

Supported Employment Contract Forms Index

[Back](#)

[Next Page](#)

[Top](#)

[SE Assessment Milestone Forms List](#)

[SE Vocational Preparation Milestone Forms List \(Optional\)](#)

[SE Placement Milestone Forms List](#)

[SE R4 \(Four Weeks Job Support\) Milestone Forms List](#)

[SE R8 \(Eight Weeks Job Support\) Milestone Forms List](#)

[SE ST \(Job Stabilization\) 12- or 16-weeks Milestone Forms List](#)

[SE EM \(Successful Employment\) Milestone Forms List](#)

[SE Forms List Index](#)

SE Assessment Milestone Forms List

[SE Contract Index](#)

[Next Page](#)

[Top](#)

Required Case Documentation for Payment of SE 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)* (email each month to DRS Counselor as an attachment required only when SE 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(s)* (Use vocational goal to identify appropriate testing sites)**
- ☐ **® ESS-C-161 *Job Analysis(s)***
- ☐ **® ESS-C-278 *Plan for Assessment***
- ☐ **® ESS-C-278n DRS Counselor email/written response to ESS-C-278 *Plan for Assessment*, when received (**required when both assessments are NOT related to the IPE Vocational Goal**)**
- ☐ **® ESS-C-289n *Job Description* (**required when in-house situational assessment is completed**)**
- ☐ **® ESS-C-297 *Compatibility Analysis***
- ☐ **® ESS-C-310 *Assessment Milestone Report* (counts as DRS Monthly Update or final monthly update if SE AS milestone extends beyond one month)**
- ☐ **® ESS-C-398 *SE Authorization Request & Milestone Billing Form***
- ☐ **® ESS-C-413 *Intensive Support Criteria Form* with documentation (email to DRS Counselor, and email to ESS TA only if choosing “Other” on the form)**

Legend: ® = Required

® = required, if applicable

[SE AS Forms List](#)

SE Vocational Preparation Milestone Forms List (Optional)

[SE Contract Index](#)

[Back](#)

[Next Page](#)

[Top](#)

Required Case Documentation for Payment of [SE 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 SE VP Milestone lasts more than one (1) month, email the form each month to DRS Counselor; submit separately from milestone documentation)**
- ☐ **® 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)**
- ☐ **® ESS-C-398 *SE Authorization Request & Milestone Billing Form***

Legend: ® = Required

® = required, if applicable

[SE VP Forms List](#)

SE Placement Milestone Forms List

[SE Contract Index](#)

[Back](#)

[Next Page](#)

[Top](#)

Required Case Documentation for Payment of [SE 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 SE 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) (for initial placement)
- ☐ ® **ESS-C-166** *Placement Report* (counts as DRS Monthly Update or final monthly update if SE 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-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 (1st) day of work) (for re-placement)
- ☐ ® **ESS-C-185** *Job Accommodation Form* (for re-placement)

Legend: ® = Required

® = required, if applicable

[SE PL Forms List](#)

SE R4 (Four Weeks Job Support) Milestone Forms List

[SE Contract Index](#)

[Back](#)

[Next Page](#)

[Top](#)

Required Case Documentation for Payment of [SE 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 SE PL 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* (only if updated)
- ☐ ® **ESS-C-225** *Record of Hours Worked*
- ☐ ® **ESS-C-229** *Natural Supports Plan*
- ☐ ® **ESS-C-233** *Employment Verification Form* (signed by employer and employee)
OR
- ☐ ® **ESS-C-237n** *Current Pay stub/Earnings Statement*
- ☐ ® **ESS-C-338** *R4 Milestone Report* (counts as final DRS Monthly Update of SE R4 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 (1st) 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 R4 Forms List](#)

SE R8 (Eight Weeks Job Support) Milestone Forms List

[SE Contract Index](#)

[Back](#)

[Next Page](#)

[Top](#)

Required Case Documentation for Payment of [SE R8 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 SE R8 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* (only if updated)
- ☐ ® **ESS-C-225** *Record of Hours Worked*
- ☐ ® **ESS-C-229** *Natural Supports Plan* (only if updated)
- ☐ ® **ESS-C-249** *Employee Satisfaction Survey*
- ☐ ® **ESS-C-398** *SE Authorization Request & Milestone Billing Form*
- ☐ ® **ESS-C-425** *SE R8 Milestone Report* (counts as final monthly update for SE R8 milestone)

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 (1st) 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 R8 Forms List](#)

SE ST (Job Stabilization) 12- or 16-weeks Milestone Forms List

[SE Contract Index](#)

[Back](#)

[Next Page](#)

[Top](#)

Required Case Documentation for Payment of [SE ST 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 SE ST milestone lasts more than one (1) month, email the form each month to DRS Counselor, submit separately from milestone documentation)
- ☐ ® **ESS-C-173** *Team Meeting Report* (for Team Meeting required during SE ST milestone)
- ☐ ® **ESS-C-225** *Record of Hours Worked*
- ☐ ® **ESS-C-233** *Employment Verification Form* (signed by employer and employee) (**Not listed under required documentation in contract.**)
- ☐ ® **ESS-C-249** *Employee Satisfaction Survey*
- ☐ ® **ESS-C-253** *EST Extended Services Statement*
- ☐ ® **ESS-C-398** *SE Authorization Request & Milestone Billing Form*
- ☐ ® **ESS-C-430** *Stabilization Milestone Report* (report weeks nine through twelve (9-12) for Regular Support; report weeks nine through sixteen (9-16) for **Highly Challenged**) (counts as **final DRS Monthly Update** for SE ST milestone)

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 (1st) 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 ST Forms List](#)

SE EM (Successful Employment) Milestone Forms List

[SE Contract Index](#)

[Back](#)

[Next Page](#)

[Top](#)

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 (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 Pay Stub/Earnings Statement*
- ☐ ® **ESS-C-249** *Employee Satisfaction Survey*
- ☐ ® **ESS-C-266** *Employment Outcome Report* (counts as 3rd 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 (1st) 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](#)