

ALL ESS Contracts ALL Forms Lists

FY 2024

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FY2024 Contracts and forms are located on Oklahoma Rehabilitation Services website:

<https://oklahoma.gov/okdrs/job-seekers/drs-programs/ess.html>

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Required Case Documentation for Payment of [ER AS 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 AS Milestone lasts more than one (1) month from date of referral, email the form each month to DRS Counselor; submit separately from milestone documentation)
- ® ESS-C-139** *Situational Assessment Report*
- ® ESS-C-161** *Job Analysis*
- ® ESS-C-274** *ER Authorization Request & Invoice* ([submit to DRS Counselor after referral is received and the intake appointment is scheduled](#))
- ® ESS-C-278** *Plan for Assessment* (will include one required situational assessment and a minimum of one other assessment from the list) (emailed to DRS Counselor for approval prior to starting assessment)
- ® ESS-C-278n** DRS Counselor **response** to **ESS-C-278** *Plan for Assessment* (if received, DRS Counselor has 5 business days to reply to emailed **ESS-C-278** *Plan for Assessment*)
- ® ESS-C-285n** Electronic Résumé (email to DRS Counselor)
- ® ESS-C-289n** Job Description (use when in-house Situational Assessment is completed)
- ® ESS-C-297** *Compatibility Analysis*
- ® ESS-C-305n** Customized Assessment(s) (if completed as one of the two required assessments)
- ® ESS-C-310** *Assessment Milestone Report* (counts as DRS Monthly Update or final monthly update for ER AS Milestone when milestone extends beyond one month)
- ® ESS-C-329** *Comprehensive Vocational Profile* (when completed as one of the two required assessments)

Legend: [®](#) = [Required](#) [®](#) = required, if applicable

E&R Vocational Preparation Milestone Forms List (Optional)

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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 & Invoice*
- ®** **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

E&R Job Development and Placement Milestone Forms List

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Required Case Documentation for Payment of [ER JDPL 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 JDPL Milestone lasts more than one (1) month, email the form each month to DRS Counselor; submit separately from milestone documentation)**
- ® ESS-C-157 *Pre-Placement Information Form* (submit prior to or on the start date of the initial job only, email to DRS Counselor and Cc ESS TA)**
- ® ESS-C-161 *Job Analysis* (completed before first (1st) day of work, only when EC is requested onsite by individual) (for initial placement)**
- ® ESS-C-166 *Placement Report* (counts as DRS Monthly Update or final monthly update if ER PL milestone extends beyond one month)**
- ® ESS-C-185 *Job Accommodation Form* (for initial placement)**
- ® ESS-C-213n O*NET median hourly wage documentation for the region or city where the job is located (Prior to or on start date, required ONLY when hired by the Contractor; email documentation to the DRS Counselor and Cc ESS TA)**
- ® ESS-C-274 *ER Authorization Request & Invoice***

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 before first (1st) day of work) (for re-placement, only when onsite support requested by individual)**
- ® ESS-C-185 *Job Accommodation Form* (for re-placement)**

Legend: [® = Required](#)

[® = required, if applicable](#)

E&R R4 (4 Week Retention) Milestone Forms List (Optional)

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Required Case Documentation for Payment of [ER R4 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 R4 Milestone lasts more than one (1) month, email the form each month to DRS Counselor; submit separately from milestone documentation)
- ® **ESS-C-185** *Job Accommodation Form* (submit only if new accommodations are implemented or changed during this milestone)
- ® **ESS-C-225** *Record of Hours Worked*
- ® **ESS-C-233** *Employment Verification Form* (signed by employee, and employer, if on-site supports provided)
- [OR](#)
- ® **ESS-C-237n** *Current Paystub/Earnings Statement*
- ® **ESS-C-274** *ER Authorization Request & Invoice*
- ® **ESS-C-338** *R4 Milestone Report* (counts as DRS Monthly Update or final monthly update if ER R4 milestone extends beyond one month)

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 before first (1st) day of work) (for re-placement, only when onsite supports requested by individual)
- ® **ESS-C-185** *Job Accommodation Form* (for re-placement)

