

## **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 coincide with the dates on the authorization.
3. Invoices shall be sent to the VR office address initiating the authorization.
4. Invoices shall be submitted to VR for payment timely and in accordance with RsMO 33.120 which states invoices for payment shall be presented within two years after services have been provided.
5. Services for the client must be documented and verified before VR can authorize payment.
6. Successful Employment Outcome payments for students with disabilities currently enrolled in a secondary school setting at the time of service provision 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 line.

### **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.
  - 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. 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.
- 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), Individualized Placement with Supports (IPS), or Transitional Employment (TE):**

- 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.
  - 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), or
    - 2. A verification letter from the client’s employer.
    - 3. Verification by the Work Number.
  - 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. 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.
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.
  - 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. Employment Outcome – payable upon successful employment outcome 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.
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. 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.

**F. Employer Based Transition Training/Project Search**

1. Services may be billed in milestone payments based upon the following outcomes:
  - a. Employer Based Transition Training #1 – payable at the end of the 1<sup>st</sup> Quarter/Rotation with receipt of the EBTT/Project Search Program Documentation.
  - b. Employer Based Transition Training #2 – payable at the end of the 2<sup>nd</sup> Quarter/Rotation with receipt of the EBTT/Project Search Program Documentation and the Employment Plan.
  - c. Employer Based Transition Training #3 – payable at the end of the 3<sup>rd</sup> Quarter/Rotation with receipt of the EBTT/Project Search Program Documentation and the Youth's resume.
  - d. Employer Based Transition Training #4 (Job Placement) – payable upon receipt of Provider Placement Letter; a copy of the client's first pay stub(s), or: a verification letter from client's employer; or verification by The Work Number.
  - e. Employer Based Transition Training #5 (30 Day Job Retention) – payable upon successful employment for 30 days with receipt of Monthly Progress Report and VRC verification with client, guardian, family member and/or employer.
  - f. Employer Based Transition Training #6 (Employment Outcome) – payable upon successful employment outcome (90) days with receipt of Monthly Progress Reports during job retention, Employment Verification Form, and VRC verification with the client, guardian, family member, and/or employer.

**G. 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.

**H. 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.