

Attachment D - Billing for Services

A. Invoices for authorized services shall be submitted to VR as follows:

1. Invoices submitted to VR for services provided shall include:
 - a. The CRP's name and address
 - b. The invoice date
 - c. The client's name
 - d. The authorization number
 - 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. Attached itemized list is required for textbooks, supplies, and uniforms
 - j. Applicable service reports
2. Billed services shall not occur prior to the start date on the authorization. Services must occur within the dates and shall not exceed the amount indicated on the authorization.
3. Invoices shall be sent to the VR office address initiating the authorization.
4. Invoices shall be submitted to VR timely and in accordance with RsMO 33.120 which states invoices shall be presented within two years after services have been provided for payment.
5. Billed services must have appropriate documentation from the CRP and verification by VR as outlined in the billing matrix before payment can be issued.
6. Successful Employment Outcome payments for students currently enrolled in a secondary school setting cannot be made prior to the student's exit from high school.
7. When the CRP invoice contains the notation "Final Billing", VR will cancel any remaining balance on the authorization.

B. Employment Services (ES):

1. Services may be billed in applicable milestone payments based upon the following outcomes:
 - a. Employment Plan Completion – payable on completion of the CRP Employment Plan. The Employment Plan must be signed by the client and/or client guardian.
 - b. Job Placement – Billable job placement requires client to have worked in an integrated competitive job for a minimum of three (3) days. Billing documentation must include the Placement Letter and verification of three (3) days of employment. Three (3) days of employment must be verified by one of the following:
 1. A copy of the client’s pay stub(s);
 2. A verification letter from the client’s employer, or
 3. Verification by the Work Number.

Any exceptions to the above must be reviewed and approved by the regional manager team.

- c. Thirty (30) Day Retention – payable after thirty (30) days on the job with the same employer and with receipt of the Monthly Progress Report and VRC verification with the client, guardian, family member and/or employer.
 - d. Successful Employment Outcome – payable after ninety (90) days on the job with receipt of the Employment Verification Form and VRC verification with the client, guardian, family member and/or employer and VR case closure.
2. If the CRP developed a job with an employer who is requesting On the Job Training (OJT) fees, job placement has not occurred until OJT has ended.
3. If the CRP is also the employer, client/VRC/CRP must choose the most appropriate service, either ES or OJT, not both.
4. If the client is returning to an existing or currently held job or has obtained a job prior to services being provided by the CRP, the milestone authorization for placement may not be paid.

C. Employment Services Plus (ESP)

1. Services may be billed in applicable milestone payments based upon the following outcomes:

Employment Plan Completion – payable on completion of the CRP Employment Plan.

- a. Job Placement – Billable job placement requires client to have worked in an integrated competitive job for a minimum of three (3) days. Billing documentation must include the Placement Letter and verification of three (3) days of employment. Three (3) days of employment must be verified by one of the following:
 1. A copy of the client’s pay stub(s), or
 2. A verification letter from the client’s employer.

3. Verification by the Work Number.

Any exceptions to the above must be reviewed and approved by the regional manager team.

- b. Thirty (30) Day Retention – payable after thirty (30) days on the job with the same employer and with receipt of the Monthly Progress Report and VRC verification with the client, guardian, family member and/or employer.
 - c. Successful Employment Outcome – payable after ninety (90) days on the job with receipt of the Employment Verification Form and VRC verification with the client, guardian, family member and/or employer and VR case closure.
2. If the CRP developed a job with an employer who is requesting On the Job Training (OJT) fees, job placement has not occurred until OJT has ended.
3. If the CRP is also the employer, client/VRC/CRP must choose the most appropriate service, either ES or OJT, not both.
4. If the client is returning to an existing or currently held job or has obtained a job prior to services being provided by the CRP, the milestone authorization for placement may not be paid.

D. Supported Employment (SE):

1. Services may be billed in milestone payments based upon the following outcomes:
- a. Discovery and Exploration Service Plan – payable upon receipt of the Discovery and Exploration Service Plan
 - b. Discovery and Exploration Report - payable upon receipt of the Discovery and Exploration Report
 - c. Job Placement – The IPE must be provided to the CRP. Billable job placement requires a signed IPE prior to the start date of the client beginning integrated competitive employment. The client must have worked in an integrated competitive job for a minimum of three (3) days. Billing documentation must include the Placement Letter and verification of three (3) days of employment. Three (3) days of employment must be verified by one of the following:
 - 1. A copy of the client’s pay stub(s), or
 - 2. A verification letter from the client’s employer.
 - 3. Verification by the Work Number.