Legend: ® = Required ® = required, if applicable

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Required Case Documentation for Payment of [ER EM Milestone](#):

- ®** **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Milestone Rates)
- ®** **ESS-C-133** *DRS Counselor Monthly Update Form (1st)* (email first monthly update to DRS Counselor as an attachment; submit separately from milestone documentation)
- ®** **ESS-C-133** *DRS Counselor Monthly Update Form (2nd)* (email second monthly update to DRS Counselor as an attachment; submit separately from milestone documentation)
- ®** **ESS-C-225** *Record of Hours Worked*
- ®** **ESS-C-237n** *Current Pay stub/Earnings Statement*
- ®** **ESS-C-249** *Employee Satisfaction Survey*
- ®** **ESS-C-266** *Employment Outcome Report* (counts as 3rd and final DRS Monthly Update for ER EM milestone)
- ®** **ESS-C-274** *ER Authorization Request & Invoice*

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 before first (1st) day of work) (for re-placement, only when onsite supports requested by individual)
- ®** **ESS-C-185** *Job Accommodation Form* (for re-placement)

Legend: ® = Required

® = required, if applicable

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Employment Support Assessment (ESA) Forms List

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Required Case Documentation for Payment of [ESA Service](#):

- ® ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see C. Service Rates)
- ® ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required only when ESA lasts more than one (1) month from date of referral, email to DRS Counselor)
- ® ESS-C-345** *ESS Authorization Request & Invoice*
- ® ESS-C-349** *ESS Assessment Referral*

® ESS-C-353-(1-8) Copies of all ESS Assessment(s) as requested on the **ESS-C-349 ESS Assessment Referral**):

- ® ESS-C-353-1** *ESS Assessment - Cognitive Assessment*
- ® ESS-C-353-2** *ESS Assessment - Communication Assessment*
- ® ESS-C-353-3** *ESS Assessment - Computer Technology Assessment*
- ® ESS-C-353-4** *ESS Assessment - Daily Living Assessment*
- ® ESS-C-353-5** *ESS Assessment - Housing Assessment*
- ® ESS-C-353-6** *ESS Assessment - Mobility Assessment*
- ® ESS-C-353-7** *ESS Assessment - Work/Training Tolerance Assessment*
- ® ESS-C-353-8** *ESS Assessment - Transportation Assessment*

- ® ESS-C-353-9** *ESS Assessment Summary*

Legend: ® = Required

® = required, if applicable

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Required Case Documentation for Payment of [SSE Service](#):

- ® ESS-C-117 Travel Log and Invoice (when travel is authorized, see C. Service Rates)**
- ® ESS-C-133 DRS Counselor Monthly Update Form(s) (required only if SSE lasts more than one (1) month, email to DRS Counselor)**
- ® ESS-C-345 *ESS Authorization Request & Invoice***
- ® ESS-C-357 *ESS Training Support Plan* (email to DRS Counselor for approval prior to initiating services)**
- ® ESS-C-358n Copy of email to DRS Counselor with ESS-C-357 ESS Training Support Plan (retain in case file)**
- ® ESS-C-361n Copy of DRS Counselor Approval email of ESS-C-357 ESS Training Support Plan (retain in case file and submit with documentation for payment)**
- ® ESS-C-365 *ESS Training Support Summary***

Legend: ® = Required

® = required, if applicable

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Required Case Documentation for Payment of [JP AS Milestone](#):

- ® **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see C. Milestone Rates)
- ® **ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required only when JP AS Milestone lasts more than one (1) month from referral date, email the form each month to DRS Counselor; submit separately from milestone documentation)
- ® **ESS-C-285n** *Electronic Résumé* (email to DRS Counselor)
- ® **ESS-C-310** *Assessment Milestone Report* (counts as DRS Monthly Update when JP AS milestone is completed within one month of referral)
- ® **ESS-C-369** *JP Authorization Request & Invoice*
- ® **ESS-C-377n** *Assessment results including potential job matches*

Legend: ® = Required

® = required, if applicable

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Required Case Documentation for Payment of [JP JDPL Milestone](#):

