

# ER R4 Forms Checklist

## SUBMIT WITH REQUIRED DOCUMENTATION FOR PAYMENT

CID#:

Date:

Was ESS-C-801 Authorization Request Form was submitted to the counselor for **R4**: ☐ Yes ☐ No

Date submitted:

Was the Authorization for the requested service(s) received? ☐ Yes ☐ No

Date received:

**\*\*\*NOTE:** Since ER R4 begins the first day of employment, SES JDPL and ER R4 are authorized at the same time.

**\*\*\*Travel must be pre-authorized before you travel to provide services. Travel can be included on the E&R 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 R4 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 R4 service lasts more than one (1) month, email the form each month to DRS Counselor, submit separately required case documentation for payment)**
- ☐ **ESS-C-185 Job Accommodation Form (submit only if accommodations are updated)**
- ☐ **ESS-C-225 Record of Hours Worked**
- ☐ **ESS-C-237n Current Paystub/Earnings Statement**

**OR**

- ☐ **ESS-C-233 Employment Verification Form (signed by Employer and Employee)**
- ☐ **ESS-C-338 R4 Report**
- ☐ **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 onsite supports requested by individual)**
- ☐ **ESS-C-185 Job Accommodation Form (for re-placement)**