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.

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| --- | --- | --- | --- |
| Date  Click or tap to enter a 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  Click or tap to enter a date. | Hours per week | Hours per shift |
| Workdays | | | |
| Benefits | | | |
| Job description attached?  Yes  No | | *If "no" job description is attached, you must attach a*  *list of job duties.* | |

|  |  |
| --- | --- |
| VRC Name Reviewing NOJO | Date Approved or NOT Approved  Click or tap to enter a date. |
| NOJO Approved  NOJO NOT Approved, explain: |
| ***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.*** | |
| **Milestone 1: Job Development and Placement Cost: $1,500**  Requirements   * 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*:**  Click or tap to enter a date.  **Milestone 2: Support and Short-Term Retention Cost: $2,000**  Requirements   * 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:***  Click or tap to enter a date. | |