- ® **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see C. Milestone Rates)
- ® **ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required only when JP JDPL Milestone lasts more than one (1) month, email the form each month to DRS Counselor; submit separately from milestone documentation)
- ® **ESS-C-157** *Pre-Placement Information Form* (email to DRS Counselor and CC ESS TA prior to or on the start date of the initial job only)
- ® **ESS-C-161** *Job Analysis* (completed before first (1st) day of work, ONLY when EC is requested onsite by individual)
- ® **ESS-C-166** *Placement Report* (counts as final DRS monthly update for JDPL milestone)
- ® **ESS-C-185** *Job Accommodation Form* (for initial placement)
- ® **ESS-C-213n** O*NET median hourly wage documentation (ONLY required when hired by the contractor, for the region or city where the job is located, (before or on start date, email to the DRS Counselor and CC ESS TA))
- ® **ESS-C-369** *JPAuthorization Request & Invoice*

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 before first (1st) day of work) (for re-placement only when EC is requested onsite by individual)
- ® **ESS-C-185** *Job Accommodation Form* (for re-placement)

Legend: ® = Required

® = required, if applicable

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Required Case Documentation for Payment of [JP EM Milestone](#):

- ®** **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see C. Milestone Rates)
- ®** **ESS-C-133** *DRS Counselor Monthly Update Form (1st)* (email **first** monthly update to DRS Counselor as an attachment; submit separately from milestone documentation)
- ®** **ESS-C-133** *DRS Counselor Monthly Update Form (2nd)* (email **second** monthly update to DRS Counselor as an attachment; submit separately from milestone documentation)
- ®** **ESS-C-225** *Record of Hours Worked*
- ®** **ESS-C-237n** *Current Paystub/Earnings Statement*
- ®** **ESS-C-249** *Employee Satisfaction Survey*
- ®** **ESS-C-266** *Employment Outcome Report* (counts as **3rd** and **final DRS Monthly Update** for JP EM milestone)
- ®** **ESS-C-369** *JP Authorization Request & Invoice*

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 before first (1st) day of work) (for re-placement **only** when EC is requested onsite by individual)
- ®** **ESS-C-185** *Job Accommodation Form* (for re-placement)

Legend: ® = Required ® = required, if applicable

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- ® **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see C. Payment Rate)
- ® **ESS-C-133** *DRS Counselor Monthly Update Form(s)* (email the form each month to DRS Counselor, submit separately from service documentation)
- ® **ESS-C-157** *Pre-Placement Information Form* (submit prior to or on the start date of the initial job only, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-185** *Job Accommodation Form* (if job accommodations are implemented)
- ® **ESS-C-213n** O*NET median hourly wage documentation for the region or city where the job is located (Prior to or on start date, required **ONLY** when hired by the Contractor; email documentation to the DRS Counselor and Cc ESS TA)
- ® **ESS-C-285n** *Electronic Résumé* (email to DRS Counselor)
- ® **ESS-C-389** *JOBS 60-Day Completion Report* (counts as final monthly update)
- ® **ESS-C-394** *JOBS Authorization Request & Invoice*

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-185** *Job Accommodation Form* (if applicable)

Legend: ® = Required

® = required, if applicable

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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 & Invoice*

Legend: **® = Required**

® = required, if applicable

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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)
- ® 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)
- ® 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)
- ® ESS-C-185** *Job Accommodation Form* (required with first month's billing)
- ® ESS-C-197n** Internship Agreement Documentation
- ® ESS-C-801** *SES Authorization Request & Invoice* (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 & Invoice* (required with each month's billing)

Legend: ® = Required

® = required, if applicable

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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 & Invoice* (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)

- ® **ESS-C-197n** Internship Agreement Documentation

Legend: ® = [Required](#)

® = [required, if applicable](#)

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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-173 *Team Meeting Report(s)* (required with every team meeting)**
- ® 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 & Fading 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 monthly billing in place of the ESS-C-133 DRS Counselor Monthly Update Form)**
- ® 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 & Invoice* (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

