

## **SES Internship (INT) Forms List**

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### **Required Case Documentation for Payment of [1<sup>st</sup> Month](#) of SES Internship:**

- ☐ **® ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Service Rates)
- ☐ **® ESS-C-133** *DRS Counselor Monthly Update Form* (required each month if internship placement extends beyond one month after referral date, submit separately from billing documentation) ([Not listed under required documentation in contract.](#))
- ☐ **® ESS-C-157** *Pre-Placement Information Form* (submit prior to or on start date of initial internship, email to DRS Counselor and Cc ESS TA) ([Not listed under required documentation in contract.](#))
- ☐ **® ESS-C-161** *Job Analysis* (completed during the first week of internship, and required with first month's billing)
- ☐ **® ESS-C-165** *Internship Placement Report* (required with first month's billing)
- ☐ **® ESS-C-169** *Internship Time Log(s)* (required with first month's billing) ([Not listed under required documentation in contract.](#))
- ☐ **® ESS-C-185** *Job Accommodation Form* (required with first month's billing)
- ☐ **® ESS-C-197n** *Internship Agreement Documentation*
- ☐ **® ESS-C-801** *SES Authorization Request & Billing Form* (required with first month's billing)

### **Required Case Documentation for Payment of [Monthly Internship Supports](#):**

- ☐ **® ESS-C-117** *Travel Log and Invoice* (when travel is authorized, See D. Service Rates)
- ☐ **® ESS-C-133** *DRS Counselor Monthly Update Form* (required with each month's billing)
- ☐ **® ESS-C-169** *Internship Time Log(s)* (required with each month's billing)
- ☐ **® ESS-C-801** *SES Authorization Request & Billing Form* (required with each month's billing)

**Legend: [®](#) = [Required](#)**

**[®](#) = required, if applicable**

**[SES INT Forms List](#)**

## SES Internship (INT) Forms List – cont.

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### Required Case Documentation for Payment of [Final Month](#) of SES Internship:

- ☐ ® **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, See D. Service Rates)
- ☐ ® **ESS-C-133** *DRS Counselor Monthly Update Form* (required with final billing)
- ☐ ® **ESS-C-157** *Pre-Placement Information Form* (required when hired permanently by Internship Employer) (submit prior to or on the start date of the permanent job, email to DRS Counselor and Cc ESS TA) ([use permanent hire date as start date](#))
- ☐ ® **ESS-C-169** *Internship Time Log(s)* (required with final billing)
- ☐ ® **ESS-C-173** *Team Meeting Report* (required with final billing)
- ☐ ® **ESS-C-177** *Placement Report* (required with final billing if hired by the Internship employer)
- ☐ ® **ESS-C-185** *Job Accommodation Form* (required only if updated)
- ☐ ® **ESS-C-801** *SES Authorization Request & Billing Form* (required with final billing)
- ☐ ® **ESS-C-810** *Employee Performance Report* (required with final billing)

### Required Documentation for Internship Employer or Job Changes:

- ☐ ® **ESS-C-181** Termination/Re-Placement Report (upon Contractor notice of termination of internship, 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 the new internship and required with first month's billing)
- ☐ ® **ESS-C-185** *Job Accommodation Form* (for re-placement in new internship and required with first month's billing) ([Not listed under required documentation in contract.](#))
- ☐ ® **ESS-C-197n** Internship Agreement Documentation

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