



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



| SERVICE | BILLABLE MILESTONES | WHEN TO BILL <i>Invoice must be dated after the events noted) All conditions must be met</i> | INVOICE FORM <i>Must match dates of service on corresponding report</i> | SUPPORTING DOCUMENTS/VERIFICATION <i>Required MVR forms must be signed and dated</i> |
|---|----------------------------|--|---|--|
| Individual Placement with Supports (IPS) | 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 a minimum of 3 days | Employment Start Date on Placement Letter | (1) Placement Letter Form; (2) VRC verification documenting a minimum of 3 days of employment. Monthly Progress Report current *The 90 day employed status date can be started any time on or after the placement date |
| | Stabilization | After client has been on the job a minimum of 30 days and client/team agree with job match | Date-Agreed upon by client/team via meeting, face to face or conference call | VRC case note documenting 30 day stabilization meeting. Documentation of supports (on/off-site supports) provided during the 30 day period. EMR case notes (completed by Employment Specialist) or ES progress notes accepted. |
| | Employment Outcome | Upon successful VR employment outcome after 90 days on the job | Date-90 dates 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 |
| 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 | Itemized receipt and documentation client received benefit |
| | Goods | After purchase is made by the CRP | Date of purchase | Itemized receipt and documentation stating client took possession of good(s) to include client signature and date |

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