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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 & Fading 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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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 & Fading 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 & Invoice* (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)
- ® ESS-C-229** *Natural Supports & Fading 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-161** *Job Analysis* (completed prior to the first (1st) day of work) (required for each 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-185** *Job Accommodation Form* (required for each re-placement)
- ® **ESS-C-229** *Natural Supports & Fading Plan* (required for each re-placement)
- ® **ESS-C-801** *SES Authorization Request & Invoice* (required for each re-placement)

If termination and/or replacement occurs before completion of five (5) days on a new job:

- ® **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 & Fading Plan* (for re-placement)

Legend: ® = [Required](#) ® = required, if applicable

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Required Case Documentation for Payment of SE AS 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 AS Milestone lasts more than one (1) month from date of referral, email the form each month to DRS Counselor as an attachment, submit separately from milestone documentation.)
- ® ESS-C-139** *Situational Assessment Report(s)* (Use vocational goal to identify appropriate testing sites) (If assessment is not related to IPE goal, submit written justification to DRS Counselor)
- ® ESS-C-161** *Job Analysis(s)* (completed before each situational assessment)
- ® ESS-C-278** *Plan for Assessment* (email to DRS Counselor before beginning assessments)
- ® ESS-C-278n** DRS Counselor email/written response to ESS-C-278 *Plan for Assessment*, when received (required when both assessments are NOT related to the IPE Vocational Goal)
- ® ESS-C-289n** Job Description (required only when in-house situational assessment is completed)
- ® ESS-C-297** *Compatibility Analysis*
- ® ESS-C-310** *Assessment Milestone Report* (counts as DRS Monthly Update or final monthly update if SE AS milestone extends beyond one month)
- ® ESS-C-398** *SE Authorization Request & Invoice*
- ® ESS-C-413** *Highly Challenged Criteria Form* with documentation (email to DRS and email to ESS TA only if choosing "Other" on the form, when referred as Highly Challenged)

Legend: ® = Required

® = required, if applicable

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SE Vocational Preparation Milestone Forms List (Optional)

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Required Case Documentation for Payment of [SE 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 SE VP Milestone lasts more than one (1) month, email the form each month to DRS Counselor; submit separately from milestone documentation)**
- ® 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)***
- ® ESS-C-398 *SE Authorization Request & Invoice***
- ® ESS-C-413 *Highly Challenged Criteria Form with documentation (email to DRS and email to ESS TA only if choosing "Other" on the form, when referred as Highly Challenged)***

Legend: ® = Required

® = required, if applicable

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Required Case Documentation for Payment of [SE JDPL 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 PL Milestone lasts more than one (1) month, email the form each month to DRS Counselor, submit separately from milestone documentation)**
- ® ESS-C-157 *Pre-Placement Information Form* (submit prior to or on the start date of the initial job only, email to DRS Counselor and Cc ESS TA)**
- ® ESS-C-161 *Job Analysis* (completed before first (1st) day of work) (for initial placement)**
- ® ESS-C-166 *Placement Report* (counts as DRS Monthly Update or final monthly update if SE JDPL milestone extends beyond one month)**
- ® ESS-C-185 *Job Accommodation Form* (for initial placement)**
- ® ESS-C-213n O*NET median hourly wage documentation for the region or city where the job is located (Prior to or on start date, required ONLY when hired by the Contractor; email documentation to the DRS Counselor and Cc ESS TA)**
- ® ESS-C-398 *SE Authorization Request & Invoice***

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 (1st) day of work) (for re-placement)**
- ® ESS-C-185 *Job Accommodation Form* (for re-placement)**
- ® ESS-C-413 *Highly Challenged Criteria Form with documentation* (email to DRS Counselor, and email to ESS TA only if choosing "Other" on the form, if referred as Highly Challenged).**

Legend: ® = [Required](#)

® = required, if applicable

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SE R4 (Four Weeks Job Support) Milestone Forms List

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Required Case Documentation for Payment of [SE R4 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 PL Milestone lasts more than one (1) month, email the form each month to DRS Counselor, submit separately from milestone documentation)
- ® **ESS-C-185** *Job Accommodation Form* (only if updated)
- ® **ESS-C-225** *Record of Hours Worked*
- ® **ESS-C-229** *Natural Supports and Fading Plan*
- ® **ESS-C-233** *Employment Verification Form* (signed by employer and employee)
OR
- ® **ESS-C-237n** Current Pay stub/Earnings Statement
- ® **ESS-C-338** *R4 Milestone Report* (counts as final DRS Monthly Update of SE R4 milestone)
- ® **ESS-C-398** *SE Authorization Request & Invoice*

