



This document should be submitted to the Vocational Rehabilitation Counselor (VRC) at least two (2) business days prior to pending job start date, or as early as possible. The VR Counselor must be consulted prior to acceptance of job. The VRC will complete the section below and return to ES within two (2) business days.

Date	Participant ID	Name of VR Counselor	
Name of Participant		Name of Provider	
Title of job being offered			
Name of Employer			
Location (number and street, city, state, and ZIP code)			County
Rate of pay	Job start date	Hours per week	Hours per shift
Workdays			
Benefits			
Job description attached?		<i>If "no" job description is attached, you must attach a list of job duties.</i>	
Yes	No		

VRC Name Reviewing NOJO	Date Approved or NOT Approved
NOJO Approved NOJO NOT Approved, explain:	
<i>Instructions: VRC enters the milestone achievement date for MS 1 & MS 2 by using the calendar button based on the approval date or job start date, whichever is later. VRC will email this completed form to ES Provider within two (2) business days.</i>	

Milestone 1: Job Development and Placement	Cost: \$1,500
<u>Requirements</u>	
<ul style="list-style-type: none"> • Individual has maintained the job for one (1) week (seven days) • Notice of Job Offer (NOJO) has been approved 	
DATE MILESTONE 1 WILL BE ACHIEVED one week from approval date or job start date, whichever comes later:	
Milestone 2: Support and Short-Term Retention	Cost: \$2,000
<u>Requirements</u>	
<ul style="list-style-type: none"> • Individual has maintained the job for four (4) full weeks from approval date or job start date, whichever comes later • Supports are in place as applicable 	
DATE MILESTONE 2 WILL BE ACHIEVED four weeks from approval date or job start date, whichever comes later:	