

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