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# E&R Assessment Milestone Forms List

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## 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)

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## 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**

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# E&R Placement Milestone Forms List

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## 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 (1<sup>st</sup>) 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 (1<sup>st</sup>) day of work) (for re-placement, only when onsite support requested by individual)
- ® **ESS-C-185** *Job Accommodation Form* (for re-placement)

**Legend: ® = [Required](#)**

**® = required, if applicable**

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

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### 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 (1<sup>st</sup>) 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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# E&R EM (Successful Employment) Milestone Forms List

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## 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 (1<sup>st</sup>)* (email first monthly update to DRS Counselor as an attachment; submit separately from milestone documentation)
- ® **ESS-C-133** *DRS Counselor Monthly Update Form (2<sup>nd</sup>)* (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 3<sup>rd</sup> 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 (1<sup>st</sup>) 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**