

SERVICE	BILLABLE MILESTONES	WHEN TO BILL <i>Invoice must be dated after the events noted All conditions must be met</i>	INVOICE FORM DATES OF SERVICE <i>Must match dates of service on corresponding report</i>	SUPPORTING DOCUMENTATION/VERIFICATION <i>Required MVR forms must be signed and dated</i>
Employment Services (ES) or Employment Services Plus (ESP)	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 Form	(1) Placement Letter Form; (2) VRC verification documenting a minimum of 3 days of employment. Monthly Progress Report current
	Thirty (30) Day Retention	After thirty (30) days on the job with same employer - match up with Placement Letter Form	Date ≥ 30 days after Employment Start Date	(1) Monthly Progress Report; (2) VRC verification
	Employment Outcome (90 days)	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*	(1) Employment Verification Form; (2) Copy of client's pay stub <u>dated at least 30 days after employment start date</u> , letter or email from client's employer, or verification by The Work Number (Employment Verification Service); (3) VRC verification
Supported Employment (SE)	Discovery & Exploration (D&E)	After D&E Service Plan completed and signed	Date D&E Service Plan is signed by client (or guardian, if applicable)	Signed (client/guardian) Discovery & Exploration Service Plan
		After completion of D&E activities	Date D&E Final Report is signed by client (or guardian, if applicable)	Signed (client/guardian) Discovery & Exploration Final Report
	Job Placement	After VR IPE is signed and client works in competitive job for minimum of 3 days	Employment Start Date on Placement Letter Form	(1) Placement Letter Form; (2) VRC verification documenting a minimum of 3 days of employment. Monthly Progress Report current
	Job Supports	Monthly - after end of each month	Range of Dates when Job Supports were provided	(1) Signed (client/guardian) SE Monthly Job Supports Report (**see COVID flexibilities); (2) SE Job Supports Daily Time Log SE Job Supports Daily Time Log temporarily waived March 1, 2020-Dec 31, 2020
	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	(1) Monthly Progress Report; (2) 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*	(1) Employment Verification Form; (2) Copy of client's pay stub <u>dated at least 30 days after employment start date</u> , letter or email from client's employer, or verification by The Work Number (Employment Verification Service); (3) 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	(1) Signed (client/guardian) EBTT/Project SEARCH Program Documentation; (2) Signed (client/guardian) Employment Plan
	3rd Quarter/Rotation	After completion of 3rd Quarter/Rotation	Date rotation is completed	(1) Signed (client/guardian) EBTT/Project SEARCH Program Documentation; (2) Youth's Resume
	Job Placement	After client works in competitive job for minimum of 3 days	Employment Start Date on Placement Letter Form	(1) Placement Letter Form; (2) VRC verification documenting a minimum of 3 days of employment. Monthly Progress Report current
	Independent Employment (30 day)	After thirty (30) days on the job with same employer - match up with Placement Letter Form	Date ≥ 30 days after Employment Start Date	(1) Monthly Progress Report; (2) 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*	(1) Employment Verification Form; (2) Copy of client's pay stub <u>dated at least 30 days after employment start date</u> , letter or email from client's employer, or verification by The Work Number (Employment Verification Service); (3) VRC verification
Summer Work Experience (SWEP)	SWEP Plan Completion	After SWEP Plan completed and signed	Date SWEP Plan is signed by client (or guardian, if applicable)	Signed (client/guardian) SWEP Plan
	SWEP Hourly Wage & Fringe Benefits	After end of each pay period or end of SWEP	Range of dates for the pay period	Copy of client pay stub or employer payroll record to include hours worked and amount paid
	SWEP Report Completion	After SWEP Report completed and signed	Date SWEP Report is signed by client & host business	Signed (client & host business) SWEP Report
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	Documentation stating client took possession of funds to include client signature and date
	Uniforms	After purchase is made by the CRP	Date of purchase	Itemized receipt and documentation stating client took possession of funds/goods to include client signature and date
	Placement Maintenance	(1) After purchase is made by the CRP; or (2) date funds were provided to the client for client purchase	Date of purchase	Documentation stating client took possession of funds/goods to include client signature and date
	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	Documentation stating client took possession of funds to include client signature and date
Other Services	Service	After purchase is made by the CRP	Date of purchase	(1) Itemized receipt; (2) Documentation client received service
	Goods	After purchase is made by the CRP	Date of purchase	(1) Itemized receipt; (2) Documentation stating client took possession of good(s) to include client signature and date

*VR Successful Employment Outcome date may not match CRP 90 day employment retention date referenced on the invoice and/or supporting documentation. Reference the Quarterly Reporting Guidance Webinar (located on the DESE-VR Internet under Providers) for best communication practices regarding employment status reporting dates. ** Refer to **Temporary Milestone Fee Increase and Payment Instructions for flexibilities of VOS, including signature options, in order of preference.**
<https://dese.mo.gov/adult-learning-rehabilitation-services/vocational-rehabilitation/providers>