

# ESS-C-801 AUTHORIZATION REQUEST & INVOICE

Individual's Name: \_\_\_\_\_ CID#: \_\_\_\_\_  
Contract(s) Referred under: \_\_\_\_\_ Priority Group (if applicable): \_\_\_\_\_  
DRS Counselor: \_\_\_\_\_ DRS Office Location: \_\_\_\_\_ Á  
Contractor Name: \_\_\_\_\_ EC/Job Coach: \_\_\_\_\_  
Date of Referral from DRS: \_\_\_\_\_ Date of Intake: \_\_\_\_\_  
Form Submitted by: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

## Authorization(s) Request Section

**NOTE: Do not provide services until a current Authorization for Purchase has been requested and received. See pages 2 – 4 of this *ESS-C-801 Authorization Request & Invoice* for each contract service, code, and rate to enter below. Services requested from separate contracts will be authorized on separate authorizations. Request Travel if traveling over 35 miles one-way to provide services. (\*Use *ESS-C-117 Travel Log & Invoice* to invoice for mileage incurred.)**

**Service(s) Requested (Enter Service(s) and Service Code(s):                      Service Rate:**

1: \_\_\_\_\_ Service 1 Rate: \_\_\_\_\_  
2: \_\_\_\_\_ Service 2 Rate: \_\_\_\_\_  
3: \_\_\_\_\_ Service 3 Rate: \_\_\_\_\_  
4: \_\_\_\_\_ Service 4 Rate: \_\_\_\_\_  
5: \_\_\_\_\_ Service 5 Rate: \_\_\_\_\_

Date Travel requested: \_\_\_\_\_ Travel amount requested: \_\_\_\_\_

Date Authorization(s) Requested: \_\_\_\_\_

## Service Invoice Section

**NOTE: Submit an invoice for one (1) service at a time.**

Authorization Number: \_\_\_\_\_ Authorization Begin Date: \_\_\_\_\_  
Service Begin Date: \_\_\_\_\_ Service End Date: \_\_\_\_\_  
Service Invoiced: \_\_\_\_\_ Service Code: \_\_\_\_\_  
Invoice Date: \_\_\_\_\_ Employment Begin Date: \_\_\_\_\_  
**(N/A if not employed)**

**Total Amount Invoiced:** \_\_\_\_\_

**When applicable:** Total Hours Authorized: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_

Total Hours Currently Invoiced: \_\_\_\_\_ Total Hours Invoiced to Date: \_\_\_\_\_

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## SUPPLEMENTAL EMPLOYMENT SERVICES (SES)

<u>SERVICE NAME</u>	<u>SERVICE CODE</u>	<u>SERVICE RATE</u>
SES Assessment – Tier 1	SES-AS-T1	\$687.50
SES Assessment – Tier 2	SES-AS-T2	\$454.30
SES Career Exploration (40 hrs.)	SES-CAEX	\$55.00/hr. (\$2,200.00 max)
SES Vocational Preparation (Job Club)	SES-VP	\$687.50
SES Internship Development & Placement	SES-INTDP	\$275.00
SES Internship Support Services (60 hrs.)	SES-INT-SS	\$55.00/hr. (\$3,300.00 max)
SES Internship Permanent Employment	SES-INT-PE	\$825.00
SES Job Development & Placement – Tier 1	SESJDPT1HC	\$3,437.50
SES Job Development & Placement – Tier 2	SES-JDP-T2	\$1,856.80
SES Job Development & Placement – Tier 3	SES-JDP-T3	\$454.30
SES Job Development & Placement – Tier 4	SES-JDP-T4	\$852.50

## SUPPORTED EMPLOYMENT (SE) SERVICES

<u>SERVICE NAME</u>	<u>SERVICE CODE</u>	<u>SERVICE RATE (Regular)</u>
Four (4) Weeks Job Support & Retention	SE-R4-RG	\$2,475.00
Eight (8) Weeks Job Support & Retention	SE-R8-RG	\$1,856.80
Job Stabilization (12 Weeks)	SE-ST-RG	\$2,337.50
Onsite Support and Training	SE-OST-RG	\$220.00/mo.
Successful Employment (90 Calendar Days)	SE-EM-RG	\$3,162.50
Extended Services for Transition (48 mos.)	SE-EST-RG	\$55.00/hr. (\$2,640.00 max)

NOTE: Additional Placement Rates below can be authorized if the individual is terminated after nine (9) months of employment.

