

SES Extended Services for Transition (EST) Forms List

Required Case Documentation for [Monthly Payment of SES EST](#):

- ☐ ® **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Service Rates)
- ☐ ® **ESS-C-133** *DRS Counselor Monthly Update Form(s)* (not required in months when Team Meetings are held)
- ☐ ® **ESS-C-173** *Team Meeting Report(s)* (required at least every 6 months, or any time a Team Meeting is held)
- ☐ ® **ESS-C-185** *Job Accommodation Form* (required when updated)
- ☐ ® **ESS-C-225** *Record of Hours Worked* (required with each month's billing)
- ☐ ® **ESS-C-229** *Natural Supports Plan* (required when updated)
- ☐ ® **ESS-C-237n** *Current Pay Stub/Earnings Statement* (required with final billing)
- ☐ ® **ESS-C-249** *Employee Satisfaction Survey* (required every 6 months when Team Meetings are held)
- ☐ ® **ESS-C-801** *SES Authorization Request & Billing Form* (required monthly with billing)
- ☐ ® **ESS-C-810** *Employee Performance Report* (signed by the employer, and required at every team meeting)

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) (**Not listed under required documentation in contract.**)
- ☐ ® **ESS-C-229** *Natural Supports Plan* (for re-placement)

Legend: ® = [Required](#)

® = required, if applicable

[SES EST Forms List](#)