

**Missouri Vocational Rehabilitation
Community Rehabilitation Provider Program
Service Billing Matrix**

SERVICE	BILLABLE MILESTONES	WHEN TO BILL <i>(Invoice must be dated after the events noted)</i> **All conditions must be met	INVOICE FORM DATES OF SERVICE **Must match dates of service on corresponding report	SUPPORTING DOCUMENTATION/VERIFICATION **Required MVR forms must be signed and dated
Employment Services (ES), Employment Services Plus (ESP), Individualized Placement with Supports (IPS), or Transitional Employment (TE)	Employment Plan Completion	After Employment Plan completed and signed	Date Employment Plan is signed by client (or guardian if applicable)	Signed (client/guardian) Employment Plan
	Job Placement	After client works in competitive job for minimum of 3 days	Employment Start Date on Placement Letter	(1) Placement Letter and (2) Copy of client's pay stub; Letter from client's employer; or Verification by The Work Number (Employment Verification Service)
	Thirty (30) Day Retention	After thirty (30) days on the job with same employer - match up with placement letter	Date > 30 days after Employment Start Date	Monthly Progress Report and VRC verification
	Employment Outcome	Upon Successful Employment Outcome after ninety (90) days on the job (and 90 days after OJT has ended if applicable)	Date > 90 days after Employment Start Date and Successful Employment Outcome	Employment Verification Form and VRC verification
Supported Employment (SE)	Discovery & Exploration (D&E)	After D&E Service Plan completed and signed After completion of D&E activities	Date D&E Service Plan is signed by client (or guardian if applicable) Range of dates when D&E services occurred	Signed (client/guardian) Discovery & Exploration Service Plan Signed (client/guardian) Discovery & Exploration Final Report
	Job Placement	After IPE is signed and client works in competitive job for minimum of 3 days	Employment Start Date on Placement Letter	(1) VR IPE signed (client/guardian) prior to job start; (2) Placement Letter; (3) Copy of client's pay stub; Letter from client's employer; or Verification by The Work Number (Employment Verification Service)
	Job Supports	Monthly - after end of each month	Range of Dates when Job Supports were provided	(1) SE Monthly Job Supports Report; (2) SE Job Supports Daily Time Log
	Independent Employment (30 day)	After thirty (30) days without paid Job Supports	Date > 30 days after Employment Start Date and after paid Job Supports end	Monthly Progress Report and VRC verification
	Employment Outcome (90 days)	Upon Successful Employment Outcome after ninety (90) days without paid Job Supports	Date > 90 days after Employment Start Date and Successful Employment Outcome	Employment Verification Form and VRC verification
Employment Skills Training (EST)	Trainings scheduled in terms	After the start of the instructional period	Range of dates of the instructional period	Monthly Progress Report
	Trainings scheduled in weeks	Weekly	Range of dates of the week	Monthly Progress Report
	Books, Tools, Supplies	After purchase is made	Date of purchase	Itemized receipt with prices separate from tuition
EBTT/Project Search	1st Quarter/Rotation	After completion of 1st Quarter/Rotation	Date rotation is completed	Signed (client/guardian) EBTT/Project SEARCH Program Documentation
	2nd Quarter/Rotation	After completion of 2nd Quarter/Rotation	Date rotation is completed	Signed (client/guardian) EBTT/Project SEARCH Program Documentation and signed (client/guardian) Employment Plan
	3rd Quarter/Rotation	After completion of 3rd Quarter/Rotation	Date rotation is completed	Signed (client/guardian) EBTT/Project SEARCH Program Documentation and Youth's Resume
	Job Placement	After client works in competitive job for minimum of 3 days	Employment Start Date on Placement Letter	(1) Placement Letter and (2) Copy of client's pay stub; Letter from client's employer; or Verification by The Work Number (Employment Verification Service)
	Independent Employment (30 day)	After thirty (30) days on the job with same employer - match up with placement letter	Date > 30 days after Employment Start Date	Monthly Progress Report and VRC verification
	Employment Outcome (90 days)	Upon Successful Employment Outcome after ninety (90) days on the job (and 90 days after exit from the EBTT/Project Search program)	Date > 90 days after Employment Start Date and Successful Employment Outcome	Employment Verification Form and VRC verification
Maintenance and Transportation	Maintenance	Monthly on or after the first day of the month and after client receives funds - not before services begin	Range of dates covered by maintenance monies	Receipt of funds signed by client
	Transportation	Monthly on or after the first day of the month and after client receives funds - not before services begin	Range of dates covered by transportation monies	Receipt of funds signed by client
	Placement Maintenance (fees, uniforms, or other Items required for placement)	(1) After purchase is made by the CRP; or (2) date funds were provided to the client for client purchase	Date of purchase	(1) Itemized receipt with prices; or (2) Receipt of funds signed by client (<i>dependent on how purchase was made</i>)