

E&R R4 (4 Week Retention) Milestone Forms List (Optional)

Required Case Documentation for Payment of [ER R4 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 ER R4 Milestone lasts more than one (1) month, email the form each month to DRS Counselor; submit separately from milestone documentation)**
- ☐ **® ESS-C-185 *Job Accommodation Form* (submit only if new accommodations are implemented or changed during this milestone)**
- ☐ **® ESS-C-225 *Record of Hours Worked***
- ☐ **® ESS-C-233 *Employment Verification Form* (signed by employee, and employer, if on-site supports provided)**
- [OR](#)**
- ☐ **® ESS-C-237n *Current Paystub/Earnings Statement***
- ☐ **® ESS-C-274 *ER Authorization Request & Milestone Billing Form***
- ☐ **® ESS-C-338 *R4 Milestone Report* (counts as DRS Monthly Update or final monthly update if ER R4 milestone extends beyond one month)**

If termination and/or replacement occurs:

- ☐ **® ESS-C-181 Termination/Re-Placement Report (upon Contractor notice of termination, email to DRS Counselor and Cc ESS TA)**
- ☐ **® ESS-C-181 Termination/Re-Placement Report (prior to or on start date of re-placement, update the above form with new job information, email to DRS Counselor and Cc ESS TA)**
- ☐ **® ESS-C-161 *Job Analysis* (completed before first (1st) day of work) (for re-placement, only when onsite supports requested by individual)**
- ☐ **® ESS-C-185 *Job Accommodation Form* (for re-placement)**

Legend: ® = [Required](#) ® = required, if applicable