

SES Job Development & Placement (SES JDPL) Forms Checklist

SUBMIT WITH REQUIRED DOCUMENTATION FOR PAYMENT

CID:

Date:

ESS-C-801 *Authorization Request & Invoice Form* submitted to counselor? Yes No
IMPORTANT: SE, ER JP will be required to be on separate authorizations but SE R4, ER R4 and JP EM should be authorized with SES JDPL service since the services begin on the same day.

Were the Authorization(s) received? Yes No Authorization Number:

SE, ER, or JP Authorization Number:

Date received:

If not received, enter date
Form resubmitted to Counselor for approval.

ESS-C-801 *Authorization Request & Invoice*

Date Authorization received:

Verify the Authorization(s) for ANY service to be provided is received BEFORE beginning service**

Check if the services (contracts) on the Authorization(s) are listed on Individualized Plan for Employment (IPE)

CONTACT COUNSELOR AND REHABILITATION TECHNICIAN IF AUTHORIZATION IS NOT RECEIVED WITHIN ONE WEEK AFTER ESS-C-801 *Authorization Request and Invoice form* IS SUBMITTED.

*** Travel (mileage) 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 must be requested and approved by the Counselor **prior to beginning** services. Ensure you have received the authorization from the counselor for any service provided before providing services. ***

<u>SES Rates</u>	<u>Rate</u>	<u>Maximum Payment</u>
a. Assessment (SES AS)		
i) Tier One (1) (Most Significant)		\$ 687.50
ii) Tier Two (2) (Significant)		\$ 454.30
b. Career Exploration (SES CAEX) (<u>up to 40 total hrs.</u>)	\$55.00/hr.	(\$2,200.00 max)
c. Vocational Preparation (Job Club (SES VP)		\$ 687.50
d. Internship (SES INT)		
i) Internship Development & Placement (SES INTDP)		\$ 275.00
ii) Internship Support Services (INT SS) (<u>up to 60 total hrs.</u>)		
1) Internship Onsite/Offsite Support (INT SS)	\$55.00/hr.	(\$3,300.00 max)
iii) Permanent Employment (INT PE)		\$ 825.00
e. <u>Job Development & Placement (SES JDPL)</u>		
i) Tier One (1) (Most Significant - Highly Challenged Rate) (SES JDPL 1)		\$3,437.50

ii) Tier Two (2) (Most Significant – Regular Rate) (SES JDPL 2)	\$1,856.80
iii) Tier Three (3) (Significant) (SES JDPL 3)	\$ 454.30
iv) Tier Four (4) (Not Mtg. Def. of Most Sig. or Sig. Dis.) (SES JDPL 4)	\$ 852.50

Supplemental Employment Services (SES) SES JDPL Forms Checklist

Choose the Tier from the list below (all tiers use the same forms)

- ☐ SES JDPL Tier 1 (Priority Group 1 Highly Challenged (HC)) or
- ☐ SES JDPL Tier 2 (Priority Group 1 Regular) or
- ☐ SES JDPL Tier 3 (Priority Group 2) or
- SES JDPL Tier 4 (Priority Group 3)

Submit the checklist with the required documentation for payment.

NOTE: Support services for individuals obtaining employment under Tiers 1, 2, 3, and 4 **begin the first (1st) day on the job.** Refer to the SE R4, ER R4, or JP EM Service Descriptions in the Supported Employment, Employment & Retention, and Job Placement Contracts for training and support requirements.

REFER TO SES JDPL SERVICE IN THE SES CONTRACT FOR MORE DETAILED INFORMATION.

Required Case Documentation Submitted for Payment of SES JDPL Service:

ESS-C-117 Travel Log and Invoice (when travel is authorized. See C. Service Rates)
(Request pre-authorization of travel in writing when EC is traveling over 35 miles one-way to provide services) (Confirm receipt of authorization)

ESS-C-133 DRS Counselor Monthly Update Form(s) (required only when SES JDPL Service lasts more **than one (1) month**, email the form each month to DRS Counselor, submit separately required from case documentation for payment)

ESS-C-157 Pre-Placement Information Form - Initial Placement Only (submit before or on the start date of the initial job only, email to DRS Counselor and Cc ESS TA)

ESS-C-161 Job Analysis (must be completed before the first (1st) day of work for initial placement, **only** when on-site support is provided)

ESS-C-166 Placement Report (counts as final DRS monthly Update for SES JDPL service)

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 the job start date, email to the DRS Counselor and Cc ESS TA with Pre-Placement Form)

ESS-C-285n Résumé (email to DRS Counselor) (word format and/or visual)

For example: Such as a recording of the individual performing tasks and explaining skills they have (if requested for any job application(s) email to DRS Counselor prior to submitting job application)

ESS-C-413 Highly Challenged Criteria Form with documentation (email to DRS Counselor)

(Email to ESS TA only if choosing “OTHER” on the form and ESS TA approval is required)

ESS-C-801 *Authorization Request & Invoice*

If termination and/or re-placement 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* (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 before the first (1st) day of work for re-placement, **only when on-site support is provided)**

ESS-C-185 *Job Accommodation Form* (for re-placement)

Notes: