**Traditional Supported Employment Process & Documentation to turn into VR Counselor**

1. Refer to OVR for Supported Employment/Receive referral from OVR
2. Receive Authorization for Person Centered Job Selection – you have 75 days to complete this phase (MINIMUM of 10 hours to be spent with and working on behalf of job seeker)
3. PCEP Activity Notes – send monthly
4. Person Centered Employment Plan – upon completion of PCJS process, submit with invoice for $1000 (expected within 2 weeks of final PCEP activity note completion)
5. Receive Authorization for Job Development – you have 90 days to complete this phase
6. Job Development Notes – Send monthly
7. Work Summary-Job Start Plan submitted after 1st day of employment, along with Job Development invoice for $1000
8. Receive Authorization for Outcome Fee
9. Document each orientation/support activity (on & off site) on a Stable Employment Activity Note (day 1 – day 90) – Send monthly
10. 30 Day Stable Employment Summary Note – send at 30 days employed along with invoice for $1000
11. 60 Day Stable Employment Summary Note - send at 60 day employed along with invoice for $2000.
12. 90 Day Stable Employment Summary – Long Term Support Plan - send at 90 days employed along with invoice for $2000
13. 120 Day Stable Employment Summary
14. 150 Day Stable Employment Summary
15. 180 Day Stable Employment Summary
16. Continue to provide Long Term Supports; bill to source for that individual (this will vary according to each individual served)
17. Step Down Supports – OPTIONAL and only upon Approval –After one year of employment you may apply for Step Down Supports, reducing the Long Term Support contacts from 2 times per month to whatever makes sense to support that employee over the longer term. Submit Step Down Support Agreement to your SE Consultant for approval.
18. IF you have Step Down Support approved, you need to complete “Summary of Supported Employee’s Process” form in accordance with the timelines agreed upon in SDS agreement.
19. IF consumer loses their job AFTER you have billed out the final 90 day payment, you may request “Additional Supported Employment Services” from VR at $50/hour to seek new employment.

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