

E&R Vocational Preparation Milestone Forms List (Optional)

Required Case Documentation for Payment of [ER 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 ER VP Milestone lasts more than one (1) month, email the form each month to DRS Counselor; submit separately from milestone documentation)**
- ® ESS-C-274 *ER Authorization Request & Milestone Billing Form***
- ® 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)**

Legend: ® = Required ® = required, if applicable

Job Club Sign-In Sheet for _____


Print Individual's Name _____

Individual's Signature	Date	Total Hours	Job Training Activities / Training Goal(s) Achieved*

* **REQUIRED:** Work adjustment skills and ego strength building; Substantial assistance in learning how to obtain and maintain employment; Clarification of strengths, interests and career choice; Short-term and long-term vocational goals, and other, as applicable.

EC Name: _____

Date: _____



Certificate of Completion

Let it be known that

Has satisfactorily completed Job Club Training

Employment Consultant

Date

Employment and Retention (ER) Authorization Request & Milestone Billing Form

Individual's Name: _____ Contractor Name: _____
EC: _____ DRS Counselor: _____
Authorization Number: _____ Authorization Date: _____
Milestone Begin Date: _____ Milestone Completion Date: _____
Invoice Date: _____ Invoice Number: _____
Employment Begin Date: _____

Milestone Billing

Please select the milestone for which you are **billing**: (maximum of one)

Milestone

Assessment (AS) Milestone	\$ 413
Vocational Preparation (VP) Milestone (Optional)	\$ 413
Placement (PL) Milestone	\$ 413
Four Weeks Job Retention (R4) Milestone	\$1,238
Successful Employment (EM) Milestone	\$1,650

FOR DRS USE ONLY Paid Date: _____ by _____

Authorization Request

Please select the milestone(s) (maximum of two at a time) requested for pre-authorization.

Milestone

Assessment (AS) Milestone (Planned Date: _____)	\$ 413
Vocational Preparation (VP) Milestone (Optional)	\$ 413
Placement (PL) Milestone (Request next planned milestone along with PL request)	\$ 413
Four Weeks Job Retention (R4) Milestone (Requested with PL, if planned)	\$1,238
Successful Employment (EM) Milestone (Requested with PL, if R4 NOT planned)	\$1,650

FOR DRS USE ONLY Authorization Number: _____ Date Issued: _____

EC Name: _____ Date: _____