

## CRP Employment Verification with Request for Placement Incentives and/or Employment Stability Service Fees

Prior to submitting the completed [Employment Services Progress Report \(RS-7d\)](#) with the invoice, a CRP may use this form to alert DORS staff when a consumer has 1) become employed, 2) achieved stability in employment, or 3) verified employment information during the third month of employment stability. This form is required to request placement incentives and/or employment stability service fees. It does not supplant full completion of the [Employment Services Progress Report \(RS-7d\)](#).

### Part 1: Employment Information

Consumer Name: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Work Location Address: \_\_\_\_\_

O\*Net Job Title and Code: \_\_\_\_\_

Average Hourly wage (including tips): \_\_\_\_\_

Average Number of Hours Per Week: \_\_\_\_\_

Benefits Available:  Presently  After 90 days

AbilityOne or MD Employment Works Position:  N/A  AbilityOne  Employment Works

### Part 2: Employment Stability

A. Document the Employment Stable Date: \_\_\_\_\_

No further DORS-funded job coaching is needed to stabilize the employment after this date.

B. Update the information in Part 1: Employment Information and request authorization for applicable placement incentives. Available when the position is CIE and not funded by AbilityOne or MD Employment Works and when the employer of record is not a CRP.

**When to Invoice:** When providing documentation requested in Parts 1 and 3 on or after 90 days from the Employment Stable Date.

- Specialized Disability Population:** Primary Disability = ABI, Autism, Blind, or Deaf (\$250)
- Ex-Offender** (\$250)
- S.T.E.M. Occupation** (\$250)
- Rapid Placement** (\$300)
- TTW Substantial Gainful Activity** (\$400)
- 25% Above Minimum Wage:** Note: If the work location address is located in a county where the minimum wage exceeds the state minimum wage, the county's minimum wage will be the benchmark to measure the 25%. The wage that is the highest must be used to measure the 25%. (\$400)

C. Request Employment Stability Service Fee (if needed and not already authorized)

- Employment Stability Follow-Along for 90 Days Fee** (\$200). Available when the position is CIE and consumer does not have extended supported employment funding. Includes follow-along for 90 additional days beyond the stable date.

**When to Invoice:** If already authorized, invoice when documenting the Stable Date. If

authorized after documenting the Stable Date, then invoice when a new or amended authorization is provided for the service.

- Employment Stability Verification at 90 Days Fee** (\$100). Available when the position is CIE and no placement incentives are applicable.

**When to Invoice:** When verifying or updating documentation in Parts 1 and 3 after 90 days from the employment Stable Date.

**Part 3: Consumer Verification of Employment at 90 Days of Employment Stability**

The consumer must sign below to verify 1) the accuracy of the employment information included in **Part 1**, 2) ongoing employment stability, and 3) satisfaction with the employment outcome.

**DORS requires consumer signature/date on or after 90 days of employment stability to pay the CRP invoice for placement incentives or the employment stability verification at 90 days fee.**

**Consumer Signature/Date:** \_\_\_\_\_

The CRP must describe the ongoing extended services provided by Natural Supports if invoicing for the SE Natural Supports Incentive: \_\_\_\_\_

\_\_\_\_\_

**CRP Staff Signature/Date:** \_\_\_\_\_