

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

## **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 (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 ST Forms List](#)**