

Support Services for Employment (SSE) Forms List

Required Case Documentation for Payment of [SSE Service](#):

- ☐ **® ESS-C-117 *Travel Log and Invoice* (when travel is authorized, see C. Service Rates)**
- ☐ **® ESS-C-133 *DRS Counselor Monthly Update Form(s)* (required only when SSE lasts more than one (1) month, email to DRS Counselor)**
- ☐ **® ESS-C-345 *ESS Authorization Request & Billing Form***
- ☐ **® ESS-C-357 *ESS Training Support Plan* (email to DRS Counselor for approval prior to initiating services)**
- ☐ **® ESS-C-358n Copy of email to DRS Counselor with ESS-C-357 ESS Training Support Plan (retain in case file)**
- ☐ **® ESS-C-361n Copy of DRS Counselor Approval email of ESS-C-357 ESS Training Support Plan (retain in case file)**
- ☐ **® ESS-C-365 *ESS Training Support Summary***

Legend: ® = Required

® = required, if applicable

[ESS SSE Forms List](#)