

# SES Vocational Preparation SES VP (Job Club) Forms Checklist

## SUBMIT CHECKLIST WITH REQUIRED DOCUMENTATION FOR PAYMENT

CID: \_\_\_\_\_

Date: \_\_\_\_\_

**ESS-C-801 Authorization Request & Invoice Form submitted to counselor for SES VP?**      Yes  
No

**Was the Authorization received?**      Yes      No      **Authorization Number:**

Date received:

If not received, enter date  
resubmitted to Counselor for approval:      **ESS-C-801 Authorization Request & Invoice Form**

Date Authorization received:

Verify the Authorization for ANY service to be provided is received BEFORE beginning services

Check if the services on authorization are listed on Individualized Plan for Employment (IPE)

**CONTACT COUNSELOR AND REHABILITATION TECHINICIAN 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 SES 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 authorization from the counselor for any service provided before providing services. \*\*\*

Travel requested & approved:      Yes      No

Authorization Number:      Date:

Refer to section D. Service Rates for complete of list SES contract services and rates.

\*Note: Up to 3 services may be requested on one ESS-C-801 Authorization Request and Invoice.

\*Important to remember SES JDPL and R4 or EM begin the same day so it's important the services are authorized at the same time but will need to be on separate authorizations.

For example:

1. SES AS
2. SES AS and SES VP
3. SES AS, SES JDPL and SE R4
4. SES AS, SES JDPL and ER R4
5. SES AS, SES JDPL and JP EM

Send in the request for the next services to be provided before SE R4 or ER R4 ends to avoid delay in services and to avoid backdating issues.

For example:

1. SE R8 and SE EM
2. ER EM

## **Supplemental Employment Services (SES VP) Forms Checklist**

### **Submit the check list with the required documentation for payment.**

**SES Vocational Preparation (Job Club) SES VP** – is recommended for individuals who can benefit from classroom training and can transfer skills learned to a real-world employment setting. Individuals who may benefit from this service include but are not limited to those with:

- a) Little or no competitive work experience, and/or
- b) Difficulty maintaining successful employment, and/or
- c) Multiple jobs over a short period of time, and/or
- d) Other, as determined by DRS Counselor

The individual will complete Job Club training, a vocational exploration process, consisting of a minimum of **fifteen (15) hours** and conducted individually or in a group of no more than eight (8) individuals.

**This service may be used only one (1) time during the service provision of SES, but can be used at any time during the employment process.**

### **Required Case Documentation Submitted for Payment of SES VP (Job Club) Service:**

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

**ESS-C-133 DRS Counselor Monthly Update Form(s) (required only when SES VP 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-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-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**