

## Phases, Required Documentation, and Invoicing to OVR:

### Career Profile/Discovery

1. Receive a referral from the Office of Vocational Rehabilitation (OVR).
2. Receive authorization for a Career Profile.
3. Submit a completed [Career Profile Plan](#), [Job Search Plan](#), and invoice for \$750 (expected within 15 business days from the date of authorization).

### Job Development

1. Receive authorization for Job Development.
2. Submit [Job Development Activity Notes \(Instructions\)](#) to the VR Counselor monthly.
3. Submit invoice for hours spent with or on behalf of the job seeker, up to a maximum of 30, at \$80/hour. Determine with the VR Counselor if you will invoice monthly or quarterly.
4. Submit [Job Acquisition Report \(Instructions\)](#). Submit with start date and finalized information about the position along with the [Job Support Plan](#) as soon as you have this information.
5. Submit Job Development Invoice after first day of work:
  - a. \$800 if start date is within 60 days of the begin service date on the Job Development Authorization
  - OR
  - b. \$400 if start date is 61+ days after the begin service date on the Job Development Authorization.

### Supported Employment Services

1. Receive Authorization for Supported Employment Services.
2. Submit [Supported Employment Services Note \(Instructions\)](#) and [Employment Stability Assessment \(Instructions\)](#) to the VR Counselor monthly.
3. Submit Invoice for hours spent with or on behalf of the job seeker, minimum 30 days up to 2 years max, at \$80/hour, until the consumer reaches stable employment. Frequency of invoicing can be determined with the VR Counselor.
4. This phase ends when the Employment Stability Assessment shows, and is approved by the VR Counselor, that the consumer has reached sustained stable employment. Hourly payments from OVR end at this point (unless the consumer is under 25 years of age).

### Extended Services

1. Submit [Extended Services Plan \(Instructions\)](#) on days 1, 45, and 90 of stable employment.
  - a. This count starts on day 1 of "stable employment" as determined by the Employment Stability Assessment.
  - b. This is NOT a count of how many days the person has worked since job start.
  - c. Day 1 Extended Services Plan:
    - i. Submit at the same time as the final Employment Stability Assessment, as it determines how you will support the consumer in continued stable employment. This can happen at any time of the month.

- ii. Once the VR Counselor signs this plan, they will send you an authorization, and you can submit an invoice for the Day 1 Outcome of \$500.
  - d. Day 45 Extended Services Plan:
    - i. Submit along with invoice for \$1,500.00.
  - e. Day 90 Extended Services Plan:
    - i. Submit along with invoice for \$3,000.00.
2. Submit [Extended Services Report \(Instructions\)](#) to the VR Counselor Monthly over the course of 90 days following stable employment.
  - a. Invoice Hourly ONLY if the consumer is a “youth with a disability” under the age of 25, at \$80/hour, up to 90 days. Hourly payments from OVR end at this point.
3. OVR may close the case at approval of the Day 90 Extended Services Plan.
4. Extended Services are ongoing over the term of employment, and should, at a minimum, include 2 (two) face-to-face on-site visits per month.
  - a. You may continue to use the Extended Services Report to document regular extended services; these will be looked at upon OVR audit but do not need to be sent to the VR Counselor.
  - b. While Extended Services continue over the term of employment, you no longer bill OVR for this service.
5. Extended Services may be reduced, if warranted after one year of employment, upon approval of a [Step-Down Support Plan](#).

## Questions?

If you have questions or concerns about communication or authorizations, please contact your Supported Employment Consultant.