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Required Case Documentation for Payment of [SES Career Exploration](#):

- ☐ ® **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Service Rates)
- ☐ ® **ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required only when SES CA EX lasts more than one (1) month, email the form each month to DRS Counselor; submit separately from milestone documentation)
- ☐ ® **ESS-C-137** *Plan of Career Exploration* (email to DRS Counselor for approval prior to beginning activities or trial work) (if not received within five (5) working days, the contractor may proceed with planned career exploration or trial work activities)
- ☐ ® **ESS-C-141** *Career Exploration Report(s)*
- ☐ ® **ESS-C-145n** DRS Counselor Response to **ESS-C-137** *Plan of Career Exploration* (retain in case file)
- ☐ ® **ESS-C-149n** Contractor's Written Justification for completing less than three (3) different activities (if applicable) (**Noted in contract, but not listed under required forms.**)
- ☐ ® **ESS-C-153n** DRS Counselor Written Approval for completing less than three (3) different activities (if applicable) (**Noted in contract, but not listed under required forms.**)
- ☐ ® **ESS-C-801** *SES Authorization Request & Billing Form*

Legend: ® = Required

® = required, if applicable

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SES Internship (INT) Forms List

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Required Case Documentation for Payment of [1st 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

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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 (1st) 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

Legend: ® = [Required](#)

® = required, if applicable

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SES Onsite Supports and Training (OST) Forms List

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

- ☐ ® **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-173** *Team Meeting Report(s)* (required every four months, as applicable)
- ☐ ® **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-241** *Onsite Supports and Training Report* (required with every Team Meeting and/or final billing) ([Not listed under required documentation in contract.](#))
- ☐ ® **ESS-C-249** *Employee Satisfaction Survey* (required with every Team Meeting and/or final billing)
- ☐ ® **ESS-C-253** *Extended Services Statement* (required with final billing)
- ☐ ® **ESS-C-801** *SES Authorization Request & Billing Form* (required with each month's billing)
- ☐ ® **ESS-C-810** *Employee Performance Report* (signed by the employer, and required with every Team Meeting and/or final billing)

[\(For termination requirements see next page\)](#)

Legend: ® = [Required](#)

® = required, if applicable

SES Onsite Supports and Training (OST) Forms List – cont.

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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)

ESS-C-241 listed in contract is not required under termination/re-placement.

Legend: ® = Required

® = required, if applicable

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SES Extended Services for Transition (EST) Forms List

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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

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SES Additional Placement Rates (APR) Forms List

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

- ☐ ® **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Service Rates)
- ☐ ® **ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required each month between termination and re-placement)
- ☐ ® **ESS-C-181** *Termination/Re-Placement Report* (prior to or on start date of re-placement, update the previous 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) (required for each re-placement) ([Not listed under required documentation in contract but stated in contract regarding all re-placements.](#))
- ☐ ® **ESS-C-185** *Job Accommodation Form* (required for each re-placement)
- ☐ ® **ESS-C-229** *Natural Supports Plan* (required for each re-placement)
- ☐ ® **ESS-C-801** *SES Authorization Request & Billing Form* (required for each re-placement)

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

[SES APR Forms List](#)