Any exceptions to the above must be reviewed and approved by the regional manager team

- d. Job Supports – payable upon receipt of the SE Monthly Job Supports Report. The CRP will complete a SE Job Supports Daily Time Log and SE Monthly Job Supports Report Form which will include job support hours and specific activities completed. Upon completion of SE Job Supports, client will move to Employment status.

- e. Independent Employment (30 day) – payable 30 days after paid Job Supports end and with receipt of the Monthly Progress Report and VRC verification with the client, guardian, family member and/or employer.
 - f. Successful Employment Outcome – payable upon ninety (90) days after paid Job Supports end and with receipt of Employment Verification Form and VRC verification with the client, guardian, family member and/or employer and VR case closure.
2. A SE Monthly Job Supports Report with SE Job Supports Daily Time Log to include the amount of Job Supports provided and the number of hours the client worked shall be submitted to VR along with the monthly bill.
- a. Billing for Job Supports must be 26% or more of the client’s worked hours.
 - b. Total hours billed for job supports cannot exceed hours authorized or total hours worked.
 - c. Off-site supports billed cannot exceed 20% of total hours worked.
 - d. Off-site supports, if provided, shall be billable only in conjunction with the provision of on the job supports.
 - e. If multiple clients are being supported at the same time by a single job coach, billing must be prorated based on the number of hours each client receives Job Supports.
 - f. Request for additional Job Supports hours beyond what has been authorized must be received and approved prior to the service being provided.
3. If the client is returning to an existing or currently held job or has obtained a job prior to substantial services being provided by the CRP, the milestone authorization for placement may not be paid.

E. Individual Placements with Supports (IPS):

1. Services may be billed in applicable milestone payments based upon the following outcomes:
- a. Vocational Profile Completed-payable on completion of Vocational Profile.
 - b. Job Placement- Billable job placement requires client to have worked in an integrated competitive job for a minimum of three (3) days. Billing documentation must include the Placement Letter and verification of three (3) days of employment. Three (3) days of employment must be verified by one of the following:
 - a. A copy of the client’s pay stub(s), or
 - b. A verification letter from the client’s employer.
 - c. Verification by the Work Number

- c. Stabilization- Billable after client has been on the job a minimum of 30 days and client/team agree with job match via face to face meeting or conference call. 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.
 - d. Employment Outcome- payable upon a minimum of ninety (90) days after employment start date ninety (90) days on the job after Stabilization date with receipt of the Employment Verification Form and VRC verification with the client, guardian, family member and/or employer
2. If the client is returning to an existing or currently held job or has obtained a job prior to substantial services being provided by the CRP, the milestone authorization for placement may not be paid.

F. Employment Skills Training (EST):

1. For EST training scheduled in terms, invoices will be submitted to VR after the start of the instructional period.
2. For clients exiting an EST term program early, the following refund policy will apply:
 - a. Within the first week of each instructional period, the CRP may retain ten (10) percent of the tuition.
 - b. Within the second and third week of each instructional period, the CRP may retain (20) percent of the tuition.
 - c. After the beginning of the fourth week of each instructional period, but prior to twenty-five (25) percent of each instructional period, the CRP may retain twenty-five (25) percent of the tuition.
 - d. After completing twenty-five (25) percent of the instructional period, but prior to completing fifty (50) percent of it, the CRP may retain fifty (50) percent of the tuition.
 - e. After completing fifty (50) percent of the instructional period, the CRP may retain one hundred (100) percent of the tuition.
 - f. For short courses, where there is a conflict in (b), (c), and (d) above, the CRP shall retain the greater amount.
3. For EST training scheduled in weeks, invoices will be submitted in weekly increments.
4. For clients exiting an EST weekly program early, the last week of attendance will be the last week of training paid.
5. The CRP will submit a Monthly Progress Report to the appropriate VR office.
6. Books, tools, and supplies shall be itemized with prices separate from tuition, and attached to the provider's invoice.