Required if termination and/or replacement occurs:

- ® **ESS-C-181** *Termination/Re-Placement Report* (when notified of job termination, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-181** *Termination/Re-Placement Report* (prior to or on the start 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 and Fading Plan* (for re-placement)

Legend: ® = [Required](#)

® = required, if applicable

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SE R8 (Eight Weeks Job Support) Milestone Forms List

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Required Case Documentation for Payment of [SE R8 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 R8 Milestone lasts more than one (1) month, email the form each month to DRS Counselor, submit separately from milestone documentation)
- ® **ESS-C-185** *Job Accommodation Form* (submit, only if updated)
- ® **ESS-C-225** *Record of Hours Worked*
- ® **ESS-C-229** *Natural Supports and Fading Plan* (review, update if needed, and submit)
- ® **ESS-C-249** *Employee Satisfaction Survey*
- ® **ESS-C-398** *SE Authorization Request & Invoice*
- ® **ESS-C-425** *SE R8 Milestone Report* (counts as final monthly update for SE R8 milestone)

Required if termination and/or replacement occurs:

- ® **ESS-C-181** **Termination/Re-Placement Report** (when notified of job 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 213n** O*NET median hourly wage documentation (ONLY required when hired by the contractor, for the region or city where the job is located, before or on the start date, email to the DRS Counselor and CC ESS TA)
- ® **ESS-C-229** *Natural Supports and Fading Plan* (for re-placement)

Legend: ® = Required

® = required, if applicable

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

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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)
- ® ESS-C-249** *Employee Satisfaction Survey*
- ® ESS-C-253** *EST Extended Services Statement*
- ® ESS-C-398** *SE Authorization Request & Invoice*
- ® 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 (1st) day of work) (for re-placement)
- ® ESS-C-185** *Job Accommodation Form* (for re-placement)
- ® ESS-C-213n** O*NET median hourly wage documentation (ONLY required when hired by contractor, for the region or city where job is located, before or on the start date, email to the DRS Counselor and CC ESS TA)
- ® ESS-C-229** Natural Supports and Fading Plan (for re-placement)

Legend: ® = Required

® = required, if applicable

SE ST Forms List

SE EM (Successful Employment) Milestone Forms List

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Required Case Documentation for Payment of [SE EM Milestone](#):

- ® **ESS C 117** *Travel Log and Invoice* (when travel is authorized, see D. Milestone Rates)
- ® **ESS C 133** *DRS Counselor Monthly Update Form (2nd)* (email first two monthly updates to DRS Counselor as an attachment, submit separately from milestone documentation, **ESS-C-266** *Employment Outcome Report* counts as final monthly update)
- ® **ESS C 225** *Record of Hours Worked*
- ® **ESS C 237n** *Current Pay Stub/Earnings Statement*
- ® **ESS C 249** *Employee Satisfaction Survey*
- ® **ESS C 266** *Employment Outcome Report* (counts as final DRS Monthly Update SE EM Milestone)
- ® **ESS C 398** *SE Authorization Request & Invoice*
- ® **ESS C 413** *Highly Challenged Criteria Form with documentation* (email to DRS Counselor and **ESS TA** only if choosing "Other" on the form, when applicable)

Required if termination and/or replacement occurs:

- ® **ESS C 181** *Termination/Re-Placement* (when notified of job termination email form to DRS counselor and Cc ESS TA)
- ® **ESS-C-181** *Termination/Re-Placement Report* (before 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 213n** O*NET median hourly wage documentation (ONLY required when hired by the Contractor, for the region or city where the job is located, before or on the start date, email to the DRS Counselor and Cc ESS TA)
- ® **ESS-C-229** *Natural Supports and Fading Plan* (for re-placement) **

Legend: ® = Required ® = required, if applicable

[SE EM Forms List](#)