<u>SERVICE NAME</u>	<u>SERVICE CODE</u>	<u>SERVICE RATE (Regular)</u>
Second Additional Placement Rate	SE-APR2-RG	\$990.00
Third Additional Placement Rate	SE-APR3-RG	\$495.00
Fourth Additional Placement Rate	SE-APR4-RG	\$247.50

<u>SERVICE NAME</u>	<u>SERVICE CODE</u>	<u>SERVICE RATE (Highly Challenged)</u>
Four (4) Weeks Job Support & Retention	SE-R4-HC	\$2,062.80
Eight (8) Weeks Job Support & Retention	SE-R8-HC	\$2,062.80
Job Stabilization (16 Weeks)	SE-ST-HC	\$2,337.50
Onsite Support and Training	SE-OST-HC	\$220.00/mo.
Successful Employment (90 Calendar Days)	SE-EM-HC	\$4,537.50
Extended Services for Transition (48 mos.)	SE-EST-HC	\$55.00/hr. (\$2,640.00 max)

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## SUPPORTED EMPLOYMENT (SE) SERVICES - continued

NOTE: Additional Placement Rates below can be authorized if the individual is terminated after completing nine (9) months of employment while DRS case is still open.

<u>SERVICE NAME</u>	<u>SERVICE CODE</u>	<u>SERVICE RATE (Highly Challenged)</u>
Second Additional Placement Rate	SE-APR2-HC	\$990.00
Third Additional Placement Rate	SE-APR3-HC	\$495.00
Fourth Additional Placement Rate	SE-APR4-HC	\$247.50

## EMPLOYMENT & RETENTION (ER) SERVICES

<u>SERVICE NAME</u>	<u>SERVICE CODE</u>	<u>SERVICE RATE</u>
Four (4) Weeks Job Support & Retention	ER-R4	\$1,361.80
Successful Employment (90 Calendar Days)	ER-EM	\$1,815.00

## JOB PLACEMENT (JP) SERVICES

<u>SERVICE NAME</u>	<u>SERVICE CODE</u>	<u>SERVICE RATE</u>
Successful Employment (90 Calendar Days)	JP-EM	\$1,650.00

## SUPPORT SERVICES FOR EMPLOYMENT (SSE)

<u>SERVICE NAME</u>	<u>SERVICE CODE</u>	<u>SERVICE RATE</u>
Employment Support Assessment (1 - 5 hrs.)	SSE-ESA	\$66.00/hr.
Support Services for Employment (10 hrs.)	SSE-CI	\$66.00/hr.

NOTE: Additional hours of SSE Assessment (SSE-ESA) and/or SSE Community Integration (SSE-CI) can be authorized with supervisory approval.

## CUSTOMIZED EMPLOYMENT (CE) SERVICES

<u>SERVICE NAME</u>	<u>SERVICE CODE</u>	<u>SERVICE RATE</u>
<u>Discovery (25 – 35 hours)</u>	CE-DV	\$55.00/hr. (\$1,925.00 max)
Team Meeting	CE-TM	\$275.00
Visual Résumé	CE-VR	\$330.00
Job Development & Placement (6 mo.)	CE-JDP-6	\$550.00/mo. (\$3,300.00 max)
Job Development & Placement (3 mo.)	CE-JDP-3	\$330.00/mo. (\$990.00 max)
Job Coaching (1 <sup>st</sup> mo.)	CE-JC-1	\$2,310.00
Job Coaching (2 <sup>nd</sup> mo.)	CE-JC-2	\$2,310.00
Maintenance	CE-MT	\$2,420.00
Employment Outcome	CE-EO	\$4,620.00
Additional Placement Rate	CE-APR	\$990.00

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## ADDITIONAL EMPLOYMENT SERVICES

NOTE: Additional Employment Services can be requested and authorized as a post-employment service when an individual has successfully completed Supported Employment Services including SE R4, SE R8, SE ST, SE OST (if needed), and SE EM but loses their job prior to the DRS case being closed.

<u>SERVICE NAME</u>	<u>SERVICE CODE</u>	<u>SERVICE RATE (Regular)</u>
Four (4) Weeks Job Support & Retention	SE-R4-RG-2	\$2,475.00
Job Stabilization (12 Weeks)	SE-ST-RG-2	\$2,337.50
Successful Employment (90 Calendar Days)	SE-EM-RG-2	\$3,162.50
<u>SERVICE NAME</u>	<u>SERVICE CODE</u>	<u>SERVICE RATE (HC)</u>
Four (4) Weeks Job Support & Retention	SE-R4-HC-2	\$2,062.80
Job Stabilization (12 Weeks)	SE-ST-HC-2	\$2,337.50
Successful Employment (90 Calendar Days)	SE-EM-HC-2	\$4,537.50

NOTES: