

Employment & Retention (E&R) Contract Forms Index

[Back](#)

[Next Page](#)

[E&R Assessment Milestone Forms List](#)

[E&R Vocational Preparation Milestone Forms List \(Optional\)](#)

[E&R Placement Milestone Forms List](#)

[E&R R4 \(4 Week Retention\) Milestone Forms List \(Optional\)](#)

[E&R EM \(Successful Employment\) Milestone Forms List](#)

E&R Assessment Milestone Forms List

[E&R Contract Index](#)

[Next Page](#)

Required Case Documentation for Payment of [ER AS 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_AS Milestone lasts more than one (1) month from date of referral, email the form each month to DRS Counselor; submit separately from milestone documentation)
- ☐ ® **ESS-C-139** *Situational Assessment Report*
- ☐ ® **ESS-C-161** *Job Analysis*
- ☐ ® **ESS-C-274** *ER Authorization Request & Milestone Billing Form* (submit to DRS Counselor once the intake appointment is scheduled)
- ☐ ® **ESS-C-278** *Plan for Assessment* ([replaces ESS-C-277](#)) (will include one required situational assessment and a minimum of one other assessment from the list) (emailed to DRS Counselor prior to beginning assessments)
- ☐ ® **ESS-C-278n** DRS Counselor **response** to **ESS-C-278** *Plan for Assessment* (if received, DRS Counselor has 5 business days to reply to emailed **ESS-C-278** *Plan for Assessment*)
- ☐ ® **ESS-C-285n** Electronic Résumé (email to DRS Counselor)
- ☐ ® **ESS-C-289n** Job Description (when in-house Situational Assessment is completed)
- ☐ ® **ESS-C-297** *Compatibility Analysis*
- ☐ ® **ESS-C-305n** Customized Assessment(s) (when completed as one of the two required assessments)
- ☐ ® **ESS-C-310** *Assessment Milestone Report* (counts as DRS Monthly Update or final monthly update for ER AS Milestone when milestone extends beyond one month)
- ☐ ® **ESS-C-329** *Comprehensive Vocational Profile* (when completed as one of the two required assessments)

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

[ER AS Forms List](#)

E&R Vocational Preparation Milestone Forms List (Optional)

[E&R Contract Index](#)

[Back](#)

[Next Page](#)

Required Case Documentation for Payment of [ER 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 ER VP Milestone lasts more than one (1) month, email the form each month to DRS Counselor; submit separately from milestone documentation)**
- ☐ **® ESS-C-274 *ER Authorization Request & Milestone Billing Form***
- ☐ **® 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)**

Legend: ® = [Required](#)

® = required, if applicable

[ER VP Forms List](#)

E&R Placement Milestone Forms List

[E&R Contact Index](#)

[Back](#)

[Next Page](#)

Required Case Documentation for Payment of [ER PL 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 PL Milestone lasts more than one (1) month, email the form each month to DRS Counselor; submit separately from milestone documentation)
- ☐ ® **ESS-C-157** *Pre-Placement Information Form* (submit prior to or on the start date of the initial job only, email to DRS Counselor and Cc ESS TA)
- ☐ ® **ESS-C-161** *Job Analysis* (completed before first (1st) day of work, only when EC is requested onsite by individual) (for initial placement)
- ☐ ® **ESS-C-166** *Placement Report* (counts as DRS Monthly Update or final monthly update if ER PL milestone extends beyond one month)
- ☐ ® **ESS-C-185** *Job Accommodation Form* (for initial placement)
- ☐ ® **ESS-C-213n** O*NET median hourly wage documentation for the region or city where the job is located (Prior to or on start date, required ONLY when hired by the Contractor; email documentation to the DRS Counselor and Cc ESS TA)
- ☐ ® **ESS-C-274** *ER Authorization Request & Milestone Billing Form*

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 support requested by individual)
- ☐ ® **ESS-C-185** *Job Accommodation Form* (for re-placement)

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® = [required, if applicable](#)

[ER PL Forms List](#)

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

[E&R Contract Index](#)

[Back](#)

[Next Page](#)

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)**

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[ER R4 Forms List](#)

E&R EM (Successful Employment) Milestone Forms List

[E&R Contract Index](#)

[Back](#)

Required Case Documentation for Payment of [ER EM Milestone](#):

- ☐ **® ESS-C-117 *Travel Log and Invoice* (when travel is authorized, see D. Milestone Rates)**
- ☐ **® ESS-C-133 *DRS Counselor Monthly Update Form (1st)* (email first monthly update to DRS Counselor as an attachment; submit separately from milestone documentation)**
- ☐ **® ESS-C-133 *DRS Counselor Monthly Update Form (2nd)* (email second monthly update to DRS Counselor as an attachment; submit separately from milestone documentation)**
- ☐ **® ESS-C-225 *Record of Hours Worked***
- ☐ **® ESS-C-237n *Current Paystub/Earnings Statement***
- ☐ **® ESS-C-249 *Employee Satisfaction Survey***
- ☐ **® ESS-C-266 *Employment Outcome Report* (counts as 3rd and final DRS Monthly Update for ER EM milestone)**
- ☐ **® ESS-C-274 *ER Authorization Request & Milestone Billing Form***

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)**

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