

Supported and Customized Employment Fiscal Chart

Service	Provider Information	Field Office Check	State Office Check
		Field offices are responsible for verifying QE2 documentation matches the reports/invoices before approving invoice for payment.	
Authorization Requirements	Provider Packet	Verification Required to Approve Invoice	Required for Payment
Discovery	Only for Customized Employment	This service is authorized up to 60 days. The service/invoice start date cannot precede the start date of the authorization, but the service can begin the day of or any day after. The service/invoice end date is the date when the activities outlined in the <i>VR Profile for Customized Employment</i> are completed.	VR Profile completed and uploaded. Invoice meets invoice standards
Plan for Job Development		This service is authorized for two weeks. The service/invoice start date cannot precede the start date of the authorization, but the service can begin the day of or any day after. The service/ invoice end date is when all activities outlined in the <i>Plan for Job Development Outcome Report</i> have been completed.	Evidence of completion of all activities on the <i>Plan for Job Development Outcome Report</i> ; <i>Plan for Job Development Outcome Report</i> signed and uploaded. Invoice meets invoice standards
Job Search and Placement	<i>Plan for Job Development Outcome Report</i> signed and uploaded.	This service is authorized up to 90 days. The service/invoice start date cannot precede the start date of the authorization, but the service can begin the day of or any day after. The service/invoice end date is the job start date.	Evidence of completion of activities on the <i>Job Search and Placement Outcome Report</i> ; <i>Job Search and Placement Outcome Report</i> signed and uploaded; Start date of EF job in QE2 matches the Job Start Date on the Report; Invoice meets invoice standards
Individual Supported Employment (Job Coaching /Job Support)	<p>Month 1 (& Month 2) –</p> <ul style="list-style-type: none"> • <i>Job Search and Placement Outcome Report</i> signed and uploaded (NOTE: Not needed if client comes in with a job); • In Employment Follow-Up (EF); • Completed prior to start date of EF job or the date the <i>Job Search and Placement Outcome Report</i> is received; whichever is later (late auth's require Program Director approval) <p>Month 3 on –</p> <ul style="list-style-type: none"> • previous 2 month invoice paid 	This service is authorized for four weeks (28 days). The service/invoice start date needs to match the first date the client works during the authorized period. The service/invoice end date will either match the last date the client works during the authorized period or will match the stabilization date.	<p><i>Job Coaching/Support Report</i> signed and uploaded;</p> <p><i>Verification of Employee Hours Worked</i> form, signed by client and the employer; OR</p> <p>Documentation from the place of employment (e.g. paycheck stub, employee timesheet, email, etc.) that includes number of hours client worked per day and client name (pre-printed or client signature). If documentation is not from the place of employment (e.g. client wrote down their hours), employer signature is required.</p> <p>Invoice meets invoice standards</p> <p>Verification of hours worked</p>
VR Funded Extended Services (Youth Only)	<p><i>Job Stability Report</i> signed and uploaded</p> <p>Job Stabilization date entered on Employment History screen</p> <p>Late auth's require Program Director approval</p>	This service is authorized for four weeks (28 days). The service/invoice start date needs to match the first date the client works during the authorized period. The service/invoice end date will either match the last date the client works during the authorized period or will match the date this service ends (extended services are no longer needed).	<p><i>Extended Services for Youth Report</i> signed and uploaded;</p> <p><i>Verification of Employee Hours Worked</i> form, signed by client and the employer; OR</p> <p>Documentation from the place of employment (e.g. paycheck stub, employee timesheet, email, etc.) that includes number of hours client worked per day and client name (pre-printed or client signature). If documentation is not from the place of employment (e.g. client wrote down their hours), employer signature is required.</p> <p>Invoice meets invoice standards</p> <p>Verification of hours worked</p>