

# OKLAHOMA DEPARTMENT OF REHABILITATION SERVICES

## ESS-C-801 CRP AUTHORIZATION REQUEST FORM

### PURPOSE: FOR PRE-APPROVAL OF EMPLOYMENT SERVICES AND TRAVEL

**Instructions:** Electronically submit the ESS-C-801 Authorization Request Form for Authorization for Purchase to the DRS Counselor and Rehabilitation Technician for review and approval.

**Before providing services the CRP must verify receipt of the Authorization for Purchase.**

Enter the required information below for counselor review and approval. **Once approved, the Authorization for Purchase will be issued by the DRS Counselor for the requested service(s) and submitted to the CRP within 5 business days.**

Individual's Name:

DRS Counselor:

Case ID (CID) Number:

DRS Office Location:

CRP Name:

Current Milestone/Service:

EC Name:

EC Phone Number:

Contracts listed on

Priority Group Number:

DRS-C-301 Form:

Referral Date from DRS:

Scheduled Intake Meeting Date:

**Instructions:** Enter the milestone/service codes requested, number of hours when required, and corresponding rates in the spaces below. Refer to the **ESS Contract Codes & Rates Schedule** for correct codes and rates. Verify the milestone or service is listed on the Individualized Plan for Employment (IPE) submitted with DRS-C-301 referral form.

**Complete the ESS-C-801 form to request additional milestones/services and/or travel. Submit to DRS Counselor for approval. Once approved, the DRS Counselor will issue the Authorization for Purchase and submit to the CRP within 5 business days.**

**Milestone or Service Code**

**Hours Requested  
(when required)**

**Milestone/Service Rate**

#### Total Combined Amount Milestone/Service Rates:

**Travel Code**

**Total Mileage Requested**

**Total Travel \$ Amount  
Requested**

**Total Combined  
Rates & Travel**

Form Submitted By:

Date Submitted:

**IMPORTANT:** Submit map printout with the completed ESS-C-117 Travel Log & Invoice for mileage reimbursement at the current state rate.