OKLAHOMA DEPARTMENT OF REHABILITATION SERVICES

ESS-C-801 CRP AUTHORIZATION REQUEST FORM

PURPOSE: FOR PRE-APPROVAL OF EMPLOYMENT SERVICES, MILESTONES, AND TRAVEL

Instructions: Electronically submit the ESS-C-801 Authorization Request Form for Authorization for Purchase(s) to the DRS Counselor and cc the Rehabilitation Technician for review and approval.

Before providing services the CRP must verify receipt of the Authorization for Purchase.

Enter the required information below for counselor review and approval. **Once approved, the Authorization for Purchase(s) will be issued by the DRS Counselor for the requested service(s) and submitted to the CRP within 5 business days.**

Individual's Name: _____ DRS Counselor: _____

Case ID (CID) Number: _____ DRS Office Location: _____

CRP Name: _____ Current Milestone/Service: _____

EC Name: _____ EC Phone Number: _____

Contracts listed on DRS-C-301 Form: _____ Priority Group Number: _____

Referral Date from DRS: _____ Scheduled Intake Meeting Date: _____

Instructions: Enter the milestone/service codes requested, number of hours when required, and corresponding rates in the spaces below. Refer to the **ESS Contract Codes & Rates Schedule** for correct codes and rates. Verify the milestone(s) or service(s) are listed on the Individualized Plan for Employment (IPE) submitted with DRS-C-301 referral form. **Services requested from different contracts will be issued on separate Authorizations for Purchase.**

Complete the ESS-C-801 form to request additional milestones/services and/or travel. Submit to DRS Counselor for approval. **Once approved, the DRS Counselor will issue the Authorization for Purchase and submit to the CRP within 5 business days.**

Milestone or Service Code	Hours Requested (when required)	Milestone/Service Rate

Total Combined Amount Milestone/Service Rates: **$ 0.00**

Travel Code	Total Mileage Requested	Total Travel $ Amount Requested	Total Combined Rates & Travel
			$ 0.00

Form Submitted By: _____

Date Submitted: _____

IMPORTANT: Submit map printout with the completed ESS-C-117 Travel Log & Invoice for mileage reimbursement at the current state rate to the DRS Counselor.

Reset Form