

**Supported Employment Payment Schedule For Acquired Brain Injury and Autism
(Supported Employment/Customized Employment)**

Milestone	Description/Activities	Payment	Date Examples
Discovery	Provider completes VR Profile for Supported or Customized Employment document, including all previous and most recent discovery activities. Referral is made to VR, who facilitates meeting with Client and family/guardian, DD Service Coordination, and Provider. Discovery may include (but is not limited to) interviews with Client and others including family members, school staff, case manager and/or Service Coordinator or people who know client well, review of existing records, observation in home and in the community (activities in various settings), observation of participation in a familiar activity (does well, knows how), observation of participation in a new activity of choice, etc. Client identifies interests, talents and work preferences. Team determines services and supports necessary for client's employment success.	\$500.00	Start Date: Date authorization began; End date: Date activity was completed
		Note: This Assessment Support is only authorized if little or no previous Discovery activities have been completed or if available information is dated. Examples include home-schooled students, non-Nebraska graduates, individuals who have been on wait list for an extended time, or when competitive, integrated employment is questioned at the present time.	
1. Referral/ Initiate SE Services	VR staff develops IPE and refers client to SE Program, providing all pertinent and re-releasable records with referral. SE program staff completes program intake, notifies VR SE liaison of client's acceptance to program, submits Job Search Agreement with invoice for Milestone 1.	\$1,000 payment upon invoice for Milestone 1 along with Initiate Job Search Services form	Start Date and End Dates: Date of referral to SE provider
2. Job Search and Placement	SE Provider implements Job Search Agreement activities, develops resume, assists with applications matching client to job(s) consistent with IPE goal, contacts employer, places client on job, teaches job seeking skills and provides employer education as needed. SE Provider meets with VR liaison monthly to review progress, submits reports every 30 days during job search period on standardized form, and ensures that VR has been notified of the start job date and employment details <u>prior to employment start date</u> . The SE Provider submits Supported Employment Placement Report-- Milestone 2 form-- with invoice for payment.	\$2,000 Payment upon invoice for Milestone 2 along with Job Placement Report	Start Date: day after date of initiate services. End Date: day client starts job
3. Job Coaching and Stabilization	SE Provider and client jointly develop job-specific strategies and accommodations. Provider initiates on- and off-site job coaching and supports to stabilize client on the job and maintains regular contact with employer. Stabilization occurs no sooner than 30 Days Post Job Start when employer agrees tha the client is meeting work standards for a new employee, client agrees the job is a good match, and VR, guardian, as applicable, and SE Provider agree that stabilization has occurred. This team agreement on stabilization will trigger authorization of Milestone 4. SE Provider completes and submits Job Stabilization Report with invoice for Milestone 3.	\$1,500 Payment upon invoice for Milestone 3 along with Job Stabilization Report	Start Date: day client starts job End date: day client stabilizes (minimum 30 days)
4. Transition to Extended Services	SE Provider maintains contact with client and employer, providing job coaching as needed and building natural supports for job retention.. Team meeting is held to determine date client will begin transition to extended services (which may be no sooner than 60 days from Stabilization date.) SE Provider submits M-4 form, Transition to Extended Services Plan, and invoice for Milestone 4 when date is agreed upon. Case remains open for up to one year to pay Milestones 5A and 5B, as applicable.	\$1,500 Payment upon invoice for Milestone 4 along with Extended Supports Plan	Start Date: day after client stabilizes End Date: date client transitions to extended services (no sooner than 60 days from end date of M3)
5. Milestone 5A & 5B 5A-6 months 5B-12 months	Milestone 5A is authorized and payable upon receipt of the completed form and invoice six months after the date of transition to extended services when the client has remained in the same job held at the time of transition to extended services. Milestone 5B is authorized and payable upon receive of the completed form and invoice twelve months after the date of transition to extended services when the client has remained in the same job held at the time of transition to extended services.	\$500 Payment upon invoice for Milestone 5A & \$500 payment upon invoice for Milestone 5B.	5A Start/End Date: 6 months from VR date of transition to extended services (MS 4 end date);5B Start/End Date: 12 months from date of transition to extended services (MS 4 end date.)
	TOTAL PAYMENT	\$7,000	