

ER EM Forms Checklist

SUBMIT WITH REQUIRED DOCUMENTATION FOR PAYMENT

CID#:

Date:

ESS-C-801 Authorization Request Form submitted to the counselor for ER EM: ☐ Yes ☐ No

Date submitted:

Was the Authorization for requested services received? ☐ Yes ☐ No

Date received:

***Travel must be pre-authorized before you travel to provide services. Travel can be included on the ER authorization or on a separate authorization. Travel can be requested if the EC travels over 35 miles one-way to provide services, but this must be requested and approved by the Counselor prior to beginning services.

- ☐ Verify the authorization for ANY service to be provided is received before beginning service. **

Verify on IPE, that both Employment and Retention and Supplemental Employment Services are listed. The authorizations cannot be issued, if either or both are missing from the IPE.

Required Case Documentation Submitted for Payment of ER EM Service:

- ☐ ESS-C-117 *Travel Log and Invoice* (when travel is authorized. See C. Service Rates) (request pre-authorization of travel when travel is over 35 miles one-way)
- ☐ ESS-C-133 *DRS Counselor Monthly Update Form(s)* (required only when ER EM Service lasts more than one (1) month, email the form each month to DRS Counselor, submit separately from required case documentation for payment)
- ☐ ESS-C-225 *Record of Hours Worked*
- ☐ ESS-C-237n *Current Paystub/Earnings Statement*
- ☐ ESS-C-266 *Employment Outcome Report* (counts as final DRS Monthly Update for ER EM Service)
- ☐ ESS-C-801 *Authorization Request & Invoice*

If termination and/or re-placement occurs:

- ☐ ESS-C-181 *Termination/Re-Placement Report* (when notified of termination, email 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 and (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 on-site supports requested by individual)
- ☐ ESS-C-185 *Job Accommodation Form* (for re-placement)