G. Employer Based Transition Training/Project Search

1. Payment for the first three milestones will be based on the individual's successful acquisition and progression of skills identified through a task analysis, and their ability to meet performance expectations of the host business.

a. Employer Based Transition Training #1: First Training Milestone

1. Documents required for CRP billing:

- a. EBTT/Project SEARCH Monthly Progress Reports
- b. Milestone Billing Requirement Form

b. Employer Based Transition Training #2: Second Training Milestone

1. Documents required for CRP billing:

- a. EBTT/Project SEARCH Monthly Progress Reports
- b. Employment Plan
- c. Milestone Billing Requirement Form

c. Employer Based Transition Training #3: Third Training Milestone

1. Documents required for CRP billing:

- a. EBTT/Project SEARCH Monthly Progress Reports
- b. Youth Resume
- c. Milestone Billing Requirement Form

2. Payment for milestones 4-6 is based upon the following outcomes:

a. Employer Based Transition Training #4: Job Placement

1. Documents required for CRP billing:

- a. The client must have worked in an integrated competitive job for a minimum of three (3) days. Billing documentation must include the Placement Letter and Requirement of three (3) days of employment. Three (3) days of employment must be verified by one of the following:
 1. A copy of the client's pay stub(s), or
 2. A verification letter from the client's employer.
 3. Verification by the Work Number.
 4. Billing Requirement Form

b. Employer Based Transition Training #5: 30 Day Retention

1. Documents required for CRP billing:

- b. Thirty (30) Day Retention – payable after thirty (30) days on the job with the same employer and with receipt of the Monthly Progress Report and VRC verification with the client, guardian, family member and/or employer.
- c. Milestone Billing Requirement Form

c. Employer Based Transition Training #6: Successful Employment Outcome

1. Documents required for CRP billing:

- a. Employment Outcome – payable upon successful employment outcome after ninety (90) days on the job with receipt of the Employment Verification Form and VRC verification with the client, guardian, family member and/or employer.
- b. Milestone Billing Requirement Form

H. Summer Work Experience

1. Services may be billed in milestone payments based upon the following outcomes:

- a. Summer Work Experience Plan – payable upon receipt of the Summer Work Experience Plan
- b. Summer Work Experience Hourly Wage and Fringe Benefits – payable monthly upon receipt of Summer Work hours. Billing documentation must include a pay stub or employer payroll records which includes hours worked and amount paid.
- c. Summer Work Experience Report - payable upon receipt of the Summer Work Experience Report

Any exceptions to the above must be reviewed and approved by the regional manager team

I. Maintenance and Transportation:

1. The client must sign documentation upon receipt of funds and a copy of the signed receipt must be submitted with the invoice to VR for payment.
2. The CRP shall bill VR for maintenance and/or transportation monthly on or after the first day of the month, but not before services have begun.
3. If the service is provided for part of a month, the CRP shall prorate the amount billed to VR.
4. The CRP can also bill weekly for maintenance and transportation.
5. For clients attending a CRP, VR may authorize placement maintenance funds for fees, uniforms, or other items required for placement through the CRP. Itemized receipts must accompany the billing.

J. Exceptions:

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

K. Billing Matrices

Below you will find the CRP Service Billing Matrix and a separate IPS only Billing Matrix

**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) 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 (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)
	Job Placement	After client works in competitive job for minimum of 3 days	Employment Start Date on Placement Letter	Monthly Progress Report and VRC verification
	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	Employment Verification Form 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*	
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) Date D&E Final Report is signed by client (or guardian if applicable)	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
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	Monthly - after end of each month	Range of dates for the month	Copy of client pay stub or employer payroll record which includes 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	Receipt of funds signed and dated 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 and dated 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	Itemized receipt and documentation stating client took possession of funds/goods 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.
<https://dese.mo.gov/adult-learning-rehabilitation-services/vocational-rehabilitation/providers>

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

BILLABLE MILESTONES	WHEN TO BILL	Invoice Form Dates of Service	SUPPORTING DOCUMENTS/VERIFICATION
IPS Vocational or Career Profile Completion	After Vocational Profile (VP) completed and reviewed by client/team. Signed by client	Date VP is signed by Client	Signed (client/guardian) VP VRC case note confirming client/team review and agreement of VP *VR Staff should be aware that due to the nature of IPS, DMH funded providers using electronic medical records (EMR) systems may substitute documents for a VP. They must contain same elements
IPS Job Placement	After client works in competitive job for a 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) * The 90 day employed status date can be started any time on or after the placement date
IPS 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
IPS Employment Outcome.	Upon successful VR employment outcome after 90 days on the job	Date-90 days after employment start date and Successful Employment Outcome	Employment Verification Form and VRC verification
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 clients
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 and documentation stating client took possession of funds/goods to include client signature and date