-SE-REG or HC	\$2,125 \$2,125
Successful Employment (EM) Milestone	M-7-SE-REG or HC	\$2,875 \$4,125

Person submitting Form: _____ Date submitted: _____

FOR DRS USE ONLY Paid Date: _____ by _____.