

SUPPORTED EMPLOYMENT DOCUMENTATION REQUIREMENTS AND QE2 VERIFICATION

Milestone		When to Authorize	Dates of Authorization		Dates of Payment		What's Required	QE2 Check
			START DATE	END DATE	START DATE	END DATE		
M1	Initiate Services	The date VR makes referral to the SE provider	Date of referral	Date of referral	Date of referral	Date of referral	Start/end date must be the same date	<ul style="list-style-type: none"> • No referral date in QE2; • No QE2 check; • Cannot be before IPE date
M2	Job Placement	The date VR makes referral to the SE provider	Date after Initiate Services	Estimated date of job search. <i>Date can be extended if client does not have a job by the original end date on the authorization.*</i>	Date after Initiate Services <i>(or 10/1 if new authorization is completed in a new federal fiscal year)*</i>	Date the client starts the job	Start date must be day after initiate services. End date must match the date the client started the job in QE2	Day after the M1 authorization end date. Employment History screen – Start date of current job
M3	Stabilization	When VR is informed by the provider that the client has a job.	Date client is to start the job	A minimum of 30 days after start job. <i>This date can be extended if the client does not stabilize in 30 days.</i>	Date client starts the job	Date the client stabilizes (must be at least 30 days).	Start date must be the date the client started the job End date must be date VR and provider agreed to stabilization	Employment History screen – Start date of current job Task note must indicate date VR and provider agreed to stabilization.
M4	Transition to Extended Services	When VR and provider have agreed that stabilization has occurred.	Date after stabilization	A minimum of 60 days after stabilization. <i>Date can be extended if client is not ready to complete transition to extended services at the end of 60 days.</i>	Date after stabilization.	Date client completes transition to extended services (must be at least 60 days from stabilization).	Start date must be date after stabilization End date must be date VR and provider agree client completed transition to extended services.	Day after M3 authorization end date. Task note must indicate date VR and provider agreed client completed transition to extended services.
M5A	Job Report – 6 months	If client is still working at the 5 th month.	6 months from date client transitioned to extended services	6 months from date client transitioned to extended services	6 months from date client transitioned to extended services	6 months from date client transitioned to extended services.	Start/End date must be 6 months from the date client transitioned to extended services.	Six months from the M4 authorization end date.
M5B	Job Report – 12 months	If client is still working at the 11 th month.	12 months from date client transitioned to extended services	12 months from date client transitioned to extended services	12 months from date client transitioned to extended services	12 months from date client transitioned to extended services	Start/End date must be 12 months from the date client transitioned to extended services.	Twelve months from the M4 authorization end date.

- do not extend the authorization end date beyond 9/30. If the client has not started a job by 9/30 of the year the authorization was completed, unencumber and complete a new authorization with a start date of 10/1.