

# **SE EM (Successful Employment) Milestone Forms List**

## **Required Case Documentation for Payment of [SE 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 Pay Stub/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 SE EM milestone)
- ☐ ® **ESS-C-398** *SE Authorization Request & Milestone Billing Form*

## **Required 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 prior to the first (1<sup>st</sup>) day of work) (for re-placement)
- ☐ ® **ESS-C-185** *Job Accommodation Form* (for re-placement)
- ☐ ® **ESS-C-229** *Natural Supports Plan* (for re-placement)

**Legend: ® = Required      ® = required, if applicable**

**[SE EM Forms List](#)**