

## **Attachment D - Billing for Services**

**A. CRP fees for services shall be billed to VR as follows:**

1. CRPs shall submit their own invoice with the appropriate report.
2. Billed services shall coincide with the dates on the authorization.
3. The CRP invoice shall include:
  - a. The CRP's name and address.
  - b. The invoice date.
  - c. The client's name.
  - d. The authorization number (except in the case of Quality Incentive Payments
  - e. Service provided date or range of dates (as appropriate).
  - f. Specific description of item(s) or service(s) and cost associated with each.
  - g. Vendor provided unique invoice number.
  - h. Total amount due.
  - i. Itemized list is required for textbooks, supplies, uniforms.
4. Bills shall be sent to the VR office address shown on the authorization.
5. VR will cancel the remaining balance on an authorization provided only a portion of the fees are used and the CRP invoice contains the notation "Final Billing".

**B. Employment Services (ES) or Employment Services Plus (ESP):**

1. Services may be billed in four (4) payments based upon the following outcomes:
  - a. ES Employment Plan Completion – payable on completion by the client of the CRP Employment Plan.
  - b. ES Job Placement – payable upon job placement of the client with submission to VR of the Placement Letter.
  - c. ES 30 Day Retention – payable on the client's successful completion of thirty (30) days on the job with submission to VR of the Monthly Progress Report.
  - d. ES Employment Outcome – payable upon the client reaching a successful employment outcome after ninety (90) days on the job with submission to VR of the Employment Verification Form.
  - e. If the CRP developed a job with an employer who is requesting On the Job Training (OJT) fees, job placement, thirty (30) day retention, and ninety (90) day retention payments will not be paid until after OJT has ended.

## 2. Individual Placement with Supports (IPS):

- a. Services may be billed in four (4) payments based upon the following outcomes:
  - i. IPS Vocational Profile, which includes IPS Placement/Job Search Plan – payable once the placement/job search plan is developed.
  - ii. IPS Placement – payable upon job placement with submission to VR of Placement Letter.
  - iii. IPS 30 Day Retention – payable upon the client’s successful completion of thirty (30) days on the job with the submission to VR of a Progress Report indicating the client, with multi-disciplinary team support, has attained a good job match.
  - iv. IPS Employment Outcome – payable upon the client reaching a successful employment outcome after ninety (90) days on the job with submission to VR of the Employment Verification Form.

## 3. Supported Employment (SE):

- a. Supported Employment Assessment (SEA):
  - i. The first half of a full SEA fee is payable at the end of the first month with the submission to VR of a progress report.
  - ii. The remaining half of a full SEA is payable at the end of the assessment after the final staffing and the completion of the final assessment report.
  - iii. Full SEAs of less than one (1) one month are payable at the end of the assessment, which includes the final assessment staffing, and shall be submitted with the final assessment report.
  - iv. Partial SEAs are subject to the same requirements and are payable at the end of the assessment.
- b. Supported Employment Job Development (SEJD):
  - i. A Job Development Plan shall be submitted to VR with the first half of job development billing.
  - ii. The Placement and Support Plan shall be submitted to VR with the second half of job development billing.
  - iii. Only the first half of the job development fee shall be paid for a client initially sought individual job placement, but is later placed in a group program.
  - iv. When a client is placed in employment with the CRP, a full fee shall be paid for the placement.

- c. SE Job Supports and Enclave/Mobile Crew:
  - i. A Monthly Progress Report to include the amount of job coaching provided and the number of hours the client worked shall be submitted to VR along with the monthly bill.
  - ii. To be billed, job supports must be 26% or more of the client's worked hours.
- d. SE Individual for Persons with Serious and Persistent Mental Illness:
  - i. This service may be billed monthly and submitted along with the Monthly Progress Report.
- e. Task Analysis:
  - i. Under Task Analysis, the amount of billable hours equates to the number of hours the client works per day times two (2) days, e.g., a client working four (4) hours a day would be allowed eight (8) hours of billable Task Analysis.

**4. Quality Employment Incentive Payments:**

- a. If multiple CRPs are involved in serving the client, incentive payments shall be paid to the CRP who placed the client in the position that resulted in a successful employment outcome.
- b. A CRP may bill for these payments when training and/or placement services have been provided and an employment outcome has been reached.
- c. A CRP providing only an SEA is not eligible to receive Quality Employment Incentive Payments.
- d. Quality Employment Incentive Payments are as follows:
  - i. Full Time Position (32+ hours/week):
    - Hours worked 24-31 hours per week - \$125.00
    - Hours worked 32+ hours per week - \$250.00
  - ii. Earnings at or above 55% of state average hourly wage as established annually by VR:
    - Wages for 10-19 hours that meet the standard - \$125.00
    - Wages for 20 or more hours that meet the standard - \$250.00
  - iii. Health care benefits provided through employment - \$250.00
  - iv. The client is from an underserved and/or targeted population as defined by VR - \$250.00. This includes:
    - Individuals with Autism
    - Individuals with Traumatic Brain Injury (TBI)

Hispanic/Latino, African American, Asian, Native Hawaiian or other Pacific Islander, American Indian or Alaska Native

- e. Each payment category above requires the CRP to verify hours worked, wages earned, or health benefits provided by submitting a copy of the client's check stub containing this information. The client's VR case file will verify if the client is from an underserved and/or targeted population.

**5. Employment Skills Training:**

- a. The CRP may submit invoices for skills training programs for the authorized tuition for that period after the start of the instructional period.
- b. The CRP will submit a Monthly Time and Attendance Report to the appropriate VR office.

- 6. Exceptions:** Any exception(s) to these services will be submitted to and reviewed by the Regional Manager. The Regional Manager will make the final decision on any exception.