

(Service Provider Letterhead)

**CUSTOMIZED SUPPORTED EMPLOYMENT INVOICE**

**TO:** (VR Counselor Name), GVRA  
**FROM:** (Service Provider Mailing Address)  
**DATE:**  
**RE:** Customized Supported Employment Services

*The following is a request for payment for Customized Supported Employment Services for:*

**Client Name:** \_\_\_\_\_ **VR Participant ID:** \_\_\_\_\_

**Customized Services Identification**

\$ \_\_\_\_\_ Determination of the need for Supported Employment is completed. The Supported Employment Services Agreement form is completed with the VR Counselor and the client. The services and strategies have been identified based on the needs of the client. (This \$300 is encumbered with 110 funds).

**Customized Discovery Assessment & Profile**

**Services Begin:**

\$ \_\_\_\_\_ The provider completes a comprehensive, individualized, local community-based discovery process and provides to the VR counselor a vocational profile of client that meets customized employment standards outlined in contract. (\$2,000.00)

**Customized Discovery Profile Meeting**

**Services Begin:**

\$ \_\_\_\_\_ The provider convenes a discovery profile meeting with the customized team comprised of paid and non-paid people important to the client’s customized employment development process. The aim of this meeting is to further job creation and negotiation. (\$300.00)

**Customized Job Creation/Negotiation**

**Services Begin:**

\$ \_\_\_\_\_ Job Creation/Negotiation is provided to assist in seeking and securing employment for the client. **Job Creation/Negotiation will be done based on the chosen vocational goal of the client.** Job Creation/Negotiation may be repeated, including the payment, in the event that a placement fails. Repeating job development is done at the discretion of the VR Counselor. (\$1,500.00)

**Customized Training & Initiation of On-going Support**

**Services Begin:**

\$ \_\_\_\_\_ Authorization & Invoice (A & I) will be encumbered in the amount of \$2,425.00 to the provider for the initiation of Training and On-going supports. This phase MAY begin ONCE the client is on the employer’s payroll and BEGINS RECEIVING ON-GOING SUPPORTS/job coaching.

**Customized Stabilization**

**Services Begin:**

\$ \_\_\_\_\_ Once ON-GOING SUPPORTS/job coaching for the client has diminished to only 30 percent, payment of \$1,500.00 will be made upon entry into VR Employed status.

**VR Services Completion & Transition to Extended Services**

**Services Begin:**

\$ \_\_\_\_\_ Authorization & Invoice (A/I) for payment of \$2,825.00. Payment will be issued when the client is transitioned to Extended Services. A written Extended Services plan shall be in place prior to or at the time of this payment.

The VR Counselor is the final authority on all payment authorizations.

\_\_\_\_\_  
*Service Provider Representative Signature*

\_\_\_\_\_  